

Greater Geelong 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 powers conferred by s47(2) of the *Local Government Act 2020*, I, as Chief Executive Officer of Greater Geelong 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	means the following positions	
All staff	All members of Council staff	
Executive Directors	Executive Director City Infrastructure Executive Director City Life Executive Director Corporate Services	Executive Director Growth and Place
Managers	Chief Legal Officer Chief Financial Officer Chief Governance & Risk Officer Chief Information Officer Chief Customer & Marketing Officer Chief People Officer Chief Strategy & Performance Officer Community Grants & Partnerships Project Manager Executive Director Tourism - Greater Geelong & The Bellarine IT Security, Risk and Compliance Manager ICT Project Office Manager Manager Advocacy, Government & Strategic Relations Manager Asset Management Manager Brand & Insights Manager Change & Service Innovation Manager City Development Manager City Works Manager Civil Infrastructure Manager Community Care Manager Community Strengthening Manager Community Participation Manager Community Safety & Regulation Manager Corporate Communications Manager Corporate PMO Manager Council & Executive Services Manager Customer Service Manager Economic & Cultural Development Manager Family Services	Manager Financial Planning & Analysis Manager Financial Reporting Manager Council & Corporate Governance Manager Health, Safety & Wellbeing Manager Enterprise Risk & Insurance Manager IT Operations Manager Learning & Organisational Development Manager Swim, Sport & Leisure Manager Capital Delivery Manager Marketing Manager Organisation Planning & Performance Manager People Shared Services Manager Parks & Natural Assets Manager Planning & Growth Manager People Shared Services Manager People & Employee Relations Manager Procurement & Contracts Manager Strategic Properties Manager Strategy & Organisational Impact Manager Urban Design & Place Manager Waste Services Program Manager Senior Manager, Digital and Data

Reference	means the following positions	
Coordinators	Bellarine Arts Centre Manager (Potato Shed Manager) Coordinator Amenity Protection, Permits & Review Services Coordinator Building Services Support Coordinator Built Heritage Coordinator Business Applications Coordinator Capital Projects Coordinator Care Services Coordinator Civil Infrastructure Planning Coordinator Community Child Health Coordinator Community Development and Inclusion Coordinator Community Engagement Coordinator Community & Recreation Coordinator Sport and Recreation Planning Coordinator Creative City Coordinator Construction Coordinator Design & Services Coordinator Early Childhood Education & Care Coordinator Emergency Management & MEMO Coordinator Employee Communications & Engagement Coordinator Environment & Natural Resources Coordinator Environmental Health Coordinator Events Coordinator Facilities Maintenance Coordinator Family Services Development Coordinator Financial Reporting Coordinator Fleet Coordinator Geelong Botanic Gardens Coordinator Health & Social Equity Coordinator Integrated Children’s Centres Coordinator Information Management Coordinator Infrastructure Development Coordinator Infrastructure & Systems Coordinator Maintenance Coordinator Marketing Coordinator Open Space Planning Coordinator Parking & Animal Management Services Coordinator Parks Coordinator People Assist	Coordinator Place Activation Coordinator Planning Delivery Coordinator Procurement Services Coordinator Program Delivery Coordinator Property & Leasing Coordinator Public Realm Coordinator Revenue Property & Valuations Coordinator Social Infrastructure Planning Coordinator Statutory Planning Coordinator Strategic Implementation Coordinator Strategic Planning Coordinator Strategic Transport Planning Coordinator Sustainability & Environmental Planning Coordinator Sustainable Waste Services Coordinator Transport Coordinator Tree Management Coordinator Urban Design Coordinator Waste Management Coordinator Youth Development Corporate Communications Lead Enterprise Architect Facilities Operations Coordinator Lead Integrity & Review Officer Lead Strategic Transport Planning Marketing, Sales and Customer Experience Manager (Swim, Sport & Leisure) Municipal Building Surveyor Coordinator Building Services Organisation Reporting Lead Coordinator Payroll Special Projects Coordinator - Construction & Partnership Statutory Planning Projects Coordinator Senior Lead Inclusion and Diversity Swim, Sport and Leisure Operations Lead Coordinator Talent Acquisition Team Leader Registrations, Licensing and Business Support Training & Compliance Coordinator
Customer Services Officers	Customer Services Officer	Customer Services Officer - Telephone
City Representative	The person nominated by the City in the contract to exercise powers and duties associated with the administration of a contract.	

SCHEDULE

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CHILD WELLBEING AND SAFETY ACT 2005

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Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
CHILD WELLBEING AND SAFETY ACT 2005	s 29(2)	function of receiving written notice and consenting to inspection of relevant premises by the Commission for Children and Young People	Executive Directors	
CHILD WELLBEING AND SAFETY ACT 2005	s 29(3)	power to consent to inspection of relevant premises without written notice by the Commission for Children and Young People	Executive Directors Manager Family Services	
CHILD WELLBEING AND SAFETY ACT 2005	s 36	duty to ensure that the Commission for Children and Young People is given any assistance reasonably required to perform functions	Executive Directors	
CHILD WELLBEING AND SAFETY ACT 2005	s 43	function of receiving birth notice in certain circumstances	Coordinator Community Child Health	
CHILD WELLBEING AND SAFETY ACT 2005	s 45	duty to send a copy of a birth notice to a nurse or the Secretary	Coordinator Community Child Health	
CHILD WELLBEING AND SAFETY ACT 2005	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	Executive Director City Life Manager Family Services	
CHILD WELLBEING AND SAFETY ACT 2005	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	Executive Director City Life Manager Family Services	
CHILD WELLBEING AND SAFETY ACT 2005	s 46N(6)	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	Executive Director City Life Manager Family Services	

EMERGENCY MANAGEMENT ACT 2013

	Column 1	Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
EMERGENCY MANAGEMENT ACT 2013	s 54(1)(a)(vii)	power to nominate a person, position or role to be a member of the Regional Emergency Management Planning Committee	Executive Director City Life	
EMERGENCY MANAGEMENT ACT 2013	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	Delegates cannot nominate themselves
EMERGENCY MANAGEMENT ACT 2013	s 74E(3)(d)	function of receiving a copy of any Orders made by Governor in Council under this section	Coordinator Emergency Management & MEMO	

EMERGENCY SERVICES AND VOLUNTEERS FUND ACT 2012

	Column 1	Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
EMERGENCY SERVICES AND VOLUNTEERS FUND ACT 2012	s 66	Power to disclose information in capacity as a collection agency unless that information will or is likely to identify a particular person	Chief Financial Officer	s 66 does not apply if the disclosure is permitted by, or is necessary for the administration of, this Act
EMERGENCY SERVICES AND VOLUNTEERS FUND ACT 2012	s 68(1)(b)	Power to authorise the secondary disclosure of information obtained under, or in relation to the administration of, this Act	Chief Financial Officer	

FINES REFORM ACT 2014

	Column 1	Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
FINES REFORM ACT 2014	s 175(1)(b)	power to certify that exceptional circumstances apply requiring Council not to provide required information	Executive Director City Life Manager Community Safety & Regulation Lead Integrity & Review Officer Internal Review Officer Manager Council and Corporate Governance Coordinator Amenity Protection, Permits & Review Services	Where Council is a "specified agency"

FOOD ACT 1984

	Column 1	Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
FOOD ACT 1984	s 50AB	function of signing a certificate under this Act	Executive Director City Life Manager Community Safety & Regulation	

FREEDOM OF INFORMATION ACT 1982

	Column 1	Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
FREEDOM OF INFORMATION ACT 1982	s 6W(4)	duty to ensure that all officers and employees are informed about the requirements of the professional standards	Senior FOI & Privacy Officer FOI & Privacy Officer Lead Legal Counsel, Corporate & Compliance Legal Counsel, Corporate & Compliance	
FREEDOM OF INFORMATION ACT 1982	s 8(2)	duty to make certain documents available for inspection and purchase	Senior FOI & Privacy Officer FOI & Privacy Officer Lead Legal Counsel, Corporate & Compliance Legal Counsel, Corporate & Compliance	
FREEDOM OF INFORMATION ACT 1982	s 8(3)	duty to cause to be prepared a corresponding document, altered only to the extent necessary to exclude exempt matter	Senior FOI & Privacy Officer FOI & Privacy Officer Lead Legal Counsel, Corporate & Compliance Legal Counsel, Corporate & Compliance	
FREEDOM OF INFORMATION ACT 1982	s 8(5)	duty to cause the fact of the existence of a document to be published	Senior FOI & Privacy Officer FOI & Privacy Officer Lead Legal Counsel, Corporate & Compliance Legal Counsel, Corporate & Compliance	
FREEDOM OF INFORMATION ACT 1982	s 61E	duty to co-operate with the Information Commissioner in dealing with a complaint	Senior FOI & Privacy Officer FOI & Privacy Officer Lead Legal Counsel, Corporate & Compliance Legal Counsel, Corporate & Compliance	
FREEDOM OF INFORMATION ACT 1982	s 61G	function of consulting with the Information Commissioner	Senior FOI & Privacy Officer FOI & Privacy Officer Lead Legal Counsel, Corporate & Compliance Legal Counsel, Corporate & Compliance	

	Column 1	Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
FREEDOM OF INFORMATION ACT 1982	s 61GA(1)(a)	function of processing or identifying a reasonable sample of the documents upon notice from the Information Commissioner	Senior FOI & Privacy Officer FOI & Privacy Officer Lead Legal Counsel, Corporate & Compliance Legal Counsel, Corporate & Compliance	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. 5A(5)
FREEDOM OF INFORMATION ACT 1982	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	Senior FOI & Privacy Officer FOI & Privacy Officer Lead Legal Counsel, Corporate & Compliance Legal Counsel, Corporate & Compliance	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
FREEDOM OF INFORMATION ACT 1982	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	Senior FOI & Privacy Officer FOI & Privacy Officer Lead Legal Counsel, Corporate & Compliance Legal Counsel, Corporate & Compliance	
FREEDOM OF INFORMATION ACT 1982	s 61GA(3)	power to apply for extension	Senior FOI & Privacy Officer FOI & Privacy Officer Lead Legal Counsel, Corporate & Compliance Legal Counsel, Corporate & Compliance	
FREEDOM OF INFORMATION ACT 1982	s 61H	power to reach an agreement with a complaint	Senior FOI & Privacy Officer FOI & Privacy Officer Lead Legal Counsel, Corporate & Compliance Legal Counsel, Corporate & Compliance	
FREEDOM OF INFORMATION ACT 1982	s 61I(2)	power to make submissions in relation to a complaint	Senior FOI & Privacy Officer FOI & Privacy Officer Lead Legal Counsel, Corporate & Compliance Legal Counsel, Corporate & Compliance	

	Column 1	Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
FREEDOM OF INFORMATION ACT 1982	s 61L(5)	power to comment on and response to a draft recommendation or draft comment	Senior FOI & Privacy Officer FOI & Privacy Officer Lead Legal Counsel, Corporate & Compliance Legal Counsel, Corporate & Compliance	
FREEDOM OF INFORMATION ACT 1982	s 61R(4)	power to respond to adverse material	Senior FOI & Privacy Officer FOI & Privacy Officer Lead Legal Counsel, Corporate & Compliance Legal Counsel, Corporate & Compliance	
FREEDOM OF INFORMATION ACT 1982	s 63BA(1)	power to apply to the Supreme Court for a determination	Senior FOI & Privacy Officer FOI & Privacy Officer Lead Legal Counsel, Corporate & Compliance Legal Counsel, Corporate & Compliance	
FREEDOM OF INFORMATION ACT 1982	s 63BA(4)(a)	power to make an application	Senior FOI & Privacy Officer FOI & Privacy Officer Lead Legal Counsel, Corporate & Compliance Legal Counsel, Corporate & Compliance	
FREEDOM OF INFORMATION ACT 1982	s 63E(3)(b)	power to give written consent to a disclosure	Senior FOI & Privacy Officer FOI & Privacy Officer Lead Legal Counsel, Corporate & Compliance Legal Counsel, Corporate & Compliance	
FREEDOM OF INFORMATION ACT 1982	s 64B	duty to give the Information Commissioner any information referred to in s 64(2)	Senior FOI & Privacy Officer FOI & Privacy Officer Lead Legal Counsel, Corporate & Compliance Legal Counsel, Corporate & Compliance	

INDEPENDENT BROAD-BASED ANTI-CORRUPTION COMMISSION ACT 2011

	Column 1	Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
INDEPENDENT BROAD-BASED ANTI-CORRUPTION COMMISSION ACT 2011	s 41	power of receiving information acquired by the Independent Broad-based Anti-corruption Commission (IBAC)	Chief Legal Officer Lead Integrity & Review Officer	
INDEPENDENT BROAD-BASED ANTI-CORRUPTION COMMISSION ACT 2011	s 57	duty to notify IBAC of any matter believed to constitute corrupt conduct	Lead Integrity & Review Officer	Subject to any exemption notices issued under s 57B
INDEPENDENT BROAD-BASED ANTI-CORRUPTION COMMISSION ACT 2011	s 57A(5)	duty to comply with Directions made by IBAC under s 57A	Lead Integrity & Review Officer	
INDEPENDENT BROAD-BASED ANTI-CORRUPTION COMMISSION ACT 2011	s 59D(2)	duty to comply with request by IBAC under s 59D for relevant information	Lead Integrity & Review Officer	
INDEPENDENT BROAD-BASED ANTI-CORRUPTION COMMISSION ACT 2011	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	Lead Integrity & Review Officer	
INDEPENDENT BROAD-BASED ANTI-CORRUPTION COMMISSION ACT 2011	s 159	power of receiving IBAC recommendations about the action to be taken following an IBAC investigation	Chief Legal Officer Lead Integrity & Review Officer	
INDEPENDENT BROAD-BASED ANTI-CORRUPTION COMMISSION ACT 2011	s 162(2)	power of receiving and responding to an IBAC special report that includes matters pertaining to Council	Chief Legal Officer Lead Integrity & Review Officer	
INDEPENDENT BROAD-BASED ANTI-CORRUPTION COMMISSION ACT 2011	s 163(3)	power of receiving written information about the commencement, conduct or results of an IBAC investigation pertaining to Council	Chief Legal Officer Lead Integrity & Review Officer	

	Column 1	Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
INDEPENDENT BROAD-BASED ANTI-CORRUPTION COMMISSION ACT 2011	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	Chief Legal Officer Lead Integrity & Review Officer	

INTEGRITY OVERSIGHT VICTORIA ACT 2011

	Column 1	Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
INTEGRITY OVERSIGHT VICTORIA ACT 2011	S 87(2)	Function of responding to adverse material Integrity Oversight Victoria intends to include in a report	Not delegated	
INTEGRITY OVERSIGHT VICTORIA ACT 2011	s 91(2)	Function of responding to adverse material Integrity Oversight Victoria intends to include in annual report	Not delegated	

LOCAL GOVERNMENT ACT 2020

	Column 1	Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
LOCAL GOVERNMENT ACT 2020	s 27A(5)(a)	Duty to ensure that the Mayoral training is available to be taken within the relevant period as per s 27A(1)	Manager Council and Corporate Governance Manager Council & Executive Services	
LOCAL GOVERNMENT ACT 2020	s 27A(5)(b)	Duty to provide reasonable assistance to a Mayor, Deputy Mayor or Acting Mayor to enable them to access the Mayoral training	Manager Council and Corporate Governance Manager Council & Executive Services	
LOCAL GOVERNMENT ACT 2020	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	Manager Council and Corporate Governance Manager Council & Executive Services	
LOCAL GOVERNMENT ACT 2020	s 32(4)(b)	duty to provide reasonable assistance to a Councillor to enable them to access the Councillor induction training	Manager Council and Corporate Governance Manager Council & Executive Services	
LOCAL GOVERNMENT ACT 2020	s 33A(5)(a)	Duty to ensure that the Councillor professional development training is available to be undertaken annually within the relevant period	Manager Council and Corporate Governance Manager Council & Executive Services	
LOCAL GOVERNMENT ACT 2020	s 33A(5)(b)	Duty to provide reasonable assistance to a Councillor to enable them to access the professional development training	Manager Council and Corporate Governance Manager Council & Executive Services	
LOCAL GOVERNMENT ACT 2020	s 46(1)(a)	function of supporting the Mayor and the Councillors in the performance of their roles	Manager Council and Corporate Governance Manager Council & Executive Services	
LOCAL GOVERNMENT ACT 2020	s 46(1)(b)	function of ensuring the effective and efficient management of the day to day operations of the Council	Manager Council and Corporate Governance Manager Council & Executive Services	
LOCAL GOVERNMENT ACT 2020	s 46(3)(a)	duty of establishing and maintaining an organisational structure for the Council	Not delegated	
LOCAL GOVERNMENT ACT 2020	s 46(3)(b)	power to approve the filling of vacancies within budget	Managers	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	s 46(3)(b)	power to approve the creation, reclassification, or abolition of positions within budget	Chief People Officer	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

	Column 1	Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
LOCAL GOVERNMENT ACT 2020	s 46(3)(b)	power to fix salaries for vacant positions	Chief People Officer	
LOCAL GOVERNMENT ACT 2020	s 46(3)(b)	power to approve the appointment, engagement or promotion of full time, part time and casual staff	Chief People Officer	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	s 46(3)(b)	power to approve position descriptions	Chief People Officer	
LOCAL GOVERNMENT ACT 2020	s 46(3)(b)	power to create or approve creation of new non-banded positions	Not delegated	
LOCAL GOVERNMENT ACT 2020	s 46(3)(b)	power to create or approve creation of new banded positions	Executive Directors	
LOCAL GOVERNMENT ACT 2020	s 46(3)(b)	power to conduct disciplinary action under relevant awards and policies	Executive Directors Managers	
LOCAL GOVERNMENT ACT 2020	s 46(3)(b)	power to terminate or suspend the employment of, or to suspend from duty, a member of Council staff	Executive Directors	
LOCAL GOVERNMENT ACT 2020	s 46(3)(b)	power to suspend the employment of, or to suspend from duty, a member of Council staff	Executive Directors Manager People Partnering & Workplace Relations	
LOCAL GOVERNMENT ACT 2020	s 46(3)(b)	power to conduct interviews for staff annual review	Refer to the City's policies and procedures	
LOCAL GOVERNMENT ACT 2020	s 46(3)(b)	power to authorise sick, annual and family leave	Executive Directors Managers Coordinators	
LOCAL GOVERNMENT ACT 2020	s 46(3)(b)	power to approve long service leave and compassionate leave	Executive Directors Managers Coordinators	
LOCAL GOVERNMENT ACT 2020	s 46(3)(b)	power to authorise all forms of study and training leave and educational assistance	Refer to the City's policies and procedures	
LOCAL GOVERNMENT ACT 2020	s 46(3)(b)	power to approve leave without pay	Executive Directors Managers Coordinators	

	Column 1	Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
LOCAL GOVERNMENT ACT 2020	s 46(3)(b)	power to authorise time sheets, higher duties, time-in-lieu, overtime and travel expense claims	Executive Directors Managers Coordinators	
LOCAL GOVERNMENT ACT 2020	s 46(3)(b)	power to approve attendance at conferences and seminars by staff	Executive Directors Managers	
LOCAL GOVERNMENT ACT 2020	s 46(3)(b)	power to approve attendance at training programs by staff	Executive Directors Managers	
LOCAL GOVERNMENT ACT 2020	s 46(3)(b)	power to give approval for staff to travel	Refer to the City's policies and procedures	
LOCAL GOVERNMENT ACT 2020	s 46(3)(b)	power to approve travel accommodation for staff	Refer to the City's policies and procedures	
LOCAL GOVERNMENT ACT 2020	s 46(3)(b)	power to sign Notice of Injury and Work Injury Form	Refer to the City's policies and procedures	
LOCAL GOVERNMENT ACT 2020	s 46(3)(b)	power to approve claims under WorkCover excess	Refer to the City's policies and procedures	
LOCAL GOVERNMENT ACT 2020	s 46(3)(b)	power to approve expenses relating to an approved course of study for staff	Refer to the City's policies and procedures	
LOCAL GOVERNMENT ACT 2020	s 46(3)(b)	power to approve staff engaging in other employment	Chief People Officer	
LOCAL GOVERNMENT ACT 2020	s 46(3)(b)	power to determine acceptance or denial of liability in the event of a WorkCover claim	Refer to the City's policies and procedures	
LOCAL GOVERNMENT ACT 2020	s 46(3)(b)	power to sign Letter of Acceptance of Resignation	Executive Directors Managers	
LOCAL GOVERNMENT ACT 2020	s 46(3)(b)	power to provide references on Council letterhead	Not delegated	
LOCAL GOVERNMENT ACT 2020	s 46(3)(b)	power to authorise access to a staff member's personal file	Executive Director Corporate Services Chief People Officer Manager People Partnering & Workplace Relations	

	Column 1	Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
LOCAL GOVERNMENT ACT 2020	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	Executive Director Corporate Services Chief People Officer	
LOCAL GOVERNMENT ACT 2020	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	s 46(4)(c)	duty to consult members of Council affected by a proposed organisational restructure, before the organisational restructure is implemented	Executive Directors	
LOCAL GOVERNMENT ACT 2020	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	Executive Directors	
LOCAL GOVERNMENT ACT 2020	s 46(6)	duty to ensure that the Mayor, Deputy Mayor, Councillors and members of Council staff have access to the workforce plan	Executive Director Corporate Services	
LOCAL GOVERNMENT ACT 2020	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	Executive Directors	
LOCAL GOVERNMENT ACT 2020	s 47(7)	duty to keep a register of delegations under section 47 of this Act	Manager Council and Corporate Governance Senior Governance Advisor	
LOCAL GOVERNMENT ACT 2020	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	Executive Directors Managers	Subject to s 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	s 48(2)	duty to adopt and maintain a recruitment policy addressing the matters listed in s 48(2)	Executive Director Corporate Services Chief People Officer Manager People Shared Services	

	Column 1	Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
LOCAL GOVERNMENT ACT 2020	s 49(1)	duty to develop and implement a code of conduct for members of Council staff	Executive Director Corporate Services Manager People Partnering & Workplace Relations	Must develop and implement the first code of conduct within 6 months of commencement of this section
LOCAL GOVERNMENT ACT 2020	s 49(4)	duty to ensure that members of Council staff have access to the code of conduct for members of Council staff	Executive Directors Managers	
LOCAL GOVERNMENT ACT 2020	s 54(6)	duty to ensure the preparation and maintenance of agendas, minutes and reports of the Audit and Risk Committee	Executive Director Corporate Services	
LOCAL GOVERNMENT ACT 2020	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	Executive Director Corporate Services	
LOCAL GOVERNMENT ACT 2020	s 105	power to designate a person as a Principal Accounting Officer	Not delegated	
LOCAL GOVERNMENT ACT 2020	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	Executive Director Corporate Services	
LOCAL GOVERNMENT ACT 2020	s 121	function of receiving application for land information certificate	Revenue Officer	
LOCAL GOVERNMENT ACT 2020	s 122	function of receiving acquisition notice	Revenue Officer	See prescribed information under r 7 of the <i>Local Government (Land Information) Regulations 2021</i>
LOCAL GOVERNMENT ACT 2020	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	Executive Directors	

	Column 1	Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
LOCAL GOVERNMENT ACT 2020	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	
LOCAL GOVERNMENT ACT 2020	s 132(1)	power to nominate a 'nominated officer'	Not delegated	
LOCAL GOVERNMENT ACT 2020	s 133	function of receiving an initial personal interests return	Manager Council and Corporate Governance Senior Governance Advisor	
LOCAL GOVERNMENT ACT 2020	s 134	function of receiving a biannual personal interests return	Manager Council and Corporate Governance Senior Governance Advisor	
LOCAL GOVERNMENT ACT 2020	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	Manager Council and Corporate Governance Senior Governance Advisor	
LOCAL GOVERNMENT ACT 2020	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	Manager Council and Corporate Governance Senior Governance Advisor	
LOCAL GOVERNMENT ACT 2020	s 136(1)	duty to ensure that personal interests return are kept in accordance with the Public Records Act 1973	Manager Council and Corporate Governance Senior Governance Advisor	
LOCAL GOVERNMENT ACT 2020	s 136(2)	duty to ensure that only the 'specified persons' have access to or can inspect a personal interests return	Manager Council and Corporate Governance Senior Governance Advisor	
LOCAL GOVERNMENT ACT 2020	s 150(1)	duty to appoint the Councillor Conduct Officer and notify the Principal Councillor Conduct Registrar of the appointment	Not delegated	
LOCAL GOVERNMENT ACT 2020	s 230(16)	duty to summon a Council Meeting within 14 days after the public declaration of the election result	Manager Council and Corporate Governance	
LOCAL GOVERNMENT ACT 2020	s 240(10)	duty to send notice	Manager Council and Corporate Governance Team Leader Property & Valuations	
LOCAL GOVERNMENT ACT 2020	s 240(11)	duty to send notice	Manager Council and Corporate Governance Team Leader Property & Valuations	

	Column 1	Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
LOCAL GOVERNMENT ACT 2020	s 240(12)	duty to send notice	Manager Council and Corporate Governance Team Leader Property & Valuations	
LOCAL GOVERNMENT ACT 2020	s 246(1)	duty to enrol a person following receipt of a written application for enrolment unless she or he believes the person is not entitled to be enrolled	Team Leader Property & Valuations	
LOCAL GOVERNMENT ACT 2020	s 246(2)	power to refuse enrolment and duty to give written reasons for refusal application for enrolment	Manager Council and Corporate Governance Executive Director Corporate Services	
LOCAL GOVERNMENT ACT 2020	s 246(3)	power to request information orally or in writing to enable her or him to determine a person's eligibility for enrolment	Manager Council and Corporate Governance Executive Director Corporate Services	
LOCAL GOVERNMENT ACT 2020	s 246(4)	power to require information to be given in writing and signed by the person giving the information	Manager Council and Corporate Governance Executive Director Corporate Services	
LOCAL GOVERNMENT ACT 2020	s 247(3)	power to decide whether address should be placed on voters' roll and to then take action accordingly	Manager Council and Corporate Governance Executive Director Corporate Services	
LOCAL GOVERNMENT ACT 2020	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	Manager Council and Corporate Governance Executive Director Corporate Services	
LOCAL GOVERNMENT ACT 2020	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	Not delegated	
LOCAL GOVERNMENT ACT 2020	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	Team Leader Property & Valuations	For the purposes of section 243
LOCAL GOVERNMENT ACT 2020	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	Executive Directors Managers	Subject to section 254(2)(a) and (b)
LOCAL GOVERNMENT ACT 2020	s 254(2)	duty to obtain undertaking	Executive Directors Managers	

	Column 1	Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
LOCAL GOVERNMENT ACT 2020	s 254(4)	power to request the Victorian Electoral Commission to provide a copy of the voters' roll	Not delegated	
LOCAL GOVERNMENT ACT 2020	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	
LOCAL GOVERNMENT ACT 2020	s 306(1)	function of receiving election campaign donation return	Manager Council and Corporate Governance Senior Governance Advisor	
LOCAL GOVERNMENT ACT 2020	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)	Manager Council and Corporate Governance Senior Governance Advisor	
LOCAL GOVERNMENT ACT 2020	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	Manager Council and Corporate Governance Senior Governance Advisor	
LOCAL GOVERNMENT ACT 2020	s 307(3)	duty to ensure that a summary of the return is made available on the Council's Internet	Manager Council and Corporate Governance Senior Governance Advisor	
LOCAL GOVERNMENT ACT 2020	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	Manager Council and Corporate Governance Senior Governance Advisor	
LOCAL GOVERNMENT ACT 2020	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)	Manager Council and Corporate Governance Senior Governance Advisor	
LOCAL GOVERNMENT ACT 2020	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	Executive Directors Managers	
LOCAL GOVERNMENT ACT 2020	s 324(2)	power to sign a certificate certifying any matter relating to the contents of any document kept by a Council	Executive Directors Managers	

LOCAL GOVERNMENT ACT 1989

	Column 1	Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
LOCAL GOVERNMENT ACT 1989	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	Coordinator Revenue Property & Valuations	

LOCAL GOVERNMENT (ELECTORAL) REGULATIONS 2020

	Column 1	Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
LOCAL GOVERNMENT (ELECTORAL) REGULATIONS 2020	r 15(1)	Duty to provide details of a person's entitlement to be enrolled as a ratepayer on the voters' roll	Manager Council and Corporate Governance	
LOCAL GOVERNMENT (ELECTORAL) REGULATIONS 2020	r 15(2)	Power to exchange relevant information to enrolment entitlements with the VEC	Team Leader Property & Valuations	
LOCAL GOVERNMENT (ELECTORAL) REGULATIONS 2020	r 18	Duty to maintain a list of silent voters	Team Leader Property & Valuations	
LOCAL GOVERNMENT (ELECTORAL) REGULATIONS 2020	r 19	Duty to ensure that only authorised persons have access to details of silent voters	Team Leader Property & Valuations	
LOCAL GOVERNMENT (ELECTORAL) REGULATIONS 2020	r 33	Duty to cause the Local Government Candidate Training to be conducted	Manager Council & Executive Services Manager Council and Corporate Governance	
LOCAL GOVERNMENT (ELECTORAL) REGULATIONS 2020	r 34	Function of receiving prescribed information from person undertaking Local Government Candidate Training	Manager Council and Corporate Governance	
LOCAL GOVERNMENT (ELECTORAL) REGULATIONS 2020	r 35	Duty to keep a register of attendance	Manager Council & Executive Services Manager Council and Corporate Governance	
LOCAL GOVERNMENT (ELECTORAL) REGULATIONS 2020	r 36(2)	Duty to comply with notice under subsection (1)	Manager Council and Corporate Governance	
LOCAL GOVERNMENT (ELECTORAL) REGULATIONS 2020	r 83	Duty to submit report on election received by the VEC to Council	Manager Council and Corporate Governance	

LOCAL GOVERNMENT (GOVERNANCE AND INTEGRITY) REGULATIONS 2020

	Column 1	Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
LOCAL GOVERNMENT (GOVERNANCE AND INTEGRITY) REGULATIONS 2020	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 Local Government Ac 2020	Not delegated	

LOCAL GOVERNMENT (LAND INFORMATION) REGULATIONS 2021

	Column 1	Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
LOCAL GOVERNMENT (LAND INFORMATION) REGULATIONS 2021	r 5(2)	power to sign a land information certificate	Chief Financial Officer Coordinator Revenue Property & Valuations Team Leader Revenue	

PLANNING & ENVIRONMNET ACT 1987

	Column 1	Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING & ENVIRONMNET ACT 1987	s 140	power to certify copies of instruments, documents, maps or plans under this Act	Manager City Development	Where the Council is the relevant responsible authority
PLANNING & ENVIRONMNET ACT 1987	s 141	power to provide evidentiary statement pertaining to land use and permits under this Act	Manager City Development	Where the Council is the relevant responsible authority
PLANNING & ENVIRONMNET ACT 1987	s 142	power to provide evidentiary statement pertaining to s 173 agreements under this Act	Manager City Development	Where the Council is the relevant responsible authority

PUBLIC HEALTH & WELLBEING ACT 2008

	Column 1	Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PUBLIC HEALTH & WELLBEING ACT 2008	s 226(2)	power to sign evidentiary certificates under this Act	Not delegated	

PUBLIC INTERESTS DISCLOSURES ACT 2012

	Column 1	Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PUBLIC INTERESTS DISCLOSURES ACT 2012	s 12(2)	function of receiving a disclosure	Chief Legal Officer Lead Integrity & Review Officer	

PUBLIC RECORDS ACT 1973

	Column 1	Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PUBLIC RECORDS ACT 1973	s 13(a)	duty to make and keep full and accurate records of the business of the Council relating to position responsibilities and delegated powers, functions and duties	All staff	
PUBLIC RECORDS ACT 1973	s 13(b)	duty to carry out a programme of records management in accordance with the standards established under section 12 by the Keeper of Public Records	Executive Directors Managers Coordinators	
PUBLIC RECORDS ACT 1973	s 13(b)	power to authorise disposal of public records in accordance with the standards established under section 12 by the Keeper of Public Records	Executive Directors Managers	
PUBLIC RECORDS ACT 1973	s 13(c)	duty to take all action necessary for the recovery of any public records unlawfully removed from the office	Executive Director Corporate Services Chief Information Officer Coordinator Information Management	

ROOMING HOUSE OPERATORS ACT 2016

	Column 1	Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
ROOMING HOUSE OPERATORS ACT 2016	s 4	function of liaising with Business Licencing Authority	Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health	
ROOMING HOUSE OPERATORS ACT 2016	s 15(1)	duty to provide information to Business Licencing Authority on request	Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health	
ROOMING HOUSE OPERATORS ACT 2016	s 15(2)	duty to give a report to Business Licencing Authority on inquiries made in response to request under s.15(1)	Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health	
ROOMING HOUSE OPERATORS ACT 2016	s 24(2)	duty to give a report to Business Licencing Authority on inquiries made in response to request under s.24(1)	Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health	

SERVICE VICTORIA ACT 2018

	Column 1	Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
SERVICE VICTORIA ACT 2018	s 5(2)	function of receiving a copy of the agreement made under s.5(1)	Executive Director Corporate Services Manager Customer Service	
SERVICE VICTORIA ACT 2018	s 5(4)	function of receiving a copy of a notice under s.5(3)	Executive Director Corporate Services Manager Customer Service	
SERVICE VICTORIA ACT 2018	s 6	duty to use best endeavours to give effect to a notice under s.5(3) which applies to Council	Executive Director Corporate Services Manager Customer Service	
SERVICE VICTORIA ACT 2018	s 7(3)	function of receiving a copy of the agreement made under s.7(1)	Executive Director Corporate Services Manager Customer Service	
SERVICE VICTORIA ACT 2018	s 7(4)	function of receiving a copy of a notice under s.7(3)	Executive Director Corporate Services Manager Customer Service	
SERVICE VICTORIA ACT 2018	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	Executive Director Corporate Services Manager Customer Service	Where Council's CEO has been transferred a transferred customer service function
SERVICE VICTORIA ACT 2018	s 9A(1)	power to agree in writing for the Service Victoria CEO to perform a customer service function	Executive Director Corporate Services Manager Customer Service	
SERVICE VICTORIA ACT 2018	s 10(2)	function of receiving a copy of the agreement made under s.10(1)	Executive Director Corporate Services Manager Customer Service	
SERVICE VICTORIA ACT 2018	s 10(4)	function of receiving a copy of a notice under s.10(3)	Executive Director Corporate Services Manager Customer Service	
SERVICE VICTORIA ACT 2018	s 11	duty to use best endeavours to give effect to a notice under s.10(3) which applies to Council	Executive Director Corporate Services Manager Customer Service	
SERVICE VICTORIA ACT 2018	s 12(3)	function of receiving a copy of the agreement made under s.12(1)	Executive Director Corporate Services Manager Customer Service	
SERVICE VICTORIA ACT 2018	s 12(4)	function of receiving a copy of a notice under s.12(2)	Executive Director Corporate Services Manager Customer Service	
SERVICE VICTORIA ACT 2018	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	Executive Director Corporate Services Manager Customer Service	

	Column 1	Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
SERVICE VICTORIA ACT 2018	s 14A(1)	power to agree in writing for the Service Victoria CEO to perform an identity verification function	Executive Director Corporate Services Manager Customer Service	
SERVICE VICTORIA ACT 2018	s 24A(2)(a)	function of agreeing on form of delivery	Executive Director Corporate Services Manager Customer Service	
SERVICE VICTORIA ACT 2018	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	Executive Director Corporate Services Manager Customer Service	Note: Minister must approve the establishment and maintenance of a database

SHERIFF ACT 2009

	Column 1	Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
SHERIFF ACT 2009	s 54	power to exempt Council from providing information to the Sheriff otherwise authorised by a warrant if exceptional circumstances apply	Chief Legal Officer Chief Governance & Risk Officer Manager Council and Corporate Governance Lead Integrity & Review Officer Internal Review Officer	

TOBACCO ACT 1987

	Column 1	Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
TOBACCO ACT 1987	s 36	power to nominate a person to be appointed as an inspector	Manager Community Safety & Regulation	

VALUATION OF LAND ACT 1960

	Column 1	Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
VALUATION OF LAND ACT 1960	s 3(5)(ba)	power to request valuations of land	Executive Director Corporate Services Chief Financial Officer	

VICTORIAN DATA SHARING ACT 2017

	Column 1	Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
VICTORIAN DATA SHARING ACT 2017	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	Executive Director Corporate Services Chief Information Officer	
VICTORIAN DATA SHARING ACT 2017	s 11(1)	function of receiving a written notice to provide information about Council's data holding	Executive Director Corporate Services Chief Information Officer	
VICTORIAN DATA SHARING ACT 2017	s 15(1)	power to disclose identifiable data to the Chief Data Officer in response to a request under s.8	Executive Directors	In accordance with s.5
VICTORIAN DATA SHARING ACT 2017	s 15(2)	power to disclose identifiable data to a data analytics body for the purpose of data integration	Executive Directors	In accordance with s.5
VICTORIAN DATA SHARING ACT 2017	s 21	duty to inform the Chief Data Officer of the secrecy provisions which apply to the disclosed data	Executive Director Corporate Services Chief Information Officer	Where the CEO is aware of secrecy provisions that apply to data that they have disclosed in accordance with this Act

