

***S13 Instrument of Delegation of CEO powers, duties and functions***

**Glen Eira City Council**

**Instrument of Delegation**

**by**

**The Chief Executive Officer**

# Instrument of Delegation of CEO powers, duties and functions

By this Instrument of Delegation, in exercise of the power conferred by s 47(2) of the Local Government Act 2020, I, as Chief Executive Officer of Glen Eira City Council –

1. delegate each duty and/or function and/or power respectively described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position respectively described in column 3 of the Schedule;
2. record that references in the Schedule are as follows

Reference	Meaning
CCB	Coordinator Councillor Business
CFO	Chief Financial Officer
CMCH	Coordinator Maternal and Child Health
CPH	Coordinator Public Health
CPO	Chief People Officer
CSWS	Coordinator Strategic Wellbeing and Safety
DCC	Deputy Corporate Counsel
DCCA	Director Customer and Corporate Affairs
DCW	Director Community Wellbeing
DPP	Director Planning and Place
DSAL	Director Sustainability, Assets and Leisure
EMCHTL	Enhanced Maternal Child Health Team Leader
IMA	Injury Management Advisor
LO	Legal Officer
MCE	Manager Customer Experience
MCSC	Manager Community Safety and Compliance
MEMO	Municipal Emergency Management Officer
MFYCS	Manager Family, Youth and Children's Services
MRG	Manager Risk & Governance
PCM	Procurement and Contracts Manager
RAL	Rates Administration Lead
RVC	Rates and Valuations Coordinator
RVCON	Rates and Valuations Consultant
SLO	Senior Legal Officer
TLPH	Team Leader Public Health
UMCHTL	Universal Maternal Child Health Team Leader
WSA	Wellbeing and Safety Advisor

References to 'Category A Staff', 'Category B Staff', 'Category C Staff', and 'Category D Staff' are to be read in accordance with the table in the Appendix of this Instrument;

3. record that on the coming into force of this Instrument of Delegation:

- 3.1 each delegation under the Instrument of Delegation dated 27 March 2023 and executed by Rebecca McKenzie;
  - 3.2 each delegation made under the instrument of delegation dated 29 November 2023 and executed by Rebecca McKenzie which related to delegations under the Child Wellbeing and Safety Act 2005;
  - 3.3 each delegation made under the instrument of delegation dated 7 June 2024 and executed by Rebecca McKenzie which related to Elections delegations under the Local Government Act 2020
- are revoked
4. declare that this Instrument of Delegation -
    - 4.1 comes into force immediately upon its execution;
    - 4.2 remains in force until varied or revoked; and
    - 4.3 is subject to any conditions and limitations set out in paragraph 5, and in the Schedule.
  5. declare that the delegate must not determine the issue, take the action or do the act or thing if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation;

**This Instrument of Delegation** made by the Chief Executive Officer.

**Electronically signed** by the Chief Executive Officer of Council



Date: 17 September 2024

# SCHEDULE

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<b>CHILD WELLBEING AND SAFETY ACT 2005</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 29(2)	Function of receiving written notice and consenting to inspection of relevant premises by the Commission for Children and Young People	DCW MFYCS	
s 29(3)	Power to consent to inspection of relevant premises without written notice by the Commission for Children and Young People	DCW MFYCS	
s 36	Duty to ensure that the Commission for Children and Young People is given any assistance reasonably required to perform functions	DCW MFYCS	
s 43	Function of receiving birth notice in certain circumstances	DCW MFYCS	
s 45	Duty to send a copy of a birth notice to a nurse or the Secretary	DCW MFYCS	
s 46K(1)(g)	Power to authorise, in writing, a person employed or engaged by Council, in relation to childhood services implementation or policy, as a Child Link user	CMCH DCW EMCHTL MFYCS UMCHTL	
s 46K(1)(h)	Power to authorise, in writing, a nurse employed or engaged by Council, to provide maternal and child	CMCH	

	health programs for a Maternal and Child Health service, as a Child Link user	DCW EMCHTL MFYCS UMCHTL	
s 46N	Duty to notify the Secretary, if there is reasonably belief, that the person authorised under s 46K has ceased (a) to be a registered teacher and (b) hold a current Working With Children clearance under the Worker Screening Act 2020	CMCH DCW EMCHTL MFYCS UMCHTL	

<b>EMERGENCY MANAGEMENT ACT 2013</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 54(1)(a)(vii)	Power to nominate a person, position or role to be a member of the Regional Emergency Management Planning Committee	DSAL MEMO	
s 59B(1)(b)	Power to nominate a member of Council staff to be the chairperson of the Municipal Emergency Management Planning Committee	DSAL MEMO	Delegates cannot nominate themselves
s 74E(3)	Function of receiving a copy of any Orders made by Governor in Council under this section	DSAL MEMO	



<b>FINES REFORM ACT 2014</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 175(1)(b)	Power to certify that exceptional circumstances apply requiring Council not to provide required information	Not delegated	Where Council is a 'specified agency'

<b>FIRE SERVICES PROPERTY LEVY ACT 2012</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 66	Power to disclose information in capacity as a collection agency unless that information will or is likely to identify a particular person	CFO RVC	s 66 does not apply if the disclosure is permitted by, or is necessary for the administration of, this Act
s 68	Power to authorise the secondary disclosure of information obtained under, or in relation to the administration of, this Act	CFO RVC	

<b>FOOD ACT 1984</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 50AB	Function of signing a certificate under this Act	DCW	

<b>FREEDOM OF INFORMATION ACT 1982</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 6W(4)	Duty to ensure that all officers and employees are informed about the requirements of the professional standards	MRG DCC DCCA SLO LO	
s 8(2)	Duty to make certain documents available for inspection and purchase	MRG DCC DCCA SLO LO	
s 8(3)	Duty to cause to be prepared a corresponding document, altered only to the extent necessary to exclude exempt matter	MRG DCC DCCA SLO LO	

<b>FREEDOM OF INFORMATION ACT 1982</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 8(5)	Duty to cause the fact of the existence of a document to be published	MRG DCC SLO LO	
s 61E	Duty to co-operate with the Information Commissioner in dealing with a complaint	MRG DCC SLO LO	
s 61G	Function of consulting with the Information Commissioner	MRG DCC SLO LO	
s 61GA(1)(a)	Function of processing or identifying a reasonable sample of the documents upon notice from the Information Commissioner	MRG DCC	Where the Information Commissioner believes that an agency, principal officer or Minister has failed to undertake an adequate search for

<b>FREEDOM OF INFORMATION ACT 1982</b>			
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		SLO LO	documents that relate to a decision that is the subject of the complaint under s 25A(1) or s 25A(5)
s 61GA(1)(b)	Function to undertake a further search, or to cause a further search to be undertaken, for documents in the possession, custody or control of the agency or Minister, upon notice from the Information Commissioner	MRG DCC SLO LO	Where the Information Commissioner believes that an agency, principal officer or Minister has failed to undertake an adequate search for documents that relate to a decision
s 61GA(2)	Duty to comply with requests under s 61GA(1) within the reasonable time stated in the Information Commissioner's notice, being not less than 10 business days	MRG DCC SLO LO	
s 61GA(3)	Power to apply for extensiodutien	MRG DCC SLO LO	
s 61H	Power to reach an agreement with a complainant	MRG DCC SLO LO	
s 61I(2)	Power to make submissions in relation to a complaint	MRG	

<b>FREEDOM OF INFORMATION ACT 1982</b>			
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		DCC SLO LO	
s 61L(5)	Power to comment on and response to a draft recommendation or draft comment	MRG DCC SLO LO	
s 61R(4)	Power to respond to adverse material	MRG DCC SLO LO	
s 63BA(1)	Power to apply to the Supreme Court for a determination	MRG	
s 63BA(4)(a)	Power to make an application	MRG DCC SLO LO	
s 63E(3)(b)	Power to give written consent to a disclosure	MRG DCC SLO	

<b>FREEDOM OF INFORMATION ACT 1982</b>			
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		LO	
s 64B	Duty to give the Information Commissioner any information referred to in s 64(2)	MRG DCC SLO LO	



<b>INDEPENDENT BROAD-BASED ANTI-CORRUPTION COMMISSION ACT 2011</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 41	Power of receiving information acquired by the Independent Broad-based Anti-Corruption Commission ( <b>IBAC</b> )	MRG DCC SLO	
s 57	Duty to notify IBAC of any matter believed to constitute corrupt conduct	MRG DCC SLO	Subject to any exemption notices issued under s 57B
s 57A(5)	Duty to comply with Directions made by IBAC under s 57A	MRG DCC SLO	
s 59D(2)	Duty to comply with request by IBAC under s 59D for relevant information	MRG DCC SLO	
s 73	Power of receiving a complaint pertaining to Council staff, under circumstances in which it would be more appropriate for Council to conduct the investigation	MRG DCC SLO	
s 159	Power of receiving IBAC recommendations about the action to be taken following an IBAC investigation	MRG DCC SLO	

<b>INDEPENDENT BROAD-BASED ANTI-CORRUPTION COMMISSION ACT 2011</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 162	Power of receiving and responding to an IBAC special report that includes matters pertaining to Council	MRG DCC SLO	
s 163(3)	Power of receiving written information about the commencement, conduct or results of an IBAC investigation pertaining to Council	MRG DCC SLO	
s 165	Power of receiving and responding to IBAC material that includes matters pertaining to Council, to be published in the IBAC annual report	MRG DCC SLO	

<b>LOCAL GOVERNMENT ACT 2020</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 32(4)(a)	Duty to ensure that the Councillor induction training is available to be taken by a Councillor from the day the Councillor takes the oath or affirmation of office	DCCA MRG CCB	
s 32(4)(b)	Duty to provide reasonable assistance to a Councillor to enable them to access the Councillor induction training	DCCA MRG CCB	
s 46(1)(a)	Function of supporting the Mayor and the Councillors in the performance of their roles	DCCA MRG CCB	
s 46(1)(b)	Function of ensuring the effective and efficient management of the day-to-day operations of the Council	CFO CPO DCW DPP DSAL DCCA	
s 46(3)(a)	Duty of establishing and maintaining an organisational structure for the Council	Not delegated	
S46(3)(b)	Responsibility for appointing, directing, managing and dismissing Council staff and for all other issues	As set out in this instrument of delegation and the instrument	Subject to section 48(6) prohibiting appointment of a person who has been a

<b>LOCAL GOVERNMENT ACT 2020</b>			
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	relating to Council staff	entitled S7 CEO Sub Delegations to Council staff	Councillor of the Council within 2 years after the person ceases to hold that office
s 46(3)(b)	Power to approve the filling of vacancies or the creation, reclassification, or abolition of positions within budget	Category D staff	The abolition of positions can only be exercised for vacant position, where it does not trigger a redundancy  Subject to section 48(6) prohibiting appointment of a person who has been a Councillor of the Council within 2 years after the person ceases to hold that office
s 46(3)(b)	Power to fix salaries for vacant positions	Category D staff	
s 46(3)(b)	Power to approve the appointment, engagement or promotion of full time, part time and casual staff	Category D staff Category C staff	Subject to section 48(6) prohibiting appointment of a person who has been a Councillor of the Council within 2 years after the person ceases to hold that office
s 46(3)(b)	Power to approve position descriptions	Category D Staff	
s 46(3)(b)	Power to create or approve creation of new positions	Not delegated	Only the CEO can approve the creation of a new position if utilising a new EFT
S 46(3)(b)	Power to create or approve creation of new positions	Category D Staff	Can only be exercised if approving a new position within an existing EFT
s 46(3)(b)	Power to conduct disciplinary action under relevant awards and policies	Category D staff Category C staff Category B staff	Can only be exercised in consultation with CPO  Category B staff can only exercise in consultation with Category C staff or People

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			and Culture.
s 46(3)(b)	Power to terminate or suspend the employment of, or to suspend from duty, a member of Council staff	CPO	Can only be exercised in consultation with CEO, unless in the view of the CPO, they are unable to immediately consult and it is reasonably necessary to lessen or prevent a serious and imminent threat to an individual's life, health, safety or welfare, or a serious threat to public health, public safety or public welfare
s 46(3)(b)	Power to conduct interviews for staff annual review	Category D staff  Category C staff  Category B staff  Category A staff	
s 46(3)(b)	Power to authorise sick, annual and family leave	Category D staff  Category C staff  Category B staff  Category A staff	To be authorised as per entitlements and in accordance with the relevant Enterprise Agreement and policies

<b>LOCAL GOVERNMENT ACT 2020</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 46(3)(b)	Power to approve long service leave and compassionate leave	Category D staff Category C staff Category B staff Category A staff	To be authorised as per entitlements and in accordance with the relevant Enterprise Agreement and policies
s 46(3)(b)	Power to authorise all forms of study and training leave and educational assistance	Category D staff	Must be exercised in accordance with Council policy
s 46(3)(b)	Power to approve leave without pay	Category C staff	Limited to an approval of up to 10 days leave without pay.
s 46(3)(b)	Power to approve leave without pay	Category D staff	Limited to an approval of up to 6 months leave without pay.
s 46(3)(b)	Power to authorise higher duties	Category D staff Category C staff	
s 46 (3) (b)	Power to authorise time sheets	Category D staff Category C staff Category B staff Category A staff	

<b>LOCAL GOVERNMENT ACT 2020</b>			
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s 46 (3) (b)	Power to authorise time-in-lieu and overtime	Category D staff Category C staff Category B staff	
s 46 (3) (b)	Power to authorise travel expense claims	Category D staff	Limited to travel within Victoria  Interstate travel not delegated
s 46(3)(b)	Power to approve attendance at conferences and seminars by staff	Category D staff Category C staff Category B staff	Power can only be exercised in relation to staff within the delegate's directorate, department or team.  If the external event can be construed as hospitality by a third party, approval must be sought from a Director.  Category B staff can only exercise this power where the event is identified within a PDP or in consultation with Category C staff
s 46(3)(b)	Power to approve attendance at training programs by staff	Category D staff Category C staff Category B staff	Power can only be exercised in relation to staff within the delegate's directorate, department or team.  If the external event can be construed as hospitality by a third party, approval must be sought from a Director.  Category B staff can only exercise this power where the event is identified within a PDP or

<b>LOCAL GOVERNMENT ACT 2020</b>			
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			in consultation with Category C staff
s 46(3)(b)	Power to give approval for staff to travel	Category D staff	Within Victoria. Interstate travel must be approved by the CEO
s 46(3)(b)	Power to approve travel accommodation for staff	Category D staff	Within Victoria. Interstate travel must be approved by the CEO
s 46(3)(b)	Power to sign Notice of Injury and Work Injury Form	CPO CSWS IMA WSA	
s 46(3)(b)	Power to approve claims under WorkCover excess	CPO CSWS	In accordance with financial delegations.
s 46(3)(b)	Power to approve expenses relating to an approved course of study for staff	Category D Staff	Must be exercised in accordance with Council policy
s 46(3)(b)	Power to approve staff engaging in other employment	Category D staff	Limited to the approval of outside employment of positions up to and including Band 8 in accordance with Council policy
s 46(3)(b)	Power to determine acceptance or denial of liability in the event of a WorkCover claim	CPO CSWS	In accordance with financial delegations.



<b>LOCAL GOVERNMENT ACT 2020</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 46(3)(b)	Power to sign Letter of Acceptance of Resignation	Category D staff Category C staff	CPO must be advised prior to action
s 46(3)(b)	Power to provide references on Council letterhead	Category D staff Category C staff	
s 46(3)(b)	Power to authorise access to a staff member's personal file	CPO	
s 46(4)(a)	Duty to develop and maintain a workforce plan that describes the organisational structure of the Council and specifies the projected staffing requirements for a period of at least 4 years and sets out measures to seek to ensure gender equality, diversity and inclusiveness	CPO	
s 46(4)(b)	Duty to inform the Council before an organisational restructure that will affect the capacity of the Council to deliver the Council Plan is implemented	Not delegated	
s 46(4)(c)	Duty to consult members of Council affected by a proposed organisational restructure, before the organisational restructure is implemented	CPO Category D staff	
s 46(5)	Duty to, in giving effect to gender equality, diversity and inclusiveness, comply with any processes and requirements prescribed by the regulations for the	Category A staff Category B staff	

<b>LOCAL GOVERNMENT ACT 2020</b>			
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	purposes of this section of this Act	Category C staff Category D staff	
s 46(6)	Duty to ensure that the Mayor, Deputy Mayor, Councillors and members of Council staff have access to the workforce plan	CPO	
s 47(6)	Duty to submit an annual report to the Council in relation to the activities and performance of a Community Asset Committee in respect of which the members have been given a delegation under this section	Not delegated	
s 47(7)	Duty to keep a register of delegations under section 47 of this Act	MRG DCC SLO LO	
s 48(1)	Power to appoint as many members of Council staff as are required to enable the functions of the Council under this Act or any other Act to be performed	Category D staff Category C staff	Subject to section 48(6) prohibiting appointment of a person who has been a Councillor of the Council within 2 years after the person ceases to hold that office
s 48(2)	Duty to adopt and maintain a recruitment policy addressing the matters listed in s 48(2)	CPO	
s 49(1)	Duty to develop and implement a code of conduct for members of Council staff	Not delegated	Must develop and implement the first code of conduct within 6 months of commencement

<b>LOCAL GOVERNMENT ACT 2020</b>			
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			of this section
s 49(4)	Duty to ensure that members of Council staff have access to the code of conduct for members of Council staff	MRG DCC SLO LO CPO	
s 54(6)	Duty to ensure the preparation and maintenance of agendas, minutes and reports of the Audit and Risk Committee	CFO	
s 97(1)	Duty to ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public	CFO	
s 105	Power to designate a person as a Principal Accounting Officer	Not delegated	
s 109(2)	Duty to ensure that any report of the Council that recommends entering into a procurement agreement includes information in relation to any opportunities for collaboration with other Councils or public bodies which may be available	CFO PCM	
s 121	Function of receiving application for land information certificate	CFO	

<b>LOCAL GOVERNMENT ACT 2020</b>			
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		RVC RAL	
s 122	Function of receiving acquisition notice	CFO RVC	See prescribed information under r 7 of the <i>Local Government (Land Information) Regulations 2021</i>
s 130(7)	Duty to notify the Chief Municipal Inspector as soon as practicable after the Chief Executive Officer becomes aware that a relevant person, who is a member of Council staff, has failed to disclose a conflict of interest	Not delegated	
s 130(8)	Duty to notify the Council if a relevant person, who is not a Councillor or member of Council staff, fails to disclose a conflict of interest and make a recommendation to the Council as to the action that is to be taken	Not delegated	
s 132(1)	Power to nominate a 'nominated officer'	Not delegated	
s 133	Function of receiving an initial personal interests return	MRG DCC CCB SLO LO	CCB limited to receiving returns from Councillors

<b>LOCAL GOVERNMENT ACT 2020</b>			
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s 134	Function of receiving a biannual personal interests return	MRG CCB DCC SLO LO	CCB limited to receiving returns from Councillors
s 135(1)	Duty to prepare a summary of the personal interests information disclosed in the last personal interests return lodged with the Chief Executive Officer	MRG DCC SLO LO	
s 135(3)	Duty to ensure the summary of personal interests is published on the Council's Internet site and available for inspection at the Council office	MRG DCC SLO LO	
s 136(1)	Duty to ensure that personal interests return are kept in accordance with the Public Records Act 1973	MRG DCC SLO LO	

<b>LOCAL GOVERNMENT ACT 2020</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 136(2)	Duty to ensure that only the 'specified persons' have access to or can inspect a personal interests return	MRG CCB DCC SLO LO	
s 150(1)(a)	Duty to appoint the Councillor Conduct Officer	Not delegated	
S 150 (1)(b)	Duty to notify the Principal Councillor Conduct Registrar of the appointment of the Councillor Conduct Officer	MRG	
s 230(16)	Duty to summon a Council Meeting within 14 days after the public declaration of the election result	Not delegated	
s 240(10)	Duty to send notice	DCCA CFO MRG DCC SLO	
s 240(11)	Duty to send notice	DCCA	

<b>LOCAL GOVERNMENT ACT 2020</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
		CFO MRG DCC SLO	
s 240(12)	Duty to send notice	DCCA CFO RVC MRG DCC SLO	
s 246(1)	Duty to enrol a person following receipt of a written application for enrolment unless she or he believes the personal is not entitled to be enrolled	DCCA CFO MRG DCC SLO RVC RVCON	
s 246(2)	Power to refuse enrolment and duty to give written reasons for refusal application for enrolment	DCCA CFO MRG	

<b>LOCAL GOVERNMENT ACT 2020</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
		DCC SLO RVC RVCON	
s 246(3)	Power to request information orally or in writing to enable her or him to determine a person's eligibility for enrolment	DCCA CFO MRG DCC SLO RVC RVCON	
s 246(4)	Power to require information to be given in writing and signed by the person giving the information	DCCA CFO MRG DCC SLO RVC RVCON	
s 247(3)	Power to decide whether address should be placed on voters' roll and to then take action accordingly	DCCA CFO	



LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		MRG DCC SLO RVC RVCON	
s 247(4)	Duty to notify the person in writing of a decision to grant or refuse a request to remove the person's address from Council voters' roll	DCCA CFO MRG DCC SLO RVC RVCON	
s 248(1)	Duty to supply to the Victorian Electoral Commission list of voters who appear to be entitled to be enrolled as ratepayers or corporation representatives and any information required by the Victorian Electoral Commission to compile or amend the voters' roll	DCCA CFO MRG DCC SLO RVC	

<b>LOCAL GOVERNMENT ACT 2020</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
		RVCON	
s 248(2)	Power to include in the list supplied to the Victorian Electoral Commission people whose address on the rate notice is outside of the municipal district	DCCA CFO MRG DCC SLO RVC RVCON	For the purposes of section 243
s 254(1)	Power to use the Council voters' roll for communicating or consulting the local community on the performance of the Council's functions	DCCA CFO MRG DCC SLO RVC	Subject to section 254(2)(a) and (b)
s 254(2)	Duty to obtain undertaking	DCCA CFO MRG DCC SLO RVC	

<b>LOCAL GOVERNMENT ACT 2020</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 254(4)	Power to request the Victorian Electoral Commission to provide a copy of the voters' roll	DCCA CFO MRG DCC SLO RVC	
s 258(8)	Duty to notify the Minister and the Victorian Electoral Commission that an extraordinary vacancy has occurred within 3 days of receiving a written resignation from a Councillor or becoming aware of an extraordinary vacancy	Not delegated	
s 306(1)	Function of receiving election campaign donation return	DCCA MRG CCB	
s 307(1)(a)	Duty to submit a report to the Minister specifying details of the candidates in the election and who submitted an election campaign donation return within 14 days after the period specified in section 360(1)	DCCA MRG CCB	
s 307(2)	Duty to provide a summary of each election campaign donation return given to the Chief Executive Officer on the Council's Internet site	DCCA MRG CCB	

<b>LOCAL GOVERNMENT ACT 2020</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 307(3)	Duty to ensure that a summary of the return is made available on the Council's Internet	DCCA MRG CCB	
s 308(2)	Duty to ensure that a summary of an election campaign donation return is made available on the Council's Internet site until the close of the roll for the next general election	DCCA MRG CCB	
s 308(3)	Duty to ensure that a copy of an election campaign donation return is available for inspection at the Council's office for a period of 4 years from the date specified in section 360(1)	DCCA MRG CCB	
s 313(2)	Power to represent the Council in all respects as though the person was the party concerned in any proceedings in which the Council is a party or has an interest	DCW DPP DSAL DCCA MRG	
s 324(2)	Power to sign a certificate certifying any matter relating to the contents of any document kept by a Council	DCCA DCW	

**LOCAL GOVERNMENT ACT 2020**

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
		DPP DSAL CFO CPO MRG	

<b>LOCAL GOVERNMENT ACT 1989</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 181G	Duty to ensure that quarterly statement prepared under section 138 of <i>Local Government Act 1989</i> includes relevant details of environmental upgrades and charges	CFO	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 140	Power to certify copies of instruments, documents, maps or plans under this Act	DPP	Where the Council is the relevant responsible authority
s 141	Power to provide evidentiary statement pertaining to land use and permits under this Act	DPP	Where the Council is the relevant responsible authority
s 142	Power to provide evidentiary statement pertaining to s 173 agreements under this Act	DPP	Where the Council is the relevant responsible authority

**PUBLIC INTEREST DISCLOSURES ACT 2012**

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 12	Function of receiving a disclosure	MRG DCC	



**PUBLIC HEALTH AND WELLBEING ACT 2008**

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 226(2)	Power to sign evidentiary certificates under this Act	DPP MCSC CPH	

<b>ROOMING HOUSE OPERATORS ACT 2016</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 4	Function of liaising with Business Licensing Authority	CPH TLPH	
s 15(1)	Duty to provide information to Business Licensing Authority on request	CPH TLPH	
s 15(2)	Duty to give a report to Business Licensing Authority on inquiries made in response to request under s 15(1)	CPH TLPH	
s 24(2)	Duty to give a report to Business Licensing Authority on inquiries made in response to request under s 24(1)	CPH TLPH	

<b>SERVICE VICTORIA ACT 2018</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 5(2)	Function of receiving a copy of the agreement made under s 5(1)	Not delegated	
s 5(4)	Function of receiving a copy of a notice under s 5(3)	Not delegated	
s 6	Duty to use best endeavours to give effect to a notice under s 5(3) which applies to Council	Not delegated	
s 7(3)	Function of receiving a copy of the agreement made under s 7(1)	Not delegated	
s 7(4)	Function of receiving a copy of a notice under s 7(3)	Not delegated	
s 8(2)	Power to delegate the transferred customer service function to any person or class of person employed by, or acting on behalf of, the service agency from which the function is transferred	Not delegated	where Council's CEO has been transferred a transferred customer service function
s 9A(1)	Power to agree in writing for the Service Victoria CEO to perform a customer service function	Not delegated	
s 10(2)	Function of receiving a copy of the agreement made under s 10(1)	Not delegated	
S 10(4)	Function of receiving a copy of a notice under s 10(3)	Not delegated	
s 11	Duty to use best endeavours to give effect to a notice under s 10(3) which applies to Council	Not delegated	
s 12(3)	Function of receiving a copy of the agreement made	Not delegated	

<b>SERVICE VICTORIA ACT 2018</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
	under s 12(1)		
s 12(4)	Function of receiving a copy of a notice under s 12(2)	Not delegated	
s 13(2)	Power to delegate the transferred identity verification function to any person or class of person employed by, or acting on behalf of, the service agency from which the function is transferred	Not delegated	where Council's CEO has been transferred a transferred identity verification function
s 14A(1)	s 14A(1) Power to agree in writing for the Service Victoria CEO to perform an identity verification function	Not delegated	
s 24A(2)(a)	Function of agreeing on form of delivery	Not delegated	
s 47A(1)	Power to enter into an agreement with Service Victoria CEO for Service Victoria CEO to establish and maintain a database for the purpose of recording information for the purpose of recording information	Not delegated	Note: Minister must approve the establishment and maintenance of a database
s 47G(1)	Power to request the Service Victoria CEO to, in whole or in part: (a) close a database established or maintained under s 47A (b) transfer the database (c) with agreement of another service agency, transfer the database to the other agency or related party	Not delegated	

<b>SHERIFF ACT 2009</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 54	Power to exempt Council from providing information to the Sheriff otherwise authorised by a warrant if exceptional circumstances apply	Not delegated	

**TOBACCO ACT 1987**

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 36	Power to nominate a person to be appointed as an inspector	Not delegated	

**VALUATION OF LAND ACT 1960**

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 3(5)(ba)	Power to request valuations of land	CFO RVC	

<b>VICTORIAN DATA SHARING ACT 2017</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 8(1)	Function of receiving a written notice to provide the Chief Data Officer with data held by Council, and data that is specified in the Chief Data Officer's notice	DCCA	
s 11(1)	Function of receiving a written notice to provide information about Council's data holding	DCCA	
s 15(1)	Power to disclose identifiable data to the Chief Data Officer in response to a request under s 8	DCCA	In accordance with s 5
s 15(2)	Power to disclose identifiable data to a data analytics body for the purpose of data integration	DCCA	In accordance with s 5
s 21	Duty to inform the Chief Data Officer of the secrecy provisions which apply to the disclosed data	DCCA	Where the CEO is aware of secrecy provisions that apply to data that they have disclosed in accordance with this Act



<b>VICTORIAN INSPECTORATE ACT 2011</b>			
<b>Column 1</b>	<b>Column 2</b>		<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 87(2)	Function of responding to adverse material the Victorian Inspectorate intends to include in a report	MRG	
s 91(2)	Function of responding to adverse material the Victorian Inspectorate intends to include in annual report	MRG	

**LOCAL GOVERNMENT (ELECTORAL) REGULATIONS 2020**

Column 1	Column 2		Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 15(1)	Duty to provide details of a person's entitlement to be enrolled as a ratepayer on the voters' roll	CFO MRG RVC RVCON DCCA DCC SLO	
r 15(2)	Power to exchange relevant information to enrolment entitlements with the VEC	CFO MRG RVC RVCON DCCA DCC SLO	
r 18	Duty to maintain a list of silent voters	CFO RVC RVCON	

r 19	Duty to ensure that only authorised persons have access to details of silent voters	CFO RVC RVCON	
r 83(3)	Duty to submit report on election received by the VEC to Council	DCCA MRG DCC SLO	

**LOCAL GOVERNMENT (GOVERNANCE AND INTEGRITY) REGULATIONS 2020**

Column 1	Column 2		Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 5(b)	Power to approve the taking of the oath or affirmation of office by means of an audio visual link for the purposes of s 30 of the <i>Local Government Act 2020</i>	Not delegated	

<b>LOCAL GOVERNMENT (LAND INFORMATION) REGULATIONS 2021</b>			
<b>Column 1</b>	<b>Column 2</b>		<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r 5(2)	Power to sign a land information certificate	RVC	

**APPENDIX : REFERENCES TO CATEGORY A STAFF, CATEGORY B STAFF, CATEGORY C STAFF AND CATEGORY D STAFF  
FOR THE PURPOSES OF PEOPLE AND CULTURE DELEGATIONS**

<b>Customer and Corporate Affairs</b>	<b>City Management</b>	<b>Community Wellbeing</b>	<b>Planning and Place</b>	<b>Sustainability Assets and Leisure</b>
<b>Category D Staff means</b>				
Director Customer and Corporate Affairs	Chief People Officer Chief Financial Officer	Director Community Wellbeing	Director Planning and Place	Director Sustainability Assets and Leisure
<b>Category C Staff means</b>				
Manager Risk and Governance; Manager Public Affairs; Manager Organisational Strategy; Chief Information Officer; Manager Customer Experience;	Manager Procurement and Contracts;	Manager Libraries, Arts and Culture; Manager Community and Economic Development; Manager Aged Care and Independent Living; Manager Family, Youth and Children's Services; Facility Manager Residential Services	Manager City Futures; Manager Community Safety and Compliance; Manager Planning and Building Services;	Manager Sustainability and Infrastructure; Manager Parks Services; Manager Works Depot; Senior Program Manager; Manager Glen Eira Leisure
<b>Category B Staff means</b>				

<p><b>Organisational Strategy</b> Head of Transformation and Strategy; Head of Organisational PMO</p> <p><b>Public Affairs</b> Coordinator Communications; Coordinator Engagement and Insights</p> <p><b>Customer Experience</b> Customer Experience Lead; Coordinator Customer Experience; Coordinator Councillor Business; Facilities Services Team Leader</p> <p><b>Digital and Technology Services</b> Records Team Leader; Coordinator Technology Services; Coordinator Information, Governance and Cyber Security; Coordinator Digital and Data</p> <p><b>Risk and Governance</b></p>	<p><b>Finance</b> Coordinator Rates and Valuations; Corporate Planning Lead Coordinator</p> <p><b>People &amp; Culture</b> Coordinator Strategic Wellbeing and Safety; P&amp;C Business Partner; Coordinator Capability and Culture Coordinator People and Partnerships; Coordinator Recruitment and Operations</p>	<p><b>Libraries Arts and Culture</b> Library Branch Leader; Team Leader Arts and Culture</p> <p><b>Community and Economic Development</b> Senior Coordinator Community – Development Wellbeing and Social Policy Coordinator Community Development - Diversity and Inclusion; Senior Community Planning Coordinator</p> <p>Coordinator City Economy</p> <p><b>Family Youth and Children’s Services</b> GESAC Occasional Care Team Leader; Coordinator Maternal and Child Health; Coordinator Early Years Education and Care; Youth Services Coordinator</p> <p><b>Aged Care and Independent Living</b> Quality and Audit Manager; Catering Coordinator;</p>	<p><b>City Futures</b> Coordinator City Strategy and Place Planning; Coordinator City Transport and Place Design; Coordinator Open Space Planning &amp; Strategy</p> <p><b>Community Safety and Compliance</b> Coordinator Parking and Safety; Coordinator Civic Compliance; Coordinator Public Health; Coordinator Appeals and Business Support</p> <p><b>Planning &amp; Building Services</b> Coordinator Urban Planning; Coordinator Planning Customer Experience and Support Coordinator Statutory Building Service;</p>	<p><b>Sustainability and Infrastructure</b> Coordinator Traffic Engineering; Strategic Infrastructure Planning Lead; Coordinator Infrastructure Renewal; Coordinator Infrastructure Planning; Coordinator Major Projects; Coordinator Climate Emergency; Coordinator Circular Economy; Coordinator Asset Management and Capital; Coordinator Recreation Development; Coordinator Recreation Projects</p> <p><b>Parks Services</b> Coordinator Open Space Maintenance; Coordinator Open Space Asset Management; Coordinator Urban Forest; Coordinator Sports Turf and Facilities; Team Leader Open Space Asset Management; Team Leader Horticultural</p>
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<p>Deputy Corporate Counsel;  Coordinator Risk Management  Coordinator Property Management</p>		<p>Clinical Care Manager Warrawee;  Senior Coordinator Independent Living Services;  Team Leader In-Home Support;  Coordinator In Home Support;  Coordinator Social Support and Volunteers;  Coordinator Regional Assessment Service;</p>		<p>Maintenance;  Team Leader Turf and Streetscapes;  Team Leader Sports Turf and Facilities;  Team Leader Urban Forest</p> <p><b>Works Depot</b>  Works Coordinator - TBA;  Coordinator Permits and Development;  Coordinator Services;  Coordinator Operations;  Works Supervisor (Drainage);  Works Supervisor (Concrete);  Works Supervisor (Asphalt);  Team Leader Developments;  Coordinator Building Operations</p> <p><b>Glen Eira Leisure</b>  Aquatics Programs Team Leader;  Swim School Team Leader;  GESAC Programs Team Leader;  Health Club Programs Team Leader  Every Body Active Team Leader;  Coordinator Health and</p>
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				Wellbeing; Operations Team Leader; Business Development Manager; Risk and Governance Coordinator; People Development Team Leader; Customer Service Team Leader; Sales and Marketing Coordinator; Coordinator Customer Service and Business; Finance and Administration Team Leader; Membership and Gym Team Leader; Sports Programs Team Leader; Operations Supervision Coordinator Member Retention Team Leader
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**Category A Staff means**

<p><b>Public Affairs</b> Senior Digital Communications Advisor Senior Communications Advisor</p> <p><b>Customer Experience</b> Senior Bookings and Lead Services Officer</p>	<p><b>Finance</b> Senior Payroll Officer; Financial Accountant; Corporate Accountant Rates Administration Lead</p>	<p><b>Family Youth and Children's Services</b> Immunisation Service Lead; Kindergarten Administration and Partnership Lead; MCH Team Leader; Enhanced MCH Team Leader</p> <p><b>Aged Care and Independent Living</b> Senior Property Maintenance Officer; Systems Administrator CareLink+; Service Commencement and Rostering Team Leader; Senior Service Commencement Officer; Active Ageing Program Officer; Social Support Activity Leader</p> <p><b>Community and Economic Development</b> Diversity and Inclusion Officer</p>	<p><b>Community Safety and Compliance</b> Team Leader Civic Compliance; Team Leader Public Health</p>	<p><b>Project Management Office</b> Senior Project Manager; Portfolio Office Lead</p> <p><b>Recreation and Open Space</b> Recreation Facilities Officer; Recreation Facilities Booking Officer</p> <p><b>Sustainability and Infrastructure</b> Team Leader Recycling and Waste; Sustainable Business Lead</p>
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