

Instrument of Delegation

CEO Powers, Duties and Functions



By this instrument of delegation, in exercise of the power conferred by section 47(2) of the Local Government Act 2020, I, as Chief Executive Officer of the Knox 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 on the coming into force of this Instrument of Delegation each delegation under the Instrument of Delegation dated 8 May 2024 and executed by the CEO is revoked;
3. declare that this Instrument of Delegation -
 - 3.1 comes into force immediately upon its execution;
 - 3.2 remains in force until varied or revoked; and
 - 3.3 is subject to any conditions and limitations set out in paragraph 4, and in the Schedule; and
4. 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.
5. record that references in the Schedule are as follows:

| | |
|--------------------|---|
| ‘All Coordinators’ | Means all staff in positions within the organisation whose title includes: <ul style="list-style-type: none"> • Coordinator; or • Principal • Head of staff in People, Culture & Development with the titles: <ul style="list-style-type: none"> ○ Organisational Development Lead; ○ Workplace Relations Lead ○ People Experience Lead; or ○ Safety & Wellbeing Lead. |
|--------------------|---|

All Directors

Means the following:

- Director City Liveability;
- Director Infrastructure;
- Director Connected Communities;
- Director Customer & Performance;
- Chief Financial Officer;

Instrument of Delegation

CEO Powers, Duties and Functions



| | |
|---|---|
| All Staff | Means all members of Council staff as defined by Section 3 of the Local Government Act 2020 |
| All Staff with Supervisory Responsibilities | Means all members of Council staff (as defined by Section 3 of the Local Government Act 2020) who have supervisory responsibilities for other members of council staff |
| All Managers | Means the following: <ul style="list-style-type: none"> • Manager City Planning & Building; • Manager City Futures • Manager City Safety & Health • Manager City Projects • Manager Community Wellbeing • Manager Family & Children’s Services • Manager Community Access & Support • Manager Active & Creative Communities • Manager Governance & Risk • Manager Customer & Communications • Chief Information Officer ○ Chief People Officer <ul style="list-style-type: none"> • Manager Strategic Infrastructure • Manager Green Spaces and Environment • Manager Engineering Services and Operations • Manager Strategic Procurement & Property • Manager Strategy & Transformation • Manager Transformation • Manager Transformation and Change • Manager Branch Services • Manager Major Projects and Facilities |
| All Governance Staff | Means the following: <ul style="list-style-type: none"> • Manager Governance & Risk • Head of Governance • Policy and Integrity Advisor • Governance Officer • Senior Administrative Officer (Governance) • Administration Officer (Governance) |



Instrument of Delegation

CEO Powers, Duties and Functions



This instrument of delegation is made by the Chief Executive Officer, Mr Bruce Dobson

| | |
|---|---|
| Signed by the Chief Executive Officer of Council | DocuSigned by: <i>Bruce Dobson</i> D138D769B0154FB... |
| Dated | 3/6/2024 16:30:00 AEST |
| in the presence of: Witnessed by: | DocuSigned by: <i>Sue Posch</i> 0A3E327A061A46C... |
| Name of the Witness | Sue Posch |

Instrument of Delegation

CEO Powers, Duties and Functions



INDEX

Table of Contents

| | |
|---|-----------|
| CHILD WELLBEING AND SAFETY ACT 2005 | 5 |
| EMERGENCY MANAGEMENT ACT 2013..... | 6 |
| FINES REFORM ACT 2014 | 6 |
| FIRE SERVICES PROPERTY LEVY ACT 2012 | 7 |
| FOOD ACT 1984..... | 7 |
| FREEDOM OF INFORMATION ACT 1982..... | 8 |
| INDEPENDENT BROAD-BASED ANTI-CORRUPTION COMMISSION ACT 2011 | 11 |
| LOCAL GOVERNMENT ACT 2020 | 12 |
| LOCAL GOVERNMENT ACT 1989..... | 24 |
| PLANNING AND ENVIRONMENT ACT 1987 | 24 |
| PUBLIC HEALTH AND WELLBEING ACT 2008..... | 25 |
| PUBLIC INTEREST DISCLOSURES ACT 2012..... | 25 |
| ROOMING HOUSE OPERATORS ACT 2016..... | 26 |
| SHERIFF ACT 2009 | 29 |
| TOBACCO ACT 1987 | 29 |
| VALUATION OF LAND ACT 1960 | 29 |
| VICTORIAN DATA SHARING ACT 2017..... | 30 |
| VICTORIAN INSPECTORATE ACT 2011 | 31 |
| LOCAL GOVERNMENT (ELECTORAL) REGULATIONS 2020 | 32 |
| LOCAL GOVERNMENT (GOVERNANCE AND INTEGRITY) REGULATIONS 2020 | 32 |
| LOCAL GOVERNMENT (LAND INFORMATION) REGULATIONS 2020 | 32 |
| GOVERNANCE RULES..... | 32 |

| CHILD WELLBEING AND SAFETY ACT 2005 | | | |
|--|--|---|-----------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING 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 | Not Delegated | |
| s 29(3) | Power to consent to inspection of relevant premises without written notice by the commission for children and young people | Not Delegated | |
| s 36 | Duty to ensure that the commission for children and young people is given any assistance reasonably required to perform functions | All Staff | |
| s 43 | Function of receiving birth notice in certain circumstances | Director Connected Communities Manager Family & Children's Services Coordinator Child Family Health & Wellbeing | |
| s 45 | Duty to send a copy of a birth notice to a nurse or the secretary | Director Connected Communities Manager Family & Children's Services Coordinator Child Family Health & Wellbeing | |
| 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 | Director Connected Communities | |
| 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 | Director Connected Communities | |
| S46N | Duty to notify the Secretary, if there is reasonable belief that the person authorised under s46K has ceased (a) to be a registered teacher and (b) hold a current Working With Children clearance under the Worker Screening Act 2020 | Director Connected Communities Manager Family & Children's Services Coordinator Child Family Health & Wellbeing | |

| EMERGENCY MANAGEMENT ACT 2013 | | | |
|--------------------------------------|--|---|--------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING 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 | Director City Liveability Manager City Safety & Health | |
| s 59B(1)(b) | Power To Nominate A Member Of Council Staff To Be The Chairperson Of The Municipal Emergency Management Planning Committee | Director City Liveability Manager City Safety & Health | Delegates cannot nominate themselves |
| s 74E(3)(d) | Function Of Receiving A Copy Of Any Orders Made By Governor In Council Under This Section | Director City Liveability Manager City Safety & Health | |

| 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 | Director City Liveability Director Infrastructure | 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 | Director City Liveability Chief Financial Officer Coordinator Property Management Manager Strategic Procurement & Property Property Officer | s66 does not apply if the disclosure is permitted by, or is necessary for the administration of, this Act |
| s 68(1)(b) | Power to authorise the secondary disclosure of information obtained under, or in relation to the administration of, this Act | Director City Liveability Chief Financial Officer Coordinator Property Management Manager Strategic Procurement & Property Property Officer | |

| 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 | Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Prosecutions Coordinator | |

| 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 | Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer | |
| s 8(2) | Duty to make certain documents available for inspection and purchase | Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer | |
| s 8(3) | Duty to cause to be prepared a corresponding document, altered only to the extent necessary to exclude exempt matter | Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer | |
| s 8(5) | Duty to cause the fact of the existence of a document to be published. | Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer | |
| s 61E | Duty to co-operate with the Information Commissioner in dealing with a complaint | Director Customer & Performance Manager Governance & Risk | |
| s 61G | Function of consulting with the Information Commissioner | Director Customer & Performance Manager Governance & Risk | |

| FREEDOM OF INFORMATION ACT 1982 | | | |
|--|---|--|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 61GA(1)(a) | Function of processing or identifying a reasonable sample of the documents upon notice from the Information Commissioner | Director Customer & Performance Manager Governance & Risk | Where the Information Commissioner believes that an agency, principal officer or Minister has failed to undertake an adequate search for documents that relate to a decision that is the subject of the complaint under s 25A(1) or s .25A(5) |
| 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 | Director Customer & Performance Manager Governance & Risk | Where the Information Commissioner believes that an agency, principal officer or Minister has failed to undertake an adequate search for documents that relate to a decision |
| s 61GA(2) | Duty to comply with requests under s 61GA(1) within the reasonable time stated in Information Commissioner's notice, being not less than 10 business days | Director Customer & Performance Manager Governance & Risk | |
| s 61GA(3) | Power to apply for extension | Director Customer & Performance Manager Governance & Risk | |
| s 61H | Power to reach an agreement with a complaint | Director Customer & Performance Manager Governance & Risk | |
| s 61I(2) | Power to make submissions in relation to a complaint | Director Customer & Performance Manager Governance & Risk | |
| s 61L(5) | Power to comment on and response to a draft recommendation or draft comment | Director Customer & Performance Manager Governance & Risk | |
| s 61R(4) | Power to respond to adverse material | Director Customer & Performance Manager Governance & Risk | |

| 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 | Director Customer & Performance Manager Governance & Risk | |
| s 63BA(4)(a) | Power to make an application | Director Customer & Performance Manager Governance & Risk | |
| s 63E(3)(b) | Power to give written consent to a disclosure | Director Customer & Performance Manager Governance & Risk | |
| s 64B | Duty to give the Information Commissioner any information referred to in s 64(2) | Director Customer & Performance Manager Governance & Risk | |

| 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) | Director Customer & Performance Manager Governance & Risk | |
| s 57 | Power to notify IBAC of any matter believed to constitute corrupt conduct | Director Customer & Performance Manager Governance & Risk | subject to any exemption notices issued under s.57B |
| s 57A(5) | Duty to comply with Directions made by IBAC under s.57A | Director Customer & Performance Manager Governance & Risk | |
| s 59D(2) | Duty to comply with request by IBAC under s.59D for relevant information | Director Customer & Performance Manager Governance & Risk | |
| 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 | Director Customer & Performance Manager Governance & Risk | |
| s 159 | Power of receiving IBAC recommendations about the action to be taken following an IBAC investigation | Director Customer & Performance Manager Governance & Risk | |
| s 162(2) | Power of receiving and responding to an IBAC special report that includes matters pertaining to Council | Director Customer & Performance Manager Governance & Risk | |
| s 163(3) | Power of receiving written information about the commencement, conduct or results of an IBAC investigation pertaining to Council | Director Customer & Performance Manager Governance & Risk | |
| 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 | Director Customer & Performance Manager Governance & Risk | |

| LOCAL GOVERNMENT ACT 2020 | | | |
|----------------------------------|--|--|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 32(4)(a) | Duty to ensure that the Councillor induction training is available to be taken by a Councillor from the day the Councillor takes the oath or affirmation of office | Director Customer & Performance Manager Governance & Risk Head of Governance | |
| s 32(4)(b) | Duty to provide reasonable assistance to a Councillor to enable them to access the Councillor induction training | Director Customer & Performance Manager Governance & Risk Head of Governance | |
| s 46(1)(a) | Function of supporting the Mayor and the Councillors in the performance of their roles | All Staff | |
| s 46(1)(b) | Function of ensuring the effective and efficient management of the day to day operations of the Council | All Staff | |
| s 46(3)(a) | Duty of establishing and maintaining an organisational structure for the Council | All Directors All Managers Chief People Officer | |
| s 46(3)(b) | Responsibility for appointing, directing, managing and dismissing Council staff and for all other issues relating to Council staff | All Directors All Managers All Coordinators All Staff with Supervisory Responsibilities | 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 Appointments must be in accordance with the Recruiting and Selecting for Excellence policy. Staff dismissals require consultation and approval of the Chief Executive Officer |

| 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 | All Directors | 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 Vacancies must be filled in accordance with the Recruiting and Selecting for Excellence policy. |
| s 46(3)(b) | Power to fix salaries for vacant positions | All Directors | |
| s 46(3)(b) | Power to approve the appointment, engagement or promotion of full time, part time and casual staff | All Directors All Managers All Coordinators | 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 | All Directors All Managers All Coordinators | |
| s 46(3)(b) | Power to create or approve creation of new positions | All Directors | |
| s 46(3)(b) | Power to conduct disciplinary action under relevant policies | All Directors All Managers All Coordinators | |
| s 46(3)(b) | Power to terminate or suspend the employment of, or to suspend from duty, a member of Council staff | Chief Executive Officer | |

| LOCAL GOVERNMENT ACT 2020 | | | |
|----------------------------------|---|--|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 46(3)(b) | Power to conduct interviews for staff annual review | All Directors All Managers All Coordinators All Staff with Supervisory Responsibilities | |
| s 46(3)(b) | Power to authorise sick, annual and family leave | All Directors All Managers All Coordinators All Staff with Supervisory Responsibilities | |
| s 46(3)(b) | Power to approve long service leave and compassionate leave | All Directors All Managers All Coordinators | |
| s 46(3)(b) | Power to authorise all forms of study and training leave and educational assistance | All Directors All Managers All Coordinators | |
| s 46(3)(b) | Power to approve leave without pay | All Directors All Managers | |
| s 46(3)(b) | Power to authorise time sheets, higher duties, time-in-lieu, overtime and travel expense claims | All Directors All Managers All Coordinators All Staff with Supervisory Responsibilities | |
| s 46(3)(b) | Power to approve attendance at conferences and seminars by staff | All Directors All Managers All Coordinators | |
| s 46(3)(b) | Power to approve attendance at training programs by staff | All Directors All Managers All Coordinators | |

| LOCAL GOVERNMENT ACT 2020 | | | |
|----------------------------------|---|---|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 46(3)(b) | Power to give approval for staff to travel | All Directors All Managers | |
| s 46(3)(b) | Power to approve travel accommodation for staff | All Directors All Managers | |
| s 46(3)(b) | Power to sign Notice of Injury and Work Injury Form | All Directors All Managers Chief People Officer Safety and Wellbeing Lead Injury Management & Wellbeing Business Partner Strategic People Partner | |
| s 46(3)(b) | Power to approve claims under WorkCover excess | Chief People Officer Safety and Wellbeing Lead Injury Management & Wellbeing Business Partner | |
| s 46(3)(b) | Power to approve expenses relating to an approved course of study for staff | All Directors All Managers | |
| s 46(3)(b) | Power to approve staff engaging in other employment | All Directors | |
| s 46(3)(b) | Power to sign Letter of Acceptance of Resignation | All Directors All Managers Chief People Officer People Experience Partner People Experience Lead | |

| 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 and statements of service on Council letterhead | All Directors All Managers Payroll Lead Senior Payroll Officer Chief People Officer People Experience Partner People Experience Lead | References may only be approved by Directors and Managers. |
| s 46(3)(b) | Power to authorise access to a staff member's personal file | Chief People Officer People Experience Lead | |
| 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 | Director Customer & Performance Chief People Officer People Experience Lead Organisational Development Lead Organisational Development Specialist Strategic People Partner | |
| 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 | All Directors Chief People Officer Workplace Relations Lead People Experience Lead | |
| s 46(4)(c) | Duty to consult members of Council affected by a proposed organisational restructure, before the organisational restructure is implemented | All Directors Chief People Officer People Experience Lead Workplace Relations Lead Workplace Relations Partner | |

| LOCAL GOVERNMENT ACT 2020 | | | |
|----------------------------------|---|---|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| 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 | All Directors Chief People Officer People Experience Lead Organisational Development Lead Organisational Development Specialist Strategic People Partner | |
| s 46(6) | Duty to ensure that the Mayor, Deputy Mayor, Councillors and members of Council staff have access to the workforce plan | All Directors Chief People Officer Organisational Development Lead | |
| 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 | Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer | |
| 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 | All Directors | 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) | Chief People Officer | |
| s 49(1) | Duty to develop and implement a code of conduct for members of Council staff | Chief People Officer | |

| 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 | Chief People Officer | |
| s 54(6) | Duty to ensure the preparation and maintenance of agendas, minutes and reports of the Audit and Risk Committee | Director Customer and Performance Manager Governance & Risk Head of Risk and Assurance Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance Department) Administration Officer (Governance Department) | |
| 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 | Director Customer and Performance Manager Governance & Risk Chief Financial Officer | |
| s 105 | Power to designate a person as a Principal Accounting officer | Chief Financial Officer | |
| 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 | All Directors All Managers | |
| s 121 | Function of receiving application for land information certificate | Chief Financial Officer Coordinator Finance Operations Coordinator Property Management Property Officer Coordinator Rates & Valuations Manager Strategic Procurement & Property | |

| LOCAL GOVERNMENT ACT 2020 | | | |
|----------------------------------|---|--|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 122 | Function of receiving acquisition notice | Chief Financial Officer Coordinator Finance Operations Coordinator Property Management Property Officer Coordinator Rates & Valuations Manager Strategic Procurement & Property | See prescribed information under r 7 of the Local Government (Land Information) Regulations 2021 |
| 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 | All Directors Manager Governance & Risk Head of Governance | |
| 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 | All Directors Manager Governance & Risk Head of Governance | |
| s 132(1) | Power to nominate a 'nominated officer' | Not Delegated | |
| s 133 | Function of receiving an initial personal interests return | Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer | |
| s 134 | Function of receiving a biannual personal interests return | Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer | |
| 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 | Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor | |

| 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 | Director Customer & Performance Manager Governance & Risk | |
| s 136(1) | Duty to ensure that personal interests return are kept in accordance with the Public Records Act 1973 | Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer | |
| s 136(2) | Duty to ensure that only the 'specified persons' have access to or can inspect a personal interests return | Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer | |
| s 150(1) | Duty to appoint the Councillor Conduct Officer and notify the Principal Councillor Conduct Registrar of the appointment | Director Customer & Performance | |
| 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 | Chief Financial Officer Coordinator Rates & Valuations | |
| s 240(11) | Duty to send notice | Chief Financial Officer Coordinator Rates & Valuations | |
| s 240(12) | Duty to send notice | Chief Financial Officer Coordinator Rates & Valuations | |
| 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 | Chief Financial Officer Coordinator Rates & Valuations | |

| LOCAL GOVERNMENT ACT 2020 | | | |
|----------------------------------|---|---|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 246(2) | Power to refuse enrolment and duty to give written reasons for refusal application for enrolment | Chief Financial Officer Coordinator Rates & Valuations | |
| s 246(3) | Power to request information orally or in writing to enable her or him to determine a person's eligibility for enrolment | Director Customer & Performance Manager Governance & Risk Head of Governance Coordinator Rates & Valuations Chief Financial Officer | |
| s 246(4) | Power to require information to be given in writing and signed by the person giving the information | Director Customer & Performance Manager Governance & Risk Head of Governance Coordinator Rates & Valuations Chief Financial Officer | |
| s 247(3) | Power to decide whether address should be placed on voters' roll and to then take action accordingly | Director Customer & Performance Manager Governance & Risk Head of Governance Coordinator Rates and Valuations Chief Financial Officer | |
| 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 | Director Customer & Performance Manager Governance & Risk Head of Governance Coordinator Rates & Valuations Chief Financial Officer | |
| 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 | Director Customer & Performance Manager Governance & Risk Head of Governance Coordinator Rates & Valuations Chief Financial Officer | |

| LOCAL GOVERNMENT ACT 2020 | | | |
|----------------------------------|--|---|--------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| 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 | Director Customer & Performance Manager Governance & Risk Head of Governance Coordinator Rates & Valuations Chief Financial Officer | For the purposes of section 243 |
| s 254(1) | Power to use the Council voters' roll for communicating or consulting the local community on the performance of the Council's functions | Director Customer & Performance Manager Governance & Risk Head of Governance Coordinator Rates & Valuations Chief Financial Officer | Subject to section 254(2)(a) and (b) |
| s 254(2) | Duty to obtain undertaking | Director Customer & Performance Manager Governance & Risk Head of Governance Coordinator Rates & Valuations Chief Financial Officer | |
| s 254(4) | Power to request the Victorian Electoral Commission to provide a copy of the voters' roll | Director Customer & Performance Manager Governance & Risk Head of Governance Coordinator Rates & Valuations Chief Financial Officer | |
| 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 | Director Customer & Performance Manager Governance & Risk | |
| s 306(1) | Function of receiving election campaign donation return | Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer | |

| LOCAL GOVERNMENT ACT 2020 | | | |
|----------------------------------|---|--|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| 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) | Director Customer & Performance Manager Governance & Risk | |
| 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 | Director Customer & Performance Manager Governance & Risk Head of Governance | |
| s 307(3) | Duty to ensure that a summary of the return is made available on the Council's Internet | Director Customer & Performance Manager Governance & Risk Head of Governance | |
| 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 | Director Customer & Performance Manager Governance & Risk Head of Governance | |
| 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) | Director Customer & Performance Manager Governance & Risk Head of Governance | |
| 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 | Director Customer & Performance Manager Governance & Risk Head of Governance | |
| s 324(2) | Power to sign a certificate certifying any matter relating to the contents of any document kept by a Council | Director Customer & Performance Manager Governance & Risk | |

| 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 | Chief Financial Officer | |

| 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 | Director City Liveability Manager City Planning & Building Coordinator Planning Manager City Futures | Where the Council is the relevant responsible authority |
| s 141 | Power to provide evidentiary statement pertaining to land use and permits under this Act | Director City Liveability Manager City Planning & Building Coordinator Planning Manager City Futures | Where the Council is the relevant responsible authority |
| s 142 | Power to provide evidentiary statement pertaining to s 173 agreements under this Act | Director City Liveability Manager City Planning & Building Manager City Futures | Where the Council is the relevant responsible authority |

| PUBLIC HEALTH AND WELLBEING ACT 2008 | | | |
|---|---|--|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 226(2) | Power to sign evidentiary certificates under this Act | Director City Liveability Manager City Safety & Health Coordinator Health Services | |

| PUBLIC INTEREST DISCLOSURES ACT 2012 | | | |
|---|------------------------------------|---|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 12(2) | Function of receiving a disclosure | Director Customer & Performance Director City Liveability Manager Governance & Risk Protected Disclosure Coordinator Protected Disclosure Officer | |

| 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 Licencing Authority | Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health | |
| s 15(1) | Duty to provide information to Business Licencing Authority on request | Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health | |
| s 15(2) | Duty to give a report to Business Licencing Authority on inquiries made in response to request under s.15(1) | Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health | |
| s 24(2) | Duty to give a report to Business Licencing Authority on inquiries made in response to request under s.24(1) | Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health | |

| 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) | All Directors | |
| s 5(4) | Function of receiving a copy of a notice under s 5(3) | All Directors | |
| s 6 | Duty to use best endeavours to give effect to a notice under s 5(3) which applies to Council | All Directors | |
| s 7(3) | Function of receiving a copy of the agreement made under s 7(1) | All Directors | |
| s 7(4) | Function of receiving a copy of a notice under s 7(3) | All Directors | |
| 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 | All Directors | |
| s 10(2) | Function of receiving a copy of the agreement made under s 10(1) | All Directors | |
| S 10(4) | Function of receiving a copy of a notice under s 10(3) | All Directors | |
| s 11 | Duty to use best endeavours to give effect to a notice under s 10(3) which applies to Council | All Directors | |
| s 12(3) | Function of receiving a copy of the agreement made under s 12(1) | All Directors | |
| s 12(4) | Function of receiving a copy of a notice under s 12(2) | All Directors | |
| 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 |

| SERVICE VICTORIA ACT 2018 | | | |
|----------------------------------|--|-----------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| S14A(1) | Power to agree in writing for the Service Victoria CEO to perform an identity verification function | All Directors | |
| S24A(2)(a) | Function of agreeing on form of delivery | All Directors | |
| S47A(1) | Power to enter into an agreement with the Service Victoria CEO for the Service Victoria CEO to establish and maintain a database for the purpose of recording information | All Directors | Note: the Minister must approve the establishment and maintenance of a database |
| S47G(1) | Power to request the Service Victoria CEO to, in whole or in part: <ul style="list-style-type: none"> a) Close a database established or maintained under s47A b) Transfer the database c) With agreement of another service agency, transfer the database to the other agency or related party | All Directors | |

| 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 | Director Customer & Performance Manager Governance & Risk | |

| 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 | Director City Liveability Manager City Safety & Health Coordinator Community Laws Team Leader Environmental Health | |

| 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 | Chief Financial Officer Manager Strategic Procurement & Property Coordinator Property Management Property Officer | |

| 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 | Director Customer & Performance Chief Information Officer | |
| s 11(1) | Function of receiving a written notice to provide information about council's data holding | Director Customer & Performance Chief Information Officer | |
| s 15(1) | Power to disclose identifiable data to the Chief Data Officer in response to a request under s 8 | Director Customer & Performance Chief Information Officer | In accordance with s 5 |
| s 15(2) | Power to disclose identifiable data to a data analytics body for the purpose of data integration | Director Customer & Performance Chief Information Officer | In accordance with s 5 |
| s 21 | Duty to inform the Chief Data Officer of the secrecy provisions which apply to the disclosed data | Director Customer & Performance Chief Information Officer | 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 | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 87(2) | Function of responding to adverse material the Victorian Inspectorate intends to include in a report | Director Customer & Performance Manager Governance & Risk | |
| s 91(2) | Function of responding to adverse material the Victorian Inspectorate intends to include in annual report | Director Customer & Performance Manager Governance & Risk | |

| LOCAL GOVERNMENT (ELECTORAL) REGULATIONS 2020 | | | |
|--|--|---|-------------------------------------|
| Column 1 | Column 2 | Column 3 | 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 | Director Customer & Performance Manager Governance & Risk Chief Financial Officer Coordinator Rates & Valuations Head of Governance | |
| r 15(2) | Power to exchange relevant information to enrolment entitlements with the VEC | Director Customer & Performance Manager Governance & Risk Chief Financial Officer Coordinator Rates & Valuations Head of Governance | |
| r 18 | Duty to maintain a list of silent voters | Director Customer & Performance Chief Financial Officer Coordinator Rates & Valuations | |
| r 19 | Duty to ensure that only authorised persons have access to details of silent voters | Director Customer & Performance Chief Financial Officer Coordinator Rates & Valuations | |
| r 33 | Duty to cause the Local Government Candidate Training to be conducted | Director Customer & Performance Manager Governance & Risk | |
| r 34 | Function of receiving prescribed information from person undertaking Local Government Candidate Training | Director Customer & Performance Manager Governance & Risk Head of Governance | |
| r 35 | Duty to keep a register of attendance | Director Customer & Performance Manager Governance & Risk Head of Governance | |
| r 36(2) | Duty to comply with notice under subsection (1) | Director Customer & Performance Manager Governance & Risk Head of Governance | |

| LOCAL GOVERNMENT (ELECTORAL) REGULATIONS 2020 | | | |
|--|--|--|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| r 83 | Duty to submit report on election received by VEC to Council | Director Customer & Performance Manager Governance & Risk Head of Governance | |

| LOCAL GOVERNMENT (GOVERNANCE AND INTEGRITY) REGULATIONS 2020 | | | |
|---|--|-----------------|-------------------------------------|
| Column 1 | Column 2 | Column 3 | 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 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| r 5(2) | Power to sign a land information certificate | Manager Strategic Procurement & Property Chief Financial Officer | |

| GOVERNANCE RULES 2020 | | | |
|------------------------------|--|---|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| Chap 2 Rul 12.1.1 | Maintain a schedule of Council's Meetings on Council's website | Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance) Administration Officer (Governance) | |
| Chap 2 Rul 12.1.2 | Publish Agendas on Council's website in accordance with Rule 17. | Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance) Administration Officer (Governance) | |
| Chap 2 Rul 17.1 | Determine the Agenda and order of business for a Council meeting | Director Customer & Performance Manager Governance & Risk Head of Governance | Having regard to advice provided by the Mayor |

| GOVERNANCE RULES 2020 | | | |
|------------------------------|--|---|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| Chap 2 Rul 17.2 | Send or communicate electronically to every Councillor the Agenda for a Meeting | Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance) Administration Officer (Governance) | |
| Chap 2 Rul 17.4 | Prepare and circulate a supplementary report for inclusion in a Revised Agenda. | Director Customer & Performance Manager Governance & Risk | Subject to approval of the Mayor or Chair of a delegated Committee |
| Chap 2 Rul 17.6 | Cause an Agenda, Revised Agenda and/or Supplementary Report to be published on Council's website as soon as practicable. | Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance) Administration Officer (Governance) | |
| Chap 2 Rul 18.1.2 | Withdraw an Officer's Report from the order of business for a meeting | Director Customer & Performance Manager Governance & Risk | |
| Chap 2 Rul 23.1 | Receive a Notice of Motion | Director Customer & Performance Manager Governance & Risk Head of Governance | |
| Chap 2 Rul 23.4.1 | Provide advice to the Councillors consistent with Rule 75 and provide the Councillors with an opportunity to amend their Notice of Motion. | All Directors Manager Governance & Risk Head of Governance | |

| GOVERNANCE RULES 2020 | | | |
|------------------------------|---|---|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| Chapter 2 Rule 23.4.2 | Include a Notice of Motion in the Agenda for the Council Meeting or distribute a copy of the Notice of Motion to all Councillors and publish the Notice of Motion on the Council website. | Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance) Administration Officer (Governance) | Subject to the notice being received in accordance with Clause 22.1 |
| Chap 2 Rul 23.8.1 | Reject a Notice of Motion which is vague or unclear in intention. | Director Customer & Performance Manager Governance & Risk | |
| Chap 2 Rul 23.8.2 | Reject a Notice of Motion which is beyond Council's power to pass. | Director Customer & Performance Manager Governance & Risk | |
| Chap 2 Rul 23.8.1 | Reject a Notice of Motion which is contrary to the requirements of the Governance Framework set out in Chapter 1 of the Governance Rules. | Director Customer & Performance Manager Governance & Risk | |
| Chap 2 Rul 23.8.2 | Reject a Notice of Motion which if passed would result in Council otherwise acting invalidly. | Director Customer & Performance Manager Governance & Risk | |
| Chap 2 Rul 23.8.3 | Give the Councillor who lodged a rejected Notice of Motion an opportunity to amend it if it is practicable to do so. | Director Customer & Performance Manager Governance & Risk | |
| Chap 2 Rul 23.8.4 | Reject a Notice of Motion and notify in writing to the Councillor who lodged it of the rejection and the reasons for the rejection. | Director Customer & Performance Manager Governance & Risk | |
| Chap 2 Rul 23.10 | Cause all Notices of Motion to be numbered, dated and entered in the Notice of Motion Register in the order they were received. | Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance) Administration Officer (Governance) | |

| GOVERNANCE RULES 2020 | | | |
|------------------------------|---|---|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| Chap 2 Rul 32.2.1 | cause a foreshadowed motion received prior to the meeting to be circulated to all Councillors. | Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance) Administration Officer (Governance) | |
| Chap 2 Rul 45.4 | Defer implementing a resolution which is the subject of a Notice of Rescission which has been delivered to the Chief Executive Officer. | All Directors | |
| Chap 2 Rul 45.5.1 | Advise Councillors of any Notice of Rescission delivered under this Clause within 24 hours of receiving it. | All Directors Manager Governance & Risk Head of Governance | |
| Chap 2 Rul 45.5.2 | List a valid Notice of Rescission on the Agenda of the next Council Meeting. | Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance) Administration Officer (Governance) | |
| Chap 2 Rul 55.17.2 | To provide a further written response where a Public Question is received and accepted in accordance with the Governance Rules where a detailed or researched response is required, may be taken on notice for a written response to be provided within 10 business days. | All Directors | |

| GOVERNANCE RULES 2020 | | | |
|------------------------------|--|---|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| Chap 2 Rul 62.3.1 | Record the name of Councillors voting in the affirmative of a Division | Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance) Administration Officer (Governance) | |
| Chap 2 Rul 62.3.2 | Record the name of Councillors voting in the negative of a Division | Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance) Administration Officer (Governance) | |
| Chap 2 Rul 62.3.3 | Record the name of Councillors who abstained in voting in a Division | Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance) Administration Officer (Governance) | |
| Chap 2 Rul 66.1 | Keep Minutes of each Council Meeting | Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance) Administration Officer (Governance) | |

| GOVERNANCE RULES 2020 | | | |
|------------------------------|---|---|---------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| Chap 2 Rul 66.2.1 | Publish the Minutes of a Council Meeting on Council's website | Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance) Administration Officer (Governance) | |
| Chap 2 Rul 66.2.2 | Make the Minutes of a Council Meeting available for inspection at Council's office during normal business hours. | Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance) Administration Officer (Governance) | |
| Chap 2 Rul 72 | Remove a person who acts in breach of Chapter 2 and is ordered to be removed from the Gallery by the Chairperson. | All Directors Manager Governance & Risk Head of Governance | Upon instruction from the Chairperson |
| Chap 2 Rul 75.1 | Participate in the Council Meeting to provide support to the Chairperson. | All Directors Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer | |
| Chap 2 Rul 75.2.1 | Immediately advise to the best of their knowledge if a proposed resolution or action is contrary to law. | All Directors Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer | |

| GOVERNANCE RULES 2020 | | | |
|------------------------------|---|--|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| Chap 2 Rul 75.2.2 | Advise if there are operational, financial or risk implications arising from a proposed resolution. | All Directors Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer | |
| Chap 2 Rul 75.2.3 | Help clarify the intent of any unclear Resolution to facilitate implementation. | All Directors Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer | |
| Chap 2 Rul 75.2.4 | Assist with procedural issues which may arise. | All Directors Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer | |
| Chap 2 Rul 79.4 | Receive a request made under sub-Rule 79.1 to attend a meeting other in the mode specified on the agenda | Director Customer & Performance Manager Governance & Risk Head of Governance | |
| Chap 2 Rul 79.5.1 | Make a request received according to sub-Rules 79.4 and 75.34, known at the commencement of the relevant Council meeting. | Director Customer & Performance Manager Governance & Risk Head of Governance | |
| Chap 2 Rul 79.5.2 | In consultation with the Mayor, take reasonable steps to facilitate a request received in accordance with sub-Rule 79.4. | Director Customer & Performance Manager Governance & Risk Head of Governance | |

| GOVERNANCE RULES 2020 | | | |
|------------------------------|---|---|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| Chap 5 Rul 8.1 | Receive a written notice from a member of Council staff disclosing a conflict of interest and inform the meeting of this Conflict of Interest while indicating whether it is a general conflict of interest or material conflict of interest. | All Directors All Managers Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer | |
| Chap 5 Rul 8.2 | Ensure the Minutes of a Meeting record the fact that a member of Council staff disclosed a conflict of interest. | Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance) Administration Officer (Governance) | |
| Chap 5 Rul 12.1 | Record all Conflicts of Interest disclosed during a Council Meeting in the Minutes of the Meeting | Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance) Administration Officer (Governance) | |
| Chap 5 Rul 12.2 | Maintain a Conflict of Interest Register which will be made available for inspection on request. | Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance) Administration Officer (Governance) | |

| GOVERNANCE RULES 2020 | | | |
|------------------------------|--|---|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| Chap 5 Rul 12.3 | Retain all written notices received under this Chapter for a period of 3 years. | Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance) Administration Officer (Governance) | |
| Chap 6 Rul 1.1 | Ensure a written record is kept of a meeting | All Staff | |
| Chap 6 Rul 2.1 | Designate information as confidential and advise Councillors and/or members of Council staff in writing accordingly. | Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer | |

Certificate Of Completion

| | |
|---|--|
| Envelope Id: 16D4DE00BC434EF690B7D6E6418F01BA | Status: Completed |
| Subject: Complete with DocuSign: Clean Copy - s13 - CEO Powers - CEO to Council Staff - Instrument of De... | |
| Source Envelope: | |
| Document Pages: 42 | Signatures: 2 |
| Certificate Pages: 5 | Initials: 0 |
| AutoNav: Enabled | Envelope Originator: Damian Watson damian.watson@knox.vic.gov.au |
| Envelopeld Stamping: Enabled | IP Address: 203.129.28.17 |
| Time Zone: (UTC+10:00) Canberra, Melbourne, Sydney | |

Record Tracking

| | | |
|--------------------------------------|--|--------------------|
| Status: Original 3/6/2024 13:34 | Holder: Damian Watson damian.watson@knox.vic.gov.au | Location: DocuSign |
|--------------------------------------|--|--------------------|

Signer Events

Bruce Dobson
Bruce.dobson@knox.vic.gov.au
Chief Executive Officer
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:
Bruce Dobson
D138D769B0154FB...
Signature Adoption: Pre-selected Style
Using IP Address: 203.129.28.17

Timestamp

Sent: 3/6/2024 | 13:35
Viewed: 3/6/2024 | 16:29
Signed: 3/6/2024 | 16:30

Electronic Record and Signature Disclosure:

Accepted: 3/6/2024 | 16:29
ID: a4745e7b-0620-4dac-b371-286858883406

Sue Posch
Sue.posch@knox.vic.gov.au
Executive Assistant to CEO
Telstra OBO KNOX CITY COUNCIL
Security Level: Email, Account Authentication (None)

DocuSigned by:
Sue Posch
0A3E327A061A46C...
Signature Adoption: Pre-selected Style
Using IP Address: 203.129.28.17

Sent: 3/6/2024 | 13:35
Viewed: 3/6/2024 | 13:45
Signed: 3/6/2024 | 13:45

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

| | | |
|---------------------|------------------|------------------|
| Envelope Sent | Hashed/Encrypted | 3/6/2024 13:35 |
| Certified Delivered | Security Checked | 3/6/2024 13:45 |
| Signing Complete | Security Checked | 3/6/2024 13:45 |
| Completed | Security Checked | 3/6/2024 16:30 |

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, KNOX CITY COUNCIL (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact KNOX CITY COUNCIL:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: strategic.procurement@knox.vic.gov.au

To advise KNOX CITY COUNCIL of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at strategic.procurement@knox.vic.gov.au and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from KNOX CITY COUNCIL

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to strategic.procurement@knox.vic.gov.au and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with KNOX CITY COUNCIL

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to strategic.procurement@knox.vic.gov.au and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify KNOX CITY COUNCIL as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by KNOX CITY COUNCIL during the course of your relationship with KNOX CITY COUNCIL.