

Stonnington City Council
Instrument of Delegation
pursuant to the
Local Government Act 2020
by
by the Chief Executive Officer

Instrument of Delegation

By this Instrument of Delegation, in exercise of the powers conferred by section 47(2) of the *Local Government Act 2020*, I, Dale Dickson as Chief Executive Officer of Stonnington City Council:

1. delegate each duty and/or function and/or power 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 described in Column 3 of the Schedule;
2. record that a reference in the Schedule to:

Abbreviation		Title
CFO	means	Chief Financial Officer
Coordinator	means	Level 4 staff
CoordStatP	means	Coordinator Statutory Planning
CSCO	Means	Child Safety Compliance Officer
CoordS&P	means	Coordinator Safety and Prevention
GenCounsel	means	General Counsel
MPC	Means	Manager People & Culture
CIVSO	means	Civic Support Officer
DCW	means	Director Community & Wellbeing
DEI	means	Director Environment & Infrastructure
ERL	means	Employee Relations Lead
Directors	means	Directors of the organisation
DPP	means	Director Planning & Place
PHI	means	Public Health & Immunisation Coordinator
MCE	means	Manager Communications and Engagement
MG	means	Manager Governance
CG	Means	Coordinator Governance
FOIPO	means	FOI & Privacy
Coord Maternal & Child Health	means	Maternal and Child Health Coordinator
M&CHN	means	Maternal and Child Health Nurse
Managers	means	Managers plus MG, MCE, CFO

Abbreviation		Title
MCommS	means	Manager Community Services
MCO	means	Manager City Operations
MEMO	means	Municipal Emergency Management Officer
MLC	means	Manager Liveability & Compliance
MSP	means	Manager Statutory Planning
MCE	Means	Manager City Environment
CCSCCS	means	Coordinator Cimate & Sustainability
TLPH		Team Leader Public Health
PAC	means	Planning Appeals Coordinator
RO	means	Revenue Officers
RevCoord	means	Revenue Coordinator
SO	means	Subdivision Officer
SRO	means	Senior Revenue Officer
IMWO	means	Workers Compensation & Return to Work Officer

3. record that on the coming into force of this Instrument of Delegation the previous S13 Instrument of Delegation issued by me on 2 February 2024 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;
 - 4.3 must be read in accordance with any guidelines or policies which Council from time to time adopts; and
5. declare that the delegate must not determine the issue, take the action or do the act or thing if:
 - 5.1 the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a resolution of Council; or
 - 5.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - a) policy; or
 - b) strategy
 adopted by Council; or
 - 5.3 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, whether on account of section 98(1)(a) – (f) (inclusive) of the Act or otherwise.

This Instrument of Delegation is dated **16 September 2024**.

SIGNED by Dale Dickson Chief Executive Officer of Council in the presence of:))))
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(Witness)

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CHILD WELLBEING AND SAFETY ACT 2005			
Provision	Power/duty/function delegated	Delegate	Comments
s.29(2)	Function of receiving written notice and consenting to inspection of relevant premises by the Commission for Children and Young People.	MPC, CSCO & ERL & DOC	“Relevant premises” refers to premises which provide services or facilities for children.
s.29(3)	Power to consent to inspection of relevant premises without written notice by the Commission for Children and Young People.	MPC, DOC CSCO & ERL	
s.36	Duty to ensure that the Commission for Children and Young People is given any assistance reasonably required to perform functions.	MPC, DOC CSCO & ERL	
s.43	Function of receiving birth notices in certain circumstances.	MCommS, MCHCoord & M&CHN.	
s.45	Duty to send a copy of a birth notice to a nurse or the Secretary. (*)	MCommS, MCHCoord & M&CHN.	(*) <i>Secretary means the Secretary of the Department of Health.</i>
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.	DCW DOC CSCO & MCommS.	
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.	DCW & MCommS.	
s. 46N	Duty to notify the Secretary, if there is reasonable 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	MPC, DOC CSCO & ERL	

EMERGENCY MANAGEMENT ACT 2013			
Provision	Power/duty/function delegated	Delegate	Comments
s.54(1) (a) (vii)	Power to nominate a person, position or role to be a member of the Regional Emergency Management Planning Committee.	MEMO.	Stonnington is a member of a REMPC.
s.59B (1) (b)	Power to nominate a member of Council staff to be the chairperson of the Municipal Emergency Management Planning Committee.	MEMO.	Stonnington is a member of a REMPC. Delegates cannot nominate themselves.
s.74E(3)(d)	Function of receiving a copy of any Orders made by Governor in Council under this section.	MEMO.	

FINES REFORM ACT 2014			
Provision	Power/duty/function delegated	Delegate	Comments
s.175(1)(b)	Power to certify that exceptional circumstances apply requiring Council not to provide the required information.	MLC.	Where Council is a "specified agency".

FIRE SERVICES PROPERTY LEVY ACT 2012			
Provision	Power/duty/function delegated	Delegate	Comments
s.66	Power to disclose information in the capacity as a collection agency unless that information will or is likely to identify a particular person.	CFO & RevCoord.	<i>Section 66 does not apply if the disclosure is permitted by, or is necessary for the administration of, this Act.</i>
s.68(1)(b)	Power to authorise the secondary disclosure of information obtained under, or in relation to the administration of, this Act.	CFO & RevCoord.	

FOOD ACT 1984			
Provision	Power/duty/function delegated	Delegate	Comments
s.50AB	Function of signing a certificate under this Act.	TLPH, PHI & DCW	

FREEDOM OF INFORMATION ACT 1982			
Provision	Power/duty/function delegated	Delegate	Comments
s.6W(4)	Duty to ensure that all officers and employees are informed about the requirements of the professional standards.	MG, CG & FOIPOFOIPO	
s.8(2)	Duty to make certain documents available for inspection and purchase.	MG, ,CG FOIPO & GenCounsel	
s.8(3)	Duty to cause to be prepared a corresponding document, altered only to the extent necessary to exclude exempt matter.	MG, , FOIPO & GenCounsel.& CG	
s.8(5)	Duty to cause the fact of the existence of a document to be published.	MG, , FOIPO & GenCounsel.& CG	

FREEDOM OF INFORMATION ACT 1982			
Provision	Power/duty/function delegated	Delegate	Comments
s.61E	Duty to co-operate with the Information Commissioner in dealing with a complaint.	MG, , FOIPO & GenCounsel.& CG	
s.61G	Function of consulting with the Information Commissioner.	MG, FOIPO & GenCounsel.& CG	
s.61GA(1)(a)	Function of processing or identifying a reasonable sample of the documents upon notice from the Information Commissioner.	MG, CG, FOIPO & GenCounsel.	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 section 25A(1) or section 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.	MG, , FOIPO & GenCounsel.& CG	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 61 GA (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	MG, , FOIPO & GenCounsel.& CG	
s.61GA(3)	Power to apply for an extension.	MG, , FOIPO & GenCounsel.& CG	
s.61H	Power to reach an agreement with a complainant.	MG, , FOIPO & GenCounsel.& CG	
s.61I(2)	Power to make submissions in relation to a complaint.	MG, , FOIPO & GenCounsel.& CG	
s.61L(5)	Power to comment on and response to a draft recommendation or draft comment.	MG, , FOIPO & GenCounsel.& CG	
s.61R(4)	Power to respond to adverse material.	MG, , FOIPO & GenCounsel.& CG	

FREEDOM OF INFORMATION ACT 1982			
Provision	Power/duty/function delegated	Delegate	Comments
s.63BA(1)	Power to apply to the Supreme Court for a determination.	Not delegated.	The power remains with the CEO.
s.63BA(4)(a)	Power to make an application.	Not delegated.	The power remains with the CEO.
s.63E(3)(b)	Power to give written consent to a disclosure.	MG, FOIPO & GenCounsel. & CG	
s.64B	Duty to give the Information Commissioner any information referred to in section 64(2).	MG, , FOIPO & GenCounsel. & CG	

INDEPENDENT BROAD-BASED ANTI-CORRUPTION COMMISSION ACT 2011			
Provision	Power/duty/function delegated	Delegate	Comments
s.41	Power of receiving information acquired by the Independent Broad-based Anti-corruption Commission (IBAC).	Not delegated.	The power remains with the CEO
s.57	Power to notify IBAC of any matter believed to constitute corrupt conduct.	Not delegated.	
s.57A(5)	Duty to comply with Directions made by IBAC under section 57A.	Not delegated.	The duty remains with the CEO.
s.59D(2)	Duty to comply with request by IBAC under section 59D for relevant information.	Not delegated.	
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.	Not delegated.	The power remains with the CEO
s.159	Power of receiving IBAC recommendations about the action to be taken following an IBAC investigation.	Not delegated.	
s.162(2)	Power of receiving and responding to an IBAC special report that includes matters pertaining to Council.	Not delegated.	

INDEPENDENT BROAD-BASED ANTI-CORRUPTION COMMISSION ACT 2011			
Provision	Power/duty/function delegated	Delegate	Comments
s.163(3)	Power of receiving written information about the commencement, conduct or results of an IBAC investigation pertaining to Council.	Not delegated.	The power remains with the CEO
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.	Not delegated.	

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)	MG & CG.	Provision commences on 26 October 2024
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	MG & CG.	Provision commences on 26 October 2024
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.	, MG & CG.	
s.32(4)(b)	Duty to provide reasonable assistance to a Councillor to enable them to access the Councillor induction training.	MG & CG.	
s 33A(5)(a)	Duty to ensure that the Councilor professional development training is available to be undertaken annually within the relevant period	MG & CG.	Provision commences on 26 October 2024
s 33A(5)(b)	Duty to provide reasonable assistance to a Councillor to enable them to access the professional development training	MG & CG.	Provision commences on 26 October 2024
s.46(1)(a)	Function of supporting the Mayor and the Councillors in the performance of their roles.	Directors, MCE, MG & CG.	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46(1)(b)	Function of ensuring the effective and efficient management of the day to day operations of the Council.	Directors & Managers	
s..46(3)(a)	Duty of establishing and maintaining an organisational structure for the Council.	Not delegated.	The duty remains with the CEO.

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46(3)(b)	Responsibility for dismissing Council staff and for all other issues (*) relating to Council staff. (*) unless delegated.	Directors & Managers.	Subject to section 48(6) prohibiting the appointment of a person who has been a Councillor of the Council within two years after the person ceases to hold that office.
s.46(3)(b)	Responsibility for appointing, directing, managing and Council staff and for all other issues relating to Council staff.	Directors & Managers.	•

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 the filling of vacancies or the creation, reclassification, or abolition of positions within budget.	Directors & Managers.	<ul style="list-style-type: none"> • 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 & Managers.	Subject to budgetary provision. If the salary level is to be increased or decreased, prior approval via a CEO's Notice paper is required.

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46(3)(b)	Power to sign the letter of appointment, engagement or promotion of full time, part time and casual staff.	Directors & Managers.	Subject to section 48(6) prohibiting appointment of a person who has been a Councillor of the Council within two years after the person ceases to hold that office.
s.46(3)(b)	Power to approve position descriptions.	Directors & Managers.	
s.46(3)(b)	Power to create or approve the creation of new positions.	Not delegated.	The power remains with the CEO
s.46(3)(b)	Power to conduct disciplinary action under relevant awards and policies.	Directors & Managers.	In consultation with the MPC
s.46(3)(b)	Power to terminate or suspend the employment of, or to suspend from duty, a member of Council staff.	Not delegated.	power remains with the CEO.
s.46(3)(b)	Power to conduct interviews for the annual staff review.	Directors, Managers & Coordinators	
s.46(3)(b)	Power to authorise sick, annual and family leave.	Directors, Managers & Coordinators	
s.46(3)(b)	Power to approve long service leave.	Directors.	
s.46(3)(b)	Power to approve compassionate leave.	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 authorise all forms of study and training leave and educational assistance.	Directors.	
s.46(3)(b)	Power to approve leave without pay.	Directors.	For up to four weeks (152 hours) and only where no other suitable leave is available.
		Managers.	For up to one week (38 hours) and only where no other suitable leave is available.
s.46(3)(b)	Power to authorise time sheets, higher duties, time-in-lieu, overtime and travel expense claims.	Directors & Managers	
s.46(3)(b)	Power to approve attendance at conferences and seminars by staff.	Directors & Managers.	
s.46(3)(b)	Power to approve attendance at training programs by staff.	Directors, Managers & Coordinators	
s.46(3)(b)	Power to give approval for staff to travel (within Victoria).	Directors.	Interstate and overseas travel requires the CEO's approval in advance.
s.46(3)(b)	Power to approve travel accommodation for staff (within Victoria).	Directors.	Interstate and overseas travel requires the CEO's approval in advance.
s.46(3)(b)	Power to sign Notice of Injury and Work Injury Form.	Directors, Managers & Coordinators.	
s.46(3)(b)	Power to approve claims under the WorkCover excess.	MSR & IMWO	
s.46(3)(b)	Power to approve expenses relating to an approved course of study for staff.	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 staff engaging in other employment.	Directors	
s.46(3)(b)	Power to determine acceptance or denial of liability in the event of a WorkCover claim.	MSR & IMWO.	
s.46(3)(b)	Power to sign a letter of acceptance of resignation.	Directors & Managers.	
s.46(3)(b)	Power to provide references on Council letterhead.	Directors & Managers.	
s.46(3)(b)	Power to authorise access to a staff member's personal file.	MPC	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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 four years and sets out measures to seek to ensure gender equality, diversity and inclusiveness.	MPC	Subject to prior consultation with the CEO.
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.	The duty remains with the CEO.
s.46(4)(c)	Duty to consult members of Council affected by a proposed organisational restructure, before the organisational restructure is implemented.	Directors & MPC	Subject to prior consultation with the CEO
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 & Coordinators.	
s.46(6)	Duty to ensure that the Mayor, Deputy Mayor, Councillors and members of Council staff have access to the workforce plan.	MPC	
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 applicable.	Council has no community asset committees.

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.47(7)	Duty to keep a register of delegations under section 47 of this Act.	MG, & CIVSO & CG.	
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. The power remains with the CEO.
s.48(2)	Duty to adopt and maintain a recruitment policy addressing the matters listed in section 48(2).	Not delegated.	The duty remains with the CEO
s.49(1)	Duty to develop and implement a code of conduct for members of Council staff.	MPC	The Code of Conduct must be developed and implemented within six months of commencement of this section. Subject to prior consultation with the CEO.
s.49(4)	Duty to ensure that members of Council staff have access to the code of conduct for members of Council staff.	MPC	
s.54(6)	Duty to ensure the preparation and maintenance of agendas, minutes and reports of the Audit and Risk Committee.	MG, CG	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	The duty remains with the CEO
s.109(2)	Duty to ensure that any report to the Council or a delegate that recommends entering into a procurement agreement (including awarding a contract) includes information in relation to any opportunities for collaboration with other Councils or public bodies which may be available.	Directors, Managers & Coordinators.	
s.121	Function of receiving applications for land information certificates.	RevCoord, SRO & ROs.	
s.122	Function of receiving acquisition notices.	RevCoord, SRO & ROs.	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	The duty remains with the CEO.
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	Not applicable.	Note: "Relevant person" in this context means a member of a delegated committee

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	recommendation to the Council as to the action that is to be taken.		who is not a Councillor. Stonnington has no delegated committees..

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.132(1)	Power to nominate a 'nominated officer'.	Not delegated.	The power remains with the CEO. “Nominated officer” means a staff member: <ul style="list-style-type: none"> • who has a statutory or delegated power duty or function; and • nominated by the CEO because of the nature of the power, duty or function.
s.133	Function of receiving initial personal interests returns.	MG, & CIVSO & CG.	
s.134	Function of receiving biannual personal interests returns.	MG, & CIVSO & CG.	
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.	MG, & CIVSO & CG.	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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.	MG, CG & CIVSO.	
s.136(1)	Duty to ensure that personal interests returns are kept in accordance with the <i>Public Records Act 1973</i> .	MG, CG & CIVSO.	
s.136(2)	Duty to ensure that only the 'specified persons' have access to or can inspect a personal interests return.	MG, CG & CIVSO.	
LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.150(1)	Duty to appoint the Councillor Conduct Officer (CCO) and notify the Principal Councillor Conduct Registrar of the appointment.	Not delegated.	The duty remains with the CEO. The MG is the CCO
S 230(16)	Duty to summon a Council Meeting within 14 days after the public declaration of the election result	Not delegated	The duty remains with the CEO
s.240(10)	Duty to send notice.	RevCoord & SRO.	Refers to the voters' roll.
s.240(11)	Duty to send notice.	RevCoord & SRO.	Refers to the voters' roll.
s.240(12)	Duty to send notice.	RevCoord & SRO.	Refers to the voters' roll.

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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.	RevCoord & SRO.	
s.246(2)	Power to refuse enrolment and duty to give written reasons for refusal application for enrolment.	RevCoord & SRO.	
s.246(3)	Power to request information orally or in writing to enable her or him to determine a person's eligibility for enrolment	RevCoord & SRO.	
s.246(4)	Power to require information to be given in writing and signed by the person giving the information.	RevCoord & SRO.	
s.247(3)	Power to decide whether an address should be placed on the voters' roll and to then take action accordingly.	RevCoord & SRO.	
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 the Council voters' roll.	RevCoord & SRO.	
s.248(1)	Duty to supply to the Victorian Electoral Commission (VEC) a list of voters who appear to be entitled to be enrolled as ratepayers or corporation representatives and any information required by the VEC to compile or amend the voters' roll.	RevCoord & SRO.	
s.248(2)	Power to include in the list supplied to the VEC people whose address on the rate notice is outside the municipal district.	RevCoord & SRO.	For the purposes of section 243.

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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.	Subject to section 254(2) (a) and (b).The power remains with the CEO.
s.254(2)	Duty to obtain an undertaking.	Directors.	
s.254(4)	Power to request the VEC to provide a copy of the voters' roll.	MG & CG.	
s.258(8)	Duty to notify the Minister and the VEC that an extraordinary vacancy has occurred within three days of receiving a written resignation from a Councillor or becoming aware of an extraordinary vacancy.	Not delegated	The duty remains with the CEO.
s.306(1)	Function of receiving election campaign donation returns.	MG & CG & CIVSO	
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).	EMC&G , MG & CG.	
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.	MG & CG.	
s.307(3)	Duty to ensure that a summary of the return is made available on the Council's Internet site.	MG & CG	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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.	MG & CG.	
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 four years from the date specified in section 360(1).	MG & CG	
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, in relation to:		

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.313(2)	a) the recovery of any municipal rates, service charges, special purpose charges, fees or other money and interest thereon which is a charge on the property;	RevCoord.	
s.313(2)	b) the enforcement of any provision of any Act, regulation or local law for which the Council is responsible;	Directors, MG, MCE, MTP, MLC, MBS, CoordS&P, PHI and relevant Authorised Officers.	Notes: <ul style="list-style-type: none"> in relation to the delegate's or authorised officer's area of responsibility; and "authorised officer" means a person appointed as an authorised officer pursuant to section 224 of the <i>Local Government Act 1989</i>.
s.313(2)	c) the recovery of any penalty or surcharge in relation to any offence under any Act, regulation or local law the enforcement of which is the responsibility of the Council; or	Directors, MG, MCE, MTP, MLC, MBS, CoordS&P, PHI and relevant Authorised Officers.	Notes: <ul style="list-style-type: none"> in relation to the delegate's or authorised officer's area of responsibility; and "authorised officer" means a person appointed as an authorised officer pursuant to section 224 of the <i>Local Government Act 1989</i>.
s.313(2)	d) any other purpose specified by the Council.	Not applicable.	The Council has not specified any other purposes.
s.324(2)	Power to sign a certificate certifying any matter relating to the contents of any document kept by the Council.	MG, CG & GenCounsel.	

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/DUTY/FUNCTION DELEGATED	DELEGATE	CONDITIONS AND 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	MCE & CCS	

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, MSP, CoordStatP PAC & SO.	Where the Council is the relevant responsible authority
s.141	Power to provide evidentiary statements pertaining to land use and permits under this Act	DPP, MSP, CoordStatP, PAC & SO.	Where the Council is the relevant responsible authority
s.142	Power to provide evidentiary statements pertaining to a section 173 agreements under this Act	DPP, MSP, CoordStatP, PAC & SO.	Where the Council is the relevant responsible authority

PUBLIC HEALTH AND WELLBEING ACT 2008			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/DUTY/FUNCTION DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s.226(2)	Power to sign evidentiary certificates under this Act.	TLPHPHI & DCW	

PUBLIC INTEREST DISCLOSURES ACT 2012

Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/DUTY/FUNCTION DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
S 12(2)	Function of receiving a disclosure	MG	

ROOMING HOUSE OPERATORS ACT 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/DUTY/FUNCTION DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s.4	Function of liaising with the Business Licensing Authority.	PHI	
s.15(1)	Duty to provide information to the Business Licensing Authority on request.	PHI	
s.15(2)	Duty to give a report to the Business Licensing Authority on inquiries made in response to request under section 15(1).	PHI	
s.24(2)	Duty to give a report to Business Licensing Authority on inquiries made in response to request under section 24(1).	PHI	

SERVICE VICTORIA ACT 2018			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/DUTY/FUNCTION DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
			The purposes of this Act are: (a) to provide for the delivery of Government services to the public by Service Victoria; and (b) to provide for a regulatory framework for the provision of identity verification functions by the Service Victoria CEO.
s.5(2)	Function of a receiving a copy of the agreement made under section 5(1).	MG & CG.	Refers to an agreement between Council and the Minister.
s.5(4)	Function of receiving a copy of a notice under section 5(3).	MG & CG.	
s.6	Duty to use best endeavours to give effect to a notice under section 5(3) which applies to Council.	MG & CG.	
s.7(3)	Function of receiving a copy of the agreement made under section 7(1).	MG & CG.	
s.7(4)	Function of receiving a copy of a notice under section 7(3).	MG & CG.	
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. The power remains with the CEO

SERVICE VICTORIA ACT 2018			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/DUTY/FUNCTION DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
S 9A(1)	Power to agree in writing for the Service Victoria CEO to perform a customer service function	Not delegated	The power remains with the CEO
s.10(2)	Function of receiving a copy of the agreement made under section 10(1).	MG & CG.	
s.10(4)	Function of receiving a copy of a notice under section 10(3).	MG & CG.	
s.11	Duty to use best endeavours to give effect to a notice under section 10(3) which applies to Council.	MG & CG.	
s.12(3)	Function of receiving a copy of the agreement made under section 12(1).	MG & CG.	
s.12(4)	Function of receiving a copy of a notice under section 12(2).	MG & CG.	
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. The power remains with the CEO.
s 14A(1)	Power to agree in writing for the Service Victoria CEO to perform an identity verification function	MG & CG.	
s 24A(2)(a)	Function of agreeing on form of delivery	MG & CG.	
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 recoding information	MG & CG.	Note: Minister must approve the establishment and maintenance of a database

SHERIFF ACT 2009			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/DUTY/FUNCTION DELEGATED	DELEGATE	COMMENTS
s.54	Power to exempt Council from providing information to the Sheriff otherwise authorised by a warrant if exceptional circumstances apply.	MLC.	

VALUATION OF LAND ACT 1960			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/DUTY/FUNCTION DELEGATED	DELEGATE	COMMENTS
s.3(5)(ba)	Power to request valuations of land.	CFO.	

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.	DEI.	The purposes of this Act include: <ul style="list-style-type: none"> a) to establish the office of Chief Data Officer; and b) to promote the sharing and use of public sector data as a public resource that supports government policy making, service planning and design.
s.11(1)	Function of receiving a written notice to provide information about council's data holding.	DEI.	
s.15(1)	Power to disclose identifiable data to the Chief Data Officer in response to a request under section 8.	DEI.	In accordance with section 5.
s.15(2)	Power to disclose identifiable data to a data analytics body for the purpose of data integration.	DEI.	

VICTORIAN DATA SHARING ACT 2017			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.21	Duty to inform the Chief Data Officer of the secrecy provisions which apply to the disclosed data.	DEI.	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 3	Column 4
PROVISION	POWER/DUTY/FUNCTION DELEGATED	DELEGATE	COMMENTS
s.87(2)	Function of responding to adverse material the Victorian Inspectorate intends to include in a report.	Not delegated.	The function remains with the CEO.
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.	RevCoord & SRO.	
r.15(2)	Power to exchange relevant information to enrolment entitlements with the VEC.	RevCoord & SRO.	
r.18	Duty to maintain a list of silent voters.	RevCoord & SRO.	
r.19	Duty to ensure that only authorised persons have access to details of silent voters.	RevCoord & SRO.	
r.33	Duty to cause the local government candidate training to be conducted.	MCE, MG & CG	
r.34	Function of receiving prescribed information from a person undertaking local government candidate training.	MG & CG	
r.35	Duty to keep a register of attendance.	MG & CG.	Note: Refers to the requirement to keep a register of attendees etc at candidate training.
r.36(2)	Duty to comply with a notice under subsection (1).	MG & CG.	Note: Refers to a request by the VEC or the Chief Municipal Inspector.
R 83	Duty to submit report on election received by the VEC to Council	MG & CG	

LOCAL GOVERNMENT (GOVERNANCE & 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 section 30 of the <i>Local Government Act 2020</i> .	Not delegated.	The power remains with the CEO.

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	RevCoord & SRO.	