



Merri-bek
City Council

Merri-bek City Council

Instrument of Delegation

by

the Chief Executive Officer

of

Chief Executive Officer powers, duties and functions

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 Merri-bek 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:
 - Director: A Senior Officer position reporting directly to the Chief Executive Officer
 - Manager: A senior officer position reporting to a Director
 - Unit Manager: A senior executive of banded position with a title including the words Unit Manager (at the fourth level in the organisation structure)
 - Coordinator: A position with a title including the word Coordinator or a fourth level position in the organisation that is not a Unit Manager
 - Team Leader: A position with a title including the words Team Leader at the fourth or fifth level position in the organisation
 - CFO: Chief Financial Officer
 - CNMCHI: Coordinator North Maternal and Child Health and Immunisation
 - Coordinators: All Coordinators
 - CSMCHI: Coordinator South Maternal and Child Health and Immunisation
 - CSW: Coordinator Safety and Wellbeing
 - DBT: Director Business Transformation
 - DCI: Director City Infrastructure
 - DC: Director Community
 - DPE: Director Place and Environment
 - EAMC: Executive Assistant to Mayor and Councillors
 - EO: Executive Officer
 - GFA: Governance and FOI Advisor
 - GMCD: Group Manager City Development (senior officer)
 - IAO: Immunisation Administration Officer
 - MGS: Manager Governance and Strategy
 - MERO: Municipal Emergency Resource Officer
 - MEYY: Manager Early Years and Youth
 - MIT: Manager Information Technology

- MPPD: Manager Property, Place and Design
 - MPS: Manager People and Safety
 - Not Delegated: Power, duty or function is Not Delegated
 - PRC: Property Coordinator
 - TLG: Team Leader Governance
 - TLEH: Team Leader Environmental Health
 - TLRS: Team Leader Revenue Services
 - UMEH: Unit Manager Environmental Health
 - UMF: Unit Manager Finance
 - UMG: Unit Manager Governance
 - UMHR: Unit Manager Human Resources
 - UMIRR: Unit Manager Integrity, Risk and Resilience
 - UMMCHI: Unit Manager Maternal and Child Health and Immunisation
 - UMP: Unit Manager Procurement
 - UMUP: Unit Manager Urban Planning
3. record that on the coming into force of this Instrument of Delegation each delegation under the Instrument of Delegation dated 22 August 2022 and executed by Chief Executive Officer, Cathy Henderson is 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; and
 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 is dated 24 August 2023 and is made by the Acting Chief Executive Officer.

Signed by Anita Curnow,)
Acting Chief Executive Officer of)
Merri-bek City Council)



in the presence of: [redacted] [redacted] [redacted] [redacted]

[redacted]
Witness

Date: 24/8/2023

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CHILD WELLBEING AND SAFETY ACT 2005			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 29(2)	Function of receiving written notice and consenting to inspection of relevant premises by the Commission for Children and Young People	MEYY, MPS	
s 29(3)	Power to consent to inspection of relevant premises without written notice by the Commission for Children and Young People	DC	
s 36	Duty to ensure that the Commission for Children and Young People is given any assistance reasonably required to perform functions	DC, MEYY, MPS	
s 43	Function of receiving birth notice in certain circumstances	CNMCHI, CSMCHI, IAO, UMMCHI	
s 45	Duty to send a copy of a birth notice to a nurse or the Secretary	CNMCHI, CSMCHI, IAO, UMMCHI	
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	DC, MEYY, UMMCHI	
s 46K(1)(h)	Power to authorise, in writing, a nurse employed or engaged by Council, to provide maternal and child health programs for a Maternal and Child Health service, as a Child Link user	DC, MEYY, UMMCHI	

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

FINES REFORM ACT 2014			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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'

FIRE SERVICES PROPERTY LEVY ACT 2012			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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, UMF	s 66 does not apply if the disclosure is permitted by, or is necessary for the administration of, this Act
s 68(1)(b)	Power to authorise the secondary disclosure of information obtained under, or in relation to the administration of, this Act	CFO, UMF	

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 50AB	Function of signing a certificate under this Act	UMEH, TLEH	

FREEDOM OF INFORMATION ACT 1982			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 6W(4)	Duty to ensure that all officers and employees are informed about the requirements of the professional standards	DBT, MGS, UMG, TLG	
s 8(2)	Duty to make certain documents available for inspection and purchase	Directors, Managers, Unit Managers, Coordinators	
s 8(3)	Duty to cause to be prepared a corresponding document, altered only to the extent necessary to exclude exempt matter	Directors, Managers, Unit Managers, Coordinators	
s 8(5)	Duty to cause the fact of the existence of a document to be published	Directors, Managers, Unit Managers, Coordinators	
s 61E	Duty to co-operate with the Information Commissioner in dealing with a complaint	MGS, UMG, TLG, GFA	
s 61G	Function of consulting with the Information Commissioner	MGS, UMG, TLG, GFA	
s 61GA(1)(a)	Function of processing or identifying a reasonable sample of the documents upon notice from the Information Commissioner	MGS, UMG, TLG, GFA	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 that is the subject of the complaint under s 25A(1) or s .25A(5)

FREEDOM OF INFORMATION ACT 1982			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	MGS, UMG, TLG, GFA	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 Information Commissioner's notice, being not less than 10 business days	MGS, UMG, TLG, GFA	
s 61GA(3)	Power to apply for extension	MGS, UMG, TLG	
s 61H	Power to reach an agreement with a complaint	MGS, UMG, TLG	
s 61I(2)	Power to make submissions in relation to a complaint	MGS, UMG, TLG	
s 61L(5)	Power to comment on and response to a draft recommendation or draft comment	MGS, UMG, TLG	
s 61R(4)	Power to respond to adverse material	MGS, UMG	
s 63BA(1)	Power to apply to the Supreme Court for a determination	DBT, MGS	
s 63BA(4)(a)	Power to make an application	DBT, MGS	

FREEDOM OF INFORMATION ACT 1982			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 63E(3)(b)	Power to give written consent to a disclosure	MGS, UMG, TLG	
s 64B	Duty to give the Information Commissioner any information referred to in s 64(2)	MGS, UMG, TLG, GFA	

INDEPENDENT BROAD-BASED ANTI-CORRUPTION COMMISSION ACT 2011			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 41	Power of receiving information acquired by the Independent Broad-based Anti-corruption Commission (IBAC)	MGS	
s 57	Duty to notify IBAC of any matter believed to constitute corrupt conduct	MGS	Subject to any exemption notices issued under s 57B
s 57A(5)	Duty to comply with Directions made by IBAC under s 57A	MGS	
s 59D(2)	Duty to comply with request by IBAC under s 59D for relevant information	MGS	
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	MGS	
s 159	Power of receiving IBAC recommendations about the action to be taken following an IBAC investigation	MGS	
s 162(2)	Power of receiving and responding to an IBAC special report that includes matters pertaining to Council	MGS	
s 163(3)	Power of receiving written information about the commencement, conduct or results of an IBAC investigation pertaining to Council	MGS	

INDEPENDENT BROAD-BASED ANTI-CORRUPTION COMMISSION ACT 2011			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 165(2)	Power of receiving and responding to IBAC material that includes matters pertaining to Council, to be published in the IBAC annual report	MGS	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	Not delegated	
s 32(4)(b)	Duty to provide reasonable assistance to a Councillor to enable them to access the Councillor induction training	DBT, MGS, UMG, EO	
s 46(1)(a)	Function of supporting the Mayor and the Councillors in the performance of their roles	Directors, MGS, UMG, EO, EAMC	
s 46(1)(b)	Function of ensuring the effective and efficient management of the day to day operations of the Council	Directors	
s 46(3)(a)	Duty of establishing and maintaining an organisational structure for the Council	Not delegated	
s 46(3)(b)	Responsibility for appointing, directing, managing and dismissing Council staff and for all other issues relating to Council staff	Not delegated	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 the filling of vacancies or the creation, reclassification, or abolition of positions within budget	Directors – for all other officers	Senior officers and senior executive officers not delegated. Approval by CEO only.

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			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	Directors – for all other officers	Senior officers and senior executive officers not delegated. Approval by CEO only.
s 46(3)(b)	Power to approve the appointment, engagement or promotion of full time, part time and casual staff	Directors – for all other officers	Senior officers and senior executive officers not delegated. Approval by CEO only. 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	Directors – for all other officers	Senior officers and senior executive officers not delegated. Approval by CEO only.
s 46(3)(b)	Power to create or approve creation of new positions	Not delegated	
s 46(3)(b)	Power to conduct disciplinary action under relevant awards and policies	Directors, Managers, Unit Managers, Coordinators, Team Leaders	As per adopted Disciplinary Policy
s 46(3)(b)	Power to terminate or suspend the employment of, or to suspend from duty, a member of Council staff		

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	<ul style="list-style-type: none"> Power to suspend the employment of, or to suspend from duty, a member of Council staff Power to terminate 	<p>Directors</p> <p>Not delegated</p>	
s 46(3)(b)	Power to conduct interviews for staff annual review	Directors, Managers, Unit Managers, Coordinators, Team Leaders	
s 46(3)(b)	Power to authorise personal (sick), annual and family leave	Directors, Managers, Unit Managers, Coordinators, Team Leaders	
s 46(3)(b)	Power to approve long service leave	Directors, Managers, Unit Managers, Coordinators, Team Leaders	<p>Director / Manager - Less than one week</p> <p>Supervisor / Unit Manager - 1 week - 3 months</p> <p>Unit Manager – Greater than 3 months</p>
s 46(3)(b)	Power to approve parental and prenatal leave	Directors, Managers, Unit Managers	
s 46(3)(b)	Power to approve family violence leave	MPS	
s 46(3)(b)	Power to authorise all forms of study and training leave and educational assistance	Directors	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46(3)(b)	Power to approve leave without pay	Directors Managers	Directors – greater than 5 days (and less than 12 months) Managers – up to 5 days only
s 46(3)(b)	Power to approve Annual Leave Cashout, Emergency/Defence Leave, Trade Union Leave	Directors Managers	Directors – greater than 5 days (and less than 12 months) Managers – up to 5 days only
s 46(3)(b)	Power to approve Purchase Leave	Directors Managers	As per adopted Purchase Leave Procedure
s 46(3)(b)	Power to authorise time sheets, higher duties, time-in-lieu, overtime and travel expense claims	Directors, Managers, Unit Managers, Coordinators, Team Leaders	
s 46(3)(b)	Power to approve attendance at conferences and seminars by staff	Directors, GMCD, Managers, Unit Managers, Coordinators, Team Leaders (supervisors)	Approved by supervisor where no interstate or overseas travel or accommodation is involved.
s 46(3)(b)	Power to approve attendance at training programs by staff	Directors, GMCD, Managers, Unit Managers, Coordinators, Team Leaders (supervisors)	Approved by supervisor where no interstate or overseas travel or accommodation is involved.
s 46(3)(b)	Power to give approval for staff to travel	Directors	Interstate Travel - CEO travel – CEO to inform Council - CEO approves Directors

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<ul style="list-style-type: none"> - Directors approve staff and managers Overseas travel - CEO travel – CEO to inform Council
s 46(3)(b)	Power to approve travel accommodation for staff	Directors, Managers	Travel in Victoria metro/regional: <ul style="list-style-type: none"> - CEO travel – CEO to inform Council - CEO approves Directors - Directors approve Managers or where expenditure exceeds \$5,000 for business unit - Managers approve staff
s 46(3)(b)	Power to sign Notice of Injury and Work Injury Form	MPS, CSW	
s 46(3)(b)	Power to approve claims under WorkCover excess	MPS, CSW	
s 46(3)(b)	Power to approve expenses relating to an approved course of study for staff	Directors, Managers	
s 46(3)(b)	Power to approve staff engaging in other employment	Directors, Managers	Declarations of outside employment must be documented and submitted to MPS for employee's personnel file. <ul style="list-style-type: none"> - Managers approve staff declarations - Directors approve Manager declarations

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46(3)(b)	Power to determine acceptance or denial of liability in the event of a WorkCover claim	MPS, CSW	
s 46(3)(b)	Power to sign Letter of Acceptance of Resignation	Directors, Managers, Unit Managers, Coordinators, Team Leaders (Supervisors)	
s 46(3)(b)	Power to provide references on Council letterhead	Directors, Managers, Unit Managers, Coordinators	
s 46(3)(b)	Power to authorise access to a staff member's personal file	MPS, UMHR	
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	DBT, MPS	
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	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46(4)(c)	Duty to consult members of Council affected by a proposed organisational restructure, before the organisational restructure is implemented	Directors, Managers	
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 purposes of this section of this Act	Directors, Managers, Unit Managers, Coordinators, Team Leaders (Supervisors)	
s 46(6)	Duty to ensure that the Mayor, Deputy Mayor, Councillors and members of Council staff have access to the workforce plan	Not delegated	
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	DBT, MGS, UMG, TLG	
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	Not delegated	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

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 48(2)	Duty to adopt and maintain a recruitment policy addressing the matters listed in s 48(2)	DBT, MPS	
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 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	DBT, MPS	
s 54(6)	Duty to ensure the preparation and maintenance of agendas, minutes and reports of the Audit and Risk Committee	DBT, MGS, UMIRR	
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	DBT, CFO, UMF	
S 105	Power to designate a person as a Principal Accounting Officer	Not delegated	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	DBT, CFO, UMP	
s 121	Function of receiving application for land information certificate	UMF, TLRS	
s 122	Function of receiving acquisition notice	CFO, UMF, TLRS, MPPD	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	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 133	Function of receiving an initial personal interests return	MGS, UMG, TLG	
s 134	Function of receiving a biannual personal interests return	MGS, UMG, TLG	
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	MGS, UMG, TLG	
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	MGS, UMG, TLG	
s 136(1)	Duty to ensure that personal interests return are kept in accordance with the Public Records Act 1973	MGS, UMG, TLG	
s 136(2)	Duty to ensure that only the 'specified persons' have access to or can inspect a personal interests return	MGS, UMG, TLG	
s 150(1)	Duty to appoint the Councillor Conduct Officer and notify the Principal Councillor Conduct Registrar of the appointment	Not delegated	
s 230(16)	Duty to summon a Council Meeting within 14 days after the public declaration of the election result	Not delegated	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 240(10)	Duty to send notice	CFO, TLRS, MGS, UMG	The Chief Executive Officer, or the VEC under an agreement with the Chief Executive Officer, must not later than 30 days before the close of the roll, send a notice which includes the information prescribed by the regulations to each person who was enrolled on the previous voters' roll under section 244 or 245.
s 240(11)	Duty to send notice	CFO, TLRS, MGS, UMG	For the purposes of the first general election to be conducted under section 257(1)(a), the Chief Executive Officer, or the VEC under an agreement with the Chief Executive Officer, must not later than 30 days before the close of the roll, send a notice which includes the information prescribed by the regulations to each person who was enrolled on the previous voters' roll under section 14, 15 or 16 of the Local Government Act 1989.
s 240(12)	Duty to send notice	CFO, TLRS, MGS, UMG	For the purposes of the second general election to be conducted under section 257(1)(b), the Chief Executive Officer, or the VEC under an agreement with the Chief Executive Officer, must not later than 30

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			days before the close of the roll, send a notice which includes the information prescribed by the regulations to each person who was enrolled on the previous voters' roll under section 243.
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	CFO, TLRS, MGS, UMG	
s 246(2)	Power to refuse enrolment and duty to give written reasons for refusal application for enrolment	CFO, TLRS, MGS, UMG	
s 246(3)	Power to request information orally or in writing to enable her or him to determine a person's eligibility for enrolment	CFO, TLRS, MGS, UMG	
s 246(4)	Power to require information to be given in writing and signed by the person giving the information	CFO, TLRS, MGS, UMG	
s 247(3)	Power to decide whether address should be placed on voters' roll and to then take action accordingly	CFO, TLRS, MGS	
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	CFO, TLRS, MGS	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	CFO, TLRS, MGS	
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	CFO, TLRS, MGS	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	Directors, MGS	Subject to section 254(2)(a) and (b)
s 254(2)	Duty to obtain undertaking	CFO, TLRS, MGS	
s 254(4)	Power to request the Victorian Electoral Commission to provide a copy of the voters' roll	CFO, MGS, UMG	
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	DBT, MGS, UMG	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 306(1)	Function of receiving election campaign donation return	DBT, MGS, UMG	
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)	DBT, MGS, UMG	
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	DBT, MGS, UMG	
s 307(3)	Duty to ensure that a summary of the return is made available on the Council's Internet	DBT, MGS, UMG	
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	DBT, MGS, UMG	
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)	DBT, MGS, UMG	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	Directors, Managers	For the Magistrates' Court – Group Manager or Manager level; <ul style="list-style-type: none"> - for VCAT planning matters – Group Manager or Director; - for VCAT building matters – Group Manager; - for other VCAT matters – Director; - for the Children's' court – Director; - for the County Court – not delegated; - for the Supreme Court – not delegated
s 324(2)	Power to sign a certificate certifying any matter relating to the contents of any document kept by a Council	Directors	

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

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

PUBLIC HEALTH AND WELLBEING ACT 2008			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 226(2)	Power to sign evidentiary certificates under this Act	UMEH, TLEH	

PUBLIC INTEREST DISCLOSURES ACT 2012			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 12(2)	Function of receiving a disclosure	Directors, Managers, MGS, Unit Managers, Team Leaders	

ROOMING HOUSE OPERATORS ACT 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 4	Function of liaising with Business Licensing Authority	DPE, GMCD, UMEH	
s 15(1)	Duty to provide information to Business Licensing Authority on request	DPE, GMCD, UMEH	
s 15(2)	Duty to give a report to Business Licensing Authority on inquiries made in response to request under s 15(1)	DPE, GMCD, UMEH	
s 24(2)	Duty to give a report to Business Licensing Authority on inquiries made in response to request under s 24(1)	DPE, GMCD, UMEH	

SERVICE VICTORIA ACT 2018			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 5(2)	Function of receiving a copy of the agreement made under s 5(1)	DBT, DC	
s 5(4)	Function of receiving a copy of a notice under s 5(3)	DBT, DC	
s 6	Duty to use best endeavours to give effect to a notice under s 5(3) which applies to Council	DBT, DC	
s 7(3)	Function of receiving a copy of the agreement made under s 7(1)	DBT, DC	
s 7(4)	Function of receiving a copy of a notice under s 7(3)	DBT, DC	
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	DBT, DC	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	DBT, DC	
s 10(2)	Function of receiving a copy of the agreement made under s 10(1)	DBT, DC	
S 10(4)	Function of receiving a copy of a notice under s 10(3)	DBT, DC	

SERVICE VICTORIA ACT 2018			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 11	Duty to use best endeavours to give effect to a notice under s 10(3) which applies to Council	DBT, DC	
s 12(3)	Function of receiving a copy of the agreement made under s 12(1)	DBT, DC	
s 12(4)	Function of receiving a copy of a notice under s 12(2)	DBT, DC	
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	DBT, DC	
s 14A (1)	Power to agree in writing for the Service Victoria CEO to perform an identity verification function	DBT, DC	
s 24A (2)(a)	Function of agreeing on form of delivery	DBT, DC	
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	DBT, DC	Note: Minister must approve the establishment and maintenance of a database

SERVICE VICTORIA ACT 2018			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 47G(1)	Power to request the Service Victoria CEO to, in whole or in part: a) close a database established or maintained under s47A b) transfer the database c) with agreement of another service agency, transfer the database to the other agency or related party	DBT, DC	

SHERIFF ACT 2009			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 54	Power to exempt Council from providing information to the Sheriff otherwise authorised by a warrant if exceptional circumstances apply	DCI	

TOBACCO ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 36	Power to nominate a person to be appointed as an inspector	Not delegated	

VALUATION OF LAND ACT 1960			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 3(5)(ba)	Power to request valuations of land	CFO, UMUP, UMF, PRC, TLRS, MPPD	

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

VICTORIAN INSPECTORATE ACT 2011			
Column 1	Column 2		Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 87(2)	Function of responding to adverse material the Victorian Inspectorate intends to include in a report	Not delegated	
s 91(2)	Function of responding to adverse material the Victorian Inspectorate intends to include in annual report	Not delegated	

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	UMF, TLRS	
r 15(2)	Power to exchange relevant information to enrolment entitlements with the VEC	UMF, TLRS	
r 18	Duty to maintain a list of silent voters	UMF, TLRS	
r 19	Duty to ensure that only authorised persons have access to details of silent voters	UMF, TLRS	
r 33	Duty to cause the Local Government Candidate Training to be conducted	MGS, UMG	
r 34	Function of receiving prescribed information from person undertaking Local Government Candidate Training	MGS, UMG	
r 35	Duty to keep a register of attendance	MGS, UMG	
r 36(2)	Duty to comply with notice under subsection (1)	MGS, UMG	
r 83	Duty to submit report on election received by the VEC to Council	MGS, UMG	

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	

LOCAL GOVERNMENT (LAND INFORMATION) REGULATIONS 2021			
Column 1	Column 2		Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 5(2)	Power to sign a land information certificate	CFO, UMF	