

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
CLG	Coordinator Legal and Governance
CMCHI	Coordinator Maternal and Child Health and Immunisation
CPH	Coordinator Public Health
CPO	Chief People Officer
CSWS	Coordinator Strategic Wellbeing and Safety
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
GC	General Counsel
IMA	Injury Management Advisor
LGO	Legal and Governance Officer
MCE	Manager Customer Experience
MCSC	Manager Community Safety and Compliance
MEMO	Municipal Emergency Management Officer
MLRG	Manager Legal, Risk & Governance
MLS	Manager Life Stages
PCM	Procurement and Contracts Manager
RAL	Rates Administration Lead
RVC	Rates and Valuations Coordinator
RVCON	Rates and Valuations Consultant
SLGO	Senior Legal and Governance 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 each delegation made under the Instrument of Delegation dated 17 September 2024 and executed by Rebecca McKenzie 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: 11/4/2025

SCHEDULE

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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	DCW MLS	
s 29(3)	Power to consent to inspection of relevant premises without written notice by the Commission for Children and Young People	DCW MLS	
s 36	Duty to ensure that the Commission for Children and Young People is given any assistance reasonably required to perform functions	DCW MLS	
s 43	Function of receiving birth notice in certain circumstances	DCW MLS	
s 45	Duty to send a copy of a birth notice to a nurse or the Secretary	DCW MLS	
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	CMCHI DCW EMCHTL MLS 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 MLS 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 MLS UMCHTL	

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	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	

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 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	

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	DCW	

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	MLRG GC CLG DCCA SLGO LGO	
s 8(2)	Duty to make certain documents available for inspection and purchase	MLRG GC CLG DCCA SLGO LGO	
s 8(3)	Duty to cause to be prepared a corresponding document, altered only to the extent necessary to exclude exempt matter	MLRG GC CLG DCCA SLGO LGO	

FREEDOM OF INFORMATION ACT 1982			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 8(5)	Duty to cause the fact of the existence of a document to be published	MLRG GC CLG SLGO LGO	
s 61E	Duty to co-operate with the Information Commissioner in dealing with a complaint	MLRG CLG GC SLGO LGO	
s 61G	Function of consulting with the Information Commissioner	MLRG GC CLG SLGO LGO	
s 61GA(1)(a)	Function of processing or identifying a reasonable sample of the documents upon notice from the Information Commissioner	MLRG GC CLG SLGO	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

FREEDOM OF INFORMATION ACT 1982			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		LGO	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	MLRG GC CLG SLGO LGO	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	MLRG GC CLG SLGO LGO	
s 61GA(3)	Power to apply for extension	MLRG GC CLG SLGO LGO	
s 61H	Power to reach an agreement with a complainant	MLRG GC	

FREEDOM OF INFORMATION ACT 1982			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		CLG SLGO LGO	
s 61I(2)	Power to make submissions in relation to a complaint	MLRG GC CLG SLGO LGO	
s 61L(5)	Power to comment on and response to a draft recommendation or draft comment	MLRG GC CLG SLGO LGO	
s 61R(4)	Power to respond to adverse material	MLRG GC CLG SLGO LGO	

FREEDOM OF INFORMATION ACT 1982			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 63BA(1)	Power to apply to the Supreme Court for a determination	MLRG	
s 63BA(4)(a)	Power to make an application	MLRG GC CLG SLGO LGO	
s 63E(3)(b)	Power to give written consent to a disclosure	MLRG GC CLG SLGO LGO	
s 64B	Duty to give the Information Commissioner any information referred to in s 64(2)	MLRG GC CLG SLGO LGO	

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)	MLRG GC CLG SLGO	
s 57	Duty to notify IBAC of any matter believed to constitute corrupt conduct	MLRG GC CLG SLGO	Subject to any exemption notices issued under s 57B
s 57A(5)	Duty to comply with Directions made by IBAC under s 57A	MLRG GC CLG SLGO	
s 59D(2)	Duty to comply with request by IBAC under s 59D for relevant information	MLRG GC CLG SLGO	
s 73	Power of receiving a complaint pertaining to Council staff, under circumstances in which it would be more	MLRG GC	

INDEPENDENT BROAD-BASED ANTI-CORRUPTION COMMISSION ACT 2011			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	appropriate for Council to conduct the investigation	CLG SLGO	
s 159	Power of receiving IBAC recommendations about the action to be taken following an IBAC investigation	MLRG GC CLG SLGO	
s 162	Power of receiving and responding to an IBAC special report that includes matters pertaining to Council	MLRG GC CLG SLGO	
s 163(3)	Power of receiving written information about the commencement, conduct or results of an IBAC investigation pertaining to Council	MLRG GC CLG SLGO	
s 165	Power of receiving and responding to IBAC material that includes matters pertaining to Council, to be published in the IBAC annual report	MLRG GC CLG SLGO	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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)	DCCA MLRG CCB	
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	DCCA MLRG CCB	
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 MLRG CCB	
s 32(4)(b)	Duty to provide reasonable assistance to a Councillor to enable them to access the Councillor induction training	DCCA MLRG CCB	
s 33A(5)(a)	Duty to ensure that the Councillor professional development training is available to be undertaken annually within the relevant period	DCCA MLRG CCB	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 33A(5)(b)	Duty to provide reasonable assistance to a Councillor to enable them to access the professional development training	DCCA MLRG CCB	
s 46(1)(a)	Function of supporting the Mayor and the Councillors in the performance of their roles	DCCA MLRG 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 relating to Council staff	As set out in this instrument of delegation and the instrument entitled S7 CEO Sub Delegations to Council 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 the filling of vacancies or the creation, reclassification, or abolition of positions within	Category D staff	The abolition of positions can only be exercised for vacant position, where it does

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	budget		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 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

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			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
s 46(3)(b)	Power to approve long service leave and compassionate leave	Category D staff Category C staff	To be authorised as per entitlements and in accordance with the relevant Enterprise Agreement and policies

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		Category B staff Category A staff	
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	
s 46 (3) (b)	Power to authorise time-in-lieu and overtime	Category D staff Category C staff Category B staff	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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 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

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 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.
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

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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 purposes of this section of this Act	Category A staff Category B staff 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	CPO	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	to the workforce plan		
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	MLRG GC CLG SLGO LGO	
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 of this section

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 49(4)	Duty to ensure that members of Council staff have access to the code of conduct for members of Council staff	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 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>

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	MLRG GC CLG CCB SLGO LGO	CCB limited to receiving returns from Councillors
s 134	Function of receiving a biannual personal interests return	MLRG CCB GC CLG	CCB limited to receiving returns from Councillors

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		SLGO LGO	
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	MLRG GC CLG SLGO LGO	
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	MLRG GC CLG SLGO LGO	
s 136(1)	Duty to ensure that personal interests return are kept in accordance with the Public Records Act 1973	MLRG GC CLG SLGO LGO	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 136(2)	Duty to ensure that only the 'specified persons' have access to or can inspect a personal interests return	MLRG CCB GC CLG SLGO LGO	
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	MLRG	
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 MLRG GC CLG SLGO	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 240(11)	Duty to send notice	DCCA CFO MLRG GC CLG SLGO	
s 240(12)	Duty to send notice	DCCA CFO RVC MLRG GC CLG SLGO	
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 MLRG GC CLG SLGO	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		RVC RVCON	
s 246(2)	Power to refuse enrolment and duty to give written reasons for refusal application for enrolment	DCCA CFO MLRG GC CLG SLGO 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 MLRG GC CLG SLGO RVC RVCON	
s 246(4)	Power to require information to be given in writing and	DCCA	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	signed by the person giving the information	CFO MLRG GC CLG SLGO RVC RVCON	
s 247(3)	Power to decide whether address should be placed on voters' roll and to then take action accordingly	DCCA CFO MLRG GC CLG SLGO 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 MLRG	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		GC SLGO CLG 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 MLRG GC CLG SLGO RVC 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 MLRG GC CLG	For the purposes of section 243

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		SLGO RVC RVCON	
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 MLRG GC CLG SLGO RVC	Subject to section 254(2)(a) and (b)
s 254(2)	Duty to obtain undertaking	DCCA CFO MLRG GC CLG SLGO RVC	
s 254(4)	Power to request the Victorian Electoral Commission to provide a copy of the voters' roll	DCCA CFO	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		MLRG GC CLG SLGO 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 MLRG 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 MLRG 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 MLRG CCB	
s 307(3)	Duty to ensure that a summary of the return is made	DCCA	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	available on the Council's Internet	MLRG 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 MLRG 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 MLRG 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 MLRG	
s 324(2)	Power to sign a certificate certifying any matter relating to the contents of any document kept by a Council	DCCA DCW DPP	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		DSAL CFO CPO MLRG	

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 <i>Local Government Act 1989</i> includes relevant details of environmental upgrades and charges	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	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			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 12	Function of receiving a disclosure	MLRG	

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	DPP MCSC CPH	

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	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	

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)	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	

SERVICE VICTORIA ACT 2018			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	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

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	Not delegated	

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 RVC	

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	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

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	MLRG	
s 91(2)	Function of responding to adverse material the Victorian Inspectorate intends to include in annual report	MLRG	

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 MLRG RVC RVCON DCCA GC CLG SLGO	
r 15(2)	Power to exchange relevant information to enrolment entitlements with the VEC	CFO MLRG RVC RVCON DCCA GC CLG SLGO	

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 MLRG GC CLG SLGO	

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	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**

Customer and Corporate Affairs	City Management	Community Wellbeing	Planning and Place	Sustainability Assets and Leisure
Category D Staff means				
Director Customer and Corporate Affairs	Chief People Officer Chief Financial Officer	Director Community Wellbeing	Director Planning and Place	Director Sustainability Assets and Leisure
Category C Staff means				
Manager Legal, 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 Life Stages; Facility Manager Warrawee	Manager City Futures; Manager Community Safety and Compliance; Manager Planning and Building Services;	Manager Sustainability and Assets; Manager Parks Services; Manager Works Depot; Senior Program Manager; General Manager Glen Eira Leisure Business Operations Manager Business Services Manager
Category B Staff means				
Organisational Strategy Head of Transformation and Strategy; Head of Enterprise PMO	Finance Coordinator Rates and Valuations; Corporate Planning Lead	Libraries Arts and Culture Coordinator Library Operations; Coordinator Library Engagement; Coordinator Arts and Culture	City Futures Coordinator City Strategy and Place Planning; Coordinator City Transport and Place ; Coordinator Open Space Planning & Strategy	Sustainability and Assets Head of Asset Strategy; Head of Project Delivery; Head of Climate and Circular Economy; Coordinator Strategic Asset Management;
Public Affairs Coordinator Communications;	People & Culture Coordinator Strategic	Community and Economic Development		

<p>Coordinator Engagement and Insights</p> <p>Customer Experience</p> <p>Customer Experience Lead; Coordinator Customer Experience; Facilities Services Team Leader</p> <p>Digital and Technology Services</p> <p>Records Team Leader; Coordinator Technology Services; Coordinator Information, Governance and Cyber Security; Coordinator Digital and Data</p> <p>Legal, Risk and Governance</p> <p>General Counsel; Coordinator Legal and Governance; Coordinator Risk Management Coordinator Property and</p>	<p>Wellbeing and Safety; P&C Business Partner; Coordinator Capability and Culture; Coordinator People and Partnerships; Coordinator Recruitment and Operations</p>	<p>Senior Coordinator Wellbeing and Social Policy Coordinator Diversity and Inclusion; Coordinator Community Strengthening; Coordinator Economic Development</p> <p>Life Stages</p> <p>Team Leader Occasional Care; Coordinator Maternal and Child Health and Immunisation; Coordinator Early Years Services and Partnerships; Coordinator Youth Services; Quality and Audit Manager; Catering Coordinator; Clinical Care Manager Warrawee; Senior Coordinator Healthy Ageing;</p>	<p>Community Safety and Compliance</p> <p>Coordinator Parking and Safety; Coordinator Civic Compliance; Coordinator Public Health; Coordinator Appeals and Business Support</p> <p>Planning & Building Services</p> <p>Coordinator Urban Planning; Coordinator Planning and Building Business Support Coordinator Statutory Building Service;</p>	<p>Team Leader Recreation and Open Space Development; Coordinator Transport Engineering and Safety; Coordinator Project Delivery and Design; Team Leader Open Space Design and Delivery; Team Leader Buildings Design and Delivery; Coordinator Climate and Sustainability; Coordinator Circular Economy and Waste Services; Team Leader Circular Economy Strategy;</p> <p>Parks Services</p> <p>Coordinator Open Space Maintenance; Coordinator Open Space Asset Management; Coordinator Urban Forest; Coordinator Sports Turf and Facilities; Team Leader Open Space Asset</p>
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Leasing Coordinator Councillor Business;				Management; Team Leader Horticultural Maintenance; Team Leader Turf and Streetscapes; Team Leader Sports Turf and Facilities; Team Leader Urban Forest Works Depot Coordinator Permits and Development; Coordinator Services; Coordinator Operations; Coordinator Building Operations; Works Supervisor (Drainage); Works Supervisor (Concrete); Works Supervisor (Asphalt); Team Leader Developments; Team Leader Public Works and Permits Glen Eira Leisure Aquatics Coordinator Aquatics Programs Team Leader; GELSwim Team Leader; Health and Fitness Coordinator;
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				Personal Training Team Leader; Health and Fitness Team Leader; Programs Coordinator Every Body Active Team Leader; Group Exercise Team Leader Sports Programs Team Leader; Wellness Team Leader Safety and Supervision Coordinator Lifeguard Team Leader; Centre Supervisor Team Leader Risk and Compliance Coordinator; People Development Coordinator; Customer Experience Team Leader; Customer Experience Coordinator; Member Experience Team Leader Marketing Team Leader Innovation and Administration Coordinator; Finance and Administration Team Leader; Leisure Systems Team Leader
Category A Staff means				
Organisational Strategy Coordinator Capital Works Portfolio Senior Project Manager	Finance Senior Payroll Officer; Coordinator Financial Accounting;	Life Stages Immunisation Team Leader Kindergarten Administration and Partnership Lead;	Community Safety and Compliance Team Leader Civic Compliance;	Sustainability and Assets Team Leader Waste and Resource Recovery; Sustainable Business Specialist

Public Affairs Senior Digital Communications Advisor Senior Communications Advisor Customer Experience Senior Bookings and Lead Services Officer Recreation Facilities Officer; Open Space Bookings Officer	Coordinator Management Accounting	Universal MCH Team Leader; Enhanced MCH Team Leader Healthy and Active Ageing Officer Community and Economic Development Diversity and Inclusion Officer	Team Leader Public Health	
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