



Whitehorse City Council

Instrument of Delegation

S13 Instrument of Delegation of CEO powers, duties and functions

11 August 2026

S13 Instrument of Delegation of CEO powers, duties and functions

Whitehorse City Council

Preamble

Instrument of Sub-Delegation

By this Instrument of Delegation, in exercise of the power conferred by s 47(2) of the *Local Government Act 2020*, I, as Chief Executive Officer of Whitehorse 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 17 July 2026 and executed by Simon McMillan is revoked;
3. Declare that this Instrument of Delegation -
 - 4.1 comes into force immediately upon its execution;
 - 4.2 remains in force until varied or revoked; and
 - 4.3 is subject to any conditions and limitations set out in paragraph 5, and in the Schedule; and
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.

This Instrument of Delegation is dated **11 August 2026** and is made by the Chief Executive Officer.



SIMON MCMILLAN

Chief Executive Officer

Whitehorse City Council

Date 11 August 2026



Witness: Alex Wintle

S13 Instrument of Delegation of CEO powers, duties and functions

Whitehorse City Council

Delegation Sources

- Child Wellbeing and Safety Act 2005
- Emergency Management Act 2013
- Emergency Services and Volunteers Fund Act 2012
- Fines Reform Act 2014
- Food Act 1984
- Freedom of Information Act 1982
- Independent Broad-Based Anti-Corruption Commission Act 2011
- Integrity Oversight Victoria Act 2011
- Local Government Act 2020
- Local Government Act 1989
- Planning and Environment Act 1987
- Public Health and Wellbeing Act 2008
- Public Interest Disclosures Act 2012
- Rooming House Operators Act 2016
- Service Victoria Act 2018
- Sheriff Act 2009
- Tobacco Act 1987
- Valuation of Land Act 1960
- Victorian Data Sharing Act 2017
- Local Government (Electoral) Regulations 2020
- Local Government (Governance and Integrity) Regulations 2020
- Local Government (Land Information) Regulations 2021

S13 Instrument of Delegation of CEO powers, duties and functions

Child Wellbeing and Safety Act 2005			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 36	Duty to ensure that the Commission for Children and Young People is given any assistance reasonably required to perform functions	Team Leader Maternal & Child Health, Coordinator Maternal Child Health & Immunisation	
s 43	Function of receiving birth notice in certain circumstances	Maternal & Child Health Nurse	
s 45	Duty to send a copy of a birth notice to a nurse or the Secretary	Maternal & Child Health Nurse	
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	Team Leader Maternal & Child Health, Director Community Life, Coordinator Maternal Child Health & Immunisation	
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	Team Leader Maternal & Child Health, Director Community Life, Coordinator Maternal Child Health & Immunisation	

Emergency Management Act 2013			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54(1)(a)(vii)	Power to nominate a person, position or role to be a member of the Regional Emergency Management Planning Committee	Manager Community Safety, Municipal Emergency Management Specialist	
s 59B(1)(b)	Power to nominate a member of Council staff to be the chairperson of the Municipal Emergency Management Planning Committee	Manager Community Safety, Municipal Emergency Management Specialist	Delegates cannot nominate themselves
s 74E3(d)	Function of receiving a copy of any Orders made by Governor in Council under this section	Municipal Emergency Management Officer	

Emergency Services and Volunteers Fund Act 2012			
Provision	Power and Functions Delegated	Delegate	Conditions and 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	Not delegated	s 66 does not apply if the disclosure is permitted by, or is necessary for the administration of, this Act
s 68(1)(b)	Power to authorise the secondary disclosure of information obtained under, or in relation to the administration of, this Act	Not delegated	

Fines Reform Act 2014			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 175(1)(b)	Power to certify that exceptional circumstances apply requiring Council not to provide required information	Manager Community Safety	Where Council is a 'specified agency'

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	Environmental Health Officer, Coordinator Environmental Health	If s 19(1) applies Where the CEO is the registration authority
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	Environmental Health Officer, Coordinator Environmental Health	If s 19(1) applies Where the CEO is the registration authority
s 19(2)(c)	Power to direct by written order that any applicable requirement of the Food Safety Standards referred to in s 19(1)(d) is complied with	Environmental Health Officer, Coordinator Environmental Health	If s 19(1) applies Where the CEO is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	Chief Executive Officer	If s 19(1) applies Where the CEO is the registration authority
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, (ia) displayed at any point of sale, (ib) be published on the food business's Internet site and (ii) inform the public by notice in a published newspaper, on the Internet site or otherwise	Coordinator Environmental Health, Manager Community Safety	If s 19(1) applies Where the CEO is the registration authority
s 19(6)(a)	Duty to revoke any order under s 19 if satisfied that an order has been complied with	Environmental Health Officer, Coordinator Environmental Health	If s 19(1) applies Where the CEO is the registration authority
s 19(6)(b)	Duty to give written notice of revocation under s 19(6)(a) if satisfied that an order has been complied with	Environmental Health Officer, Coordinator Environmental Health	If s 19(1) applies Where the CEO is the registration authority
s 19AA(2)	Power to direct, by written order, that a relevant person must take any of the actions described in (a)-(c).	Environmental Health Officer, Coordinator Environmental Health	Where the CEO is the registration authority
s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a relevant person must ensure that any food or class of food is not removed from the premises	Environmental Health Officer, Coordinator Environmental Health	
s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	Environmental Health Officer, Coordinator Environmental Health	Where the CEO is the registration authority
s 50AB	Function of signing a certificate under this Act	Coordinator Environmental Health	

Freedom of Information Act 1982			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 6W(4)	Duty to ensure that all officers and employees are informed about the requirements of the professional standards	Manager Integrity & Performance, Coordinator Information Governance, Freedom of Information & Privacy Specialist Officer	
s 8(2)	Duty to make certain documents available for inspection and purchase	Manager Integrity & Performance, Coordinator Information Governance, Freedom of Information & Privacy Specialist Officer	
s 8(3)	Duty to cause to be prepared a corresponding document, altered only to the extent necessary to exclude exempt matter	Manager Integrity & Performance, Coordinator Information Governance, Freedom of Information & Privacy Specialist Officer	
s 8(5)	Duty to cause the fact of the existence of a document to be published	Manager Integrity & Performance, Coordinator Information Governance, Freedom of Information & Privacy Specialist Officer	
s 61E	Duty to co-operate with the Information Commissioner in dealing with a complaint	Manager Integrity & Performance, Coordinator Information Governance, Freedom of Information & Privacy Specialist Officer	
s 61G	Function of consulting with the Information Commissioner	Manager Integrity & Performance, Coordinator Information Governance, Freedom of Information & Privacy Specialist Officer	
s 61GA(1)(a)	Function of processing or identifying a reasonable sample of the documents upon notice from the Information Commissioner	Manager Integrity & Performance, Coordinator Information Governance, Freedom of Information & Privacy Specialist Officer	Where the Information Commissioner believes that an agency, principal officer or Minister has failed to undertake an adequate search for documents that relate to a decision that is the subject of the complaint under s 25A(1) or s .25A(5)

Freedom of Information Act 1982			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 61GA(1)(b)	Function to undertake a further search, or to cause a further search to be undertaken, for documents in the possession, custody or control of the agency or Minister, upon notice from the Information Commissioner	Manager Integrity & Performance, Coordinator Information Governance, Freedom of Information & Privacy Specialist Officer	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	Manager Integrity & Performance, Coordinator Information Governance, Freedom of Information & Privacy Specialist Officer	
s 61GA(3)	Power to apply for extension	Manager Integrity & Performance, Coordinator Information Governance, Freedom of Information & Privacy Specialist Officer	
s 61H	Power to reach an agreement with a complaint	Manager Integrity & Performance, Coordinator Information Governance, Freedom of Information & Privacy Specialist Officer	
s 61I(2)	Power to make submissions in relation to a complaint	Manager Integrity & Performance, Coordinator Information Governance, Freedom of Information & Privacy Specialist Officer	
s 61L(5)	Power to comment on and response to a draft recommendation or draft comment	Manager Integrity & Performance, Coordinator Information Governance, Freedom of Information & Privacy Specialist Officer	
s 61R(4)	Power to respond to adverse material	Manager Integrity & Performance, Coordinator Information Governance, Freedom of Information & Privacy Specialist Officer	
s 63BA(1)	Power to apply to the Supreme Court for a determination	Not delegated	
s 63BA(4)(a)	Power to make an application	Not delegated	

Freedom of Information Act 1982			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 63E(3)(b)	Power to give written consent to a disclosure	Manager Integrity & Performance, Coordinator Information Governance, Freedom of Information & Privacy Specialist Officer	
s 64B	Duty to give the Information Commissioner any information referred to in s 64(2)	Manager Integrity & Performance, Coordinator Information Governance, Freedom of Information & Privacy Specialist Officer	

Independent Broad-Based Anti-Corruption Commission Act 2011			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41	Power of receiving information acquired by the Independent Broad-based Anti-corruption Commission (IBAC)	Not delegated	
s 57	Duty to notify IBAC of any matter believed to constitute corrupt conduct	Not delegated	Subject to any exemption notices issued under s 57B
s 57A(5)	Duty to comply with Directions made by IBAC under s 57A	Not delegated	
s 59D(2)	Duty to comply with request by IBAC under s 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	
s 159	Power of receiving IBAC recommendations about the action to be taken following an IBAC investigation	Not delegated	

Independent Broad-Based Anti-Corruption Commission Act 2011			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 162(2)	Power of receiving and responding to an IBAC special report that includes matters pertaining to Council	Not delegated	
s 163(3)	Power of receiving written information about the commencement, conduct or results of an IBAC investigation pertaining to Council	Not delegated	
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	

Integrity Oversight Victoria Act 2011			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 87(2)	Function of responding to adverse material Integrity Oversight Victoria intends to include in a report	Directors	Only in direct consultation with the CEO
s 91(2)	Function of responding to adverse material Integrity Oversight Victoria intends to include in annual report	Directors	Only in direct consultation with the CEO

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and 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)	Not delegated	
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	Not delegated	

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 32(4)(a)	Duty to ensure that the Councillor induction training is available to be taken by a Councillor from the day the Councillor takes the oath or affirmation of office	Not delegated	
s 32(4)(b)	Duty to provide reasonable assistance to a Councillor to enable them to access the Councillor induction training	Not delegated	
s 33A(5)(a)	Duty to ensure that the Councillor professional development training is available to be undertaken annually within the relevant period	Not delegated	
s 33A(5)(b)	Duty to provide reasonable assistance to a Councillor to enable them to access the professional development training	Not delegated	
s 46(1)(a)	Function of supporting the Mayor and the Councillors in the performance of their roles	Not delegated	
s 46(1)(b)	Function of ensuring the effective and efficient management of the day to day operations of the Council	Not delegated	
s 46(3)(a)	Duty of establishing and maintaining an organisational structure for the Council	Not delegated	
s 46(3)(b)	Responsibility for appointing, directing, managing and dismissing Council staff and for all other issues relating to Council staff	Not delegated	Subject to section 48(6) prohibiting appointment of a person who has been a Councillor of the Council within 2 years after the person ceases to hold that office
s 46(3)(b)	Power to approve the filling of vacancies or the creation, reclassification, or abolition of positions within budget	Directors, Managers	Subject to section 48(6) prohibiting appointment of a person who has been a Councillor of the Council within 2 years after the person ceases to hold that office
s 46(3)(b)	Power to fix salaries for vacant positions	Not delegated	

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46(3)(b)	Power to approve the appointment, engagement or promotion of full time, part time and casual staff	Directors, Managers, 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	Manager People & Culture	Or Relevant Business Partner
s 46(3)(b)	Power to create or approve creation of new positions	Not delegated	
s 46(3)(b)	Power to conduct disciplinary action under relevant awards and policies	Directors, Managers, Coordinators	
s 46(3)(b)	Power to terminate or suspend the employment of, or to suspend from duty, a member of Council staff	Directors, Chief Executive Officer	
s 46(3)(b)	Power to conduct interviews for staff annual 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 and compassionate leave	Directors, Managers, Coordinators	
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	
s 46(3)(b)	Power to authorise time sheets, higher duties, time-in-lieu, overtime and travel expense claims	Directors, Managers, Coordinators	
s 46(3)(b)	Power to approve attendance at conferences and seminars by staff	Directors, Managers, Coordinators	

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	Directors, Managers, Coordinators	
s 46(3)(b)	Power to approve travel accommodation for staff	Directors, Managers, Coordinators	
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 WorkCover excess	Manager People & Culture, Coordinator Health, Safety & Wellbeing, Workplace Relations & Business Partnering, Director Corporate Services	
s 46(3)(b)	Power to approve expenses relating to an approved course of study for staff	Director Corporate Services	
s 46(3)(b)	Power to approve staff engaging in other employment	Not delegated	
s 46(3)(b)	Power to determine acceptance or denial of liability in the event of a WorkCover claim	Not delegated	
s 46(3)(b)	Power to sign Letter of Acceptance of Resignation	Not delegated	
s 46(3)(b)	Power to provide references on Council letterhead	Not delegated	
s 46(3)(b)	Power to authorise access to a staff member's personal file	Manager People & Culture, Coordinator Health, Safety & Wellbeing, Workplace Relations & Business Partnering	Or Relevant Business Partner

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and 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 4 years and sets out measures to seek to ensure gender equality, diversity and inclusiveness	Manager People & Culture, Coordinator OD and Culture	
s 46(4)(b)	Duty to inform the Council before an organisational restructure that will affect the capacity of the Council to deliver the Council Plan is implemented	Not delegated	
s 46(4)(c)	Duty to consult members of Council affected by a proposed organisational restructure, before the organisational restructure is implemented	Not delegated	
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	Not delegated	
s 46(6)	Duty to ensure that the Mayor, Deputy Mayor, Councillors and members of Council staff have access to the workforce plan	Not delegated	
s 47(6)	Duty to submit an annual report to the Council in relation to the activities and performance of a Community Asset Committee in respect of which the members have been given a delegation under this section	Not delegated	
s 47(7)	Duty to keep a register of delegations under section 47 of this Act	Coordinator Governance, Senior 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	Not delegated	Subject to section 48(6) prohibiting appointment of a person who has been a Councillor of the Council within 2 years after the person ceases to hold that office

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 48(2)	Duty to adopt and maintain a recruitment policy addressing the matters listed in s 48(2)	Manager People & Culture, Coordinator OD and Culture	
s 49(1)	Duty to develop and implement a code of conduct for members of Council staff	Not delegated	Must develop and implement the first code of conduct within 6 months of commencement of this section
s 49(4)	Duty to ensure that members of Council staff have access to the code of conduct for members of Council staff	Manager People & Culture, Coordinator OD and Culture	
s 54(6)	Duty to ensure the preparation and maintenance of agendas, minutes and reports of the Audit and Risk Committee	Manager Integrity & Performance, Coordinator Audit & Assurance	
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	Manager Finance, Director Corporate Services	
s 105	Power to designate a person as a Principal Accounting Officer	Not delegated	
s 109(2)	Duty to ensure that any report of the Council that recommends entering into a procurement agreement includes information in relation to any opportunities for collaboration with other Councils or public bodies which may be available	Manager Finance, Director Corporate Services	
s 121	Function of receiving application for land information certificate	Coordinator Revenue & Rates, Senior Rates Administration Officer	
s 122	Function of receiving acquisition notice	Coordinator Revenue & Rates, Senior Rates Administration	See prescribed information under r 7 of the Local Government (Land Information)

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer	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	Not delegated	
s 130(8)	Duty to notify the Council if a relevant person, who is not a Councillor or member of Council staff, fails to disclose a conflict of interest and make a recommendation to the Council as to the action that is to be taken	Not delegated	
s 132(1)	Power to nominate a 'nominated officer'	Not delegated	
s 133	Function of receiving an initial personal interests return	Coordinator Governance, Senior Governance Officer	
s 134	Function of receiving a biannual personal interests return	Coordinator Governance, Senior 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	Coordinator Governance, Senior Governance Officer	
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	Coordinator Governance, Senior Governance Officer	
s 136(1)	Duty to ensure that personal interests return are kept in accordance with the Public Records Act 1973	Coordinator Governance, Senior Governance Officer	
s 136(2)	Duty to ensure that only the 'specified persons' have access to or can inspect a personal interests return	Coordinator Governance, Senior Governance Officer	

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 150(1)	Duty to appoint the Councillor Conduct Officer and notify the Principal Councillor Conduct Registrar of the appointment	Not delegated	
s 230(16)	Duty to summon a Council Meeting within 14 days after the public declaration of the election result	Not delegated	
s 240(10)	Duty to send notice	Coordinator Revenue & Rates, Manager Finance, Senior Rates Administration Officer	
s 240(11)	Duty to send notice	Coordinator Revenue & Rates, Manager Finance, Senior Rates Administration Officer	
s 240(12)	Duty to send notice	Coordinator Revenue & Rates, Manager Finance, Senior Rates Administration Officer	
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	Coordinator Revenue & Rates, Manager Finance, Senior Rates Administration Officer	
s 246(2)	Power to refuse enrolment and duty to give written reasons for refusal application for enrolment	Coordinator Revenue & Rates, Manager Finance, Senior Rates Administration Officer	
s 246(3)	Power to request information orally or in writing to enable her or him to determine a person's eligibility for enrolment	Coordinator Revenue & Rates, Manager Finance, Senior Rates Administration Officer	
s 246(4)	Power to require information to be given in writing and signed by the person giving the information	Coordinator Revenue & Rates, Manager Finance, Senior Rates Administration Officer	

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 247(3)	Power to decide whether address should be placed on voters' roll and to then take action accordingly	Coordinator Revenue & Rates, Manager Finance, Senior Rates Administration 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	Coordinator Revenue & Rates, Manager Finance, Senior Rates Administration 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	Coordinator Revenue & Rates, Manager Finance, Senior Rates Administration Officer	
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	Coordinator Revenue & Rates, Manager Finance, Senior Rates Administration 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	Coordinator Revenue & Rates, Manager Finance, Senior Rates Administration Officer	Subject to section 254(2)(a) and (b)
s 254(2)	Duty to obtain undertaking	Coordinator Revenue & Rates, Manager Finance, Senior Rates Administration Officer	
s 254(4)	Power to request the Victorian Electoral Commission to provide a copy of the voters' roll	Coordinator Revenue & Rates, Manager Finance, Senior Rates Administration 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	Not delegated	

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 306(1)	Function of receiving election campaign donation return	Not delegated	
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)	Not delegated	
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	Coordinator Governance, Senior Governance Officer	
s 307(3)	Duty to ensure that a summary of the return is made available on the Council's Internet	Coordinator Governance, Senior Governance Officer	
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	Coordinator Governance, Senior Governance Officer	
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)	Coordinator Governance, Senior Governance Officer	
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	Not delegated	
s 324(2)	Power to sign a certificate certifying any matter relating to the contents of any document kept by a Council	Director Corporate Services	Subject to limitations below: Director City Development and Manager Community Safety - documents in relation to proceedings under Domestic Animals Act 1994 Not delegated - documents in relation to

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			proceedings under Food Act 1984, Tobacco Act 1987 and Public Health and Wellbeing Act 2008 remain with the CEO.

Local Government Act 1989			
Provision	Power and Functions 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	Manager Finance, Director Corporate Services	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 140	Power to certify copies of instruments, documents, maps or plans under this Act	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning, Manager City Planning & Development, Director City Development	Where the Council is the relevant responsible authority
s 141	Power to provide evidentiary statement pertaining to land use and permits under this Act	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning, Manager City Planning & Development, Director City Development	Where the Council is the relevant responsible authority
s 142	Power to provide evidentiary statement pertaining to s 173 agreements under this Act	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning, Manager City Planning & Development, Director City Development	Where the Council is the relevant responsible authority

Public Health and Wellbeing Act 2008			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 226(2)	Power to sign evidentiary certificates under this Act	Not delegated	

Public Interest Disclosures Act 2012			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 12(2)	Function of receiving a disclosure	Public Interest Disclosure Coordinator	

Rooming House Operators Act 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4	Function of liaising with Business Licensing Authority	Coordinator Environmental Health	
s 15(1)	Duty to provide information to Business Licensing Authority on request	Coordinator Environmental Health	
s 15(2)	Duty to give a report to Business Licensing Authority on inquiries made in response to request under s 15(1)	Coordinator Environmental Health	
s 24(2)	Duty to give a report to Business Licensing Authority on inquiries made in response to request under s 24(1)	Coordinator Environmental Health	

Service Victoria Act 2018			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 5(2)	Function of receiving a copy of the agreement made under s 5(1)	Director Corporate Services	

Service Victoria Act 2018			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 5(4)	Function of receiving a copy of a notice under s 5(3)	Director Corporate Services	
s 6	Duty to use best endeavours to give effect to a notice under s 5(3) which applies to Council	Director Corporate Services	
s 7(3)	Function of receiving a copy of the agreement made under s 7(1)	Director Corporate Services	
s 7(4)	Function of receiving a copy of a notice under s 7(3)	Director Corporate Services	
s 8(2)	Power to delegate the transferred customer service function to any person or class of person employed by, or acting on behalf of, the service agency from which the function is transferred	Not delegated	Where Council's CEO has been transferred a transferred customer service function
s 9A(1)	Power to agree in writing for the Service Victoria CEO to perform a customer service function	Not delegated	
s 10(2)	Function of receiving a copy of the agreement made under s 10(1)	Director Corporate Services	
S 10(4)	Function of receiving a copy of a notice under s 10(3)	Director Corporate Services	
s 11	Duty to use best endeavours to give effect to a notice under s 10(3) which applies to Council	Director Corporate Services	
s 12(3)	Function of receiving a copy of the agreement made under s 12(1)	Director Corporate Services	
s 12(4)	Function of receiving a copy of a notice under s 12(2)	Director Corporate Services	
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
a 14A(1)	Power to agree in writing for the Service Victoria CEO to perform an identity verification function	Not delegated	
s 24A(2)(a)	Function of agreeing on form of delivery	Not delegated	

Sheriff Act 2009			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54	Power to exempt Council from providing information to the Sheriff otherwise authorised by a warrant if exceptional circumstances apply	Manager Community Safety	

Tobacco Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 36	Power to nominate a person to be appointed an inspector	Coordinator Environmental Health	

Valuation of Land Act 1960			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 3(5)(ba)	Power to request valuations of land	Manager Commercial	

Victorian Data Sharing Act 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and 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 Corporate Services, Coordinator Information Governance	
s 11(1)	Function of receiving a written notice to provide information about Council's data holding	Director Corporate Services, Coordinator Information Governance	

Victorian Data Sharing Act 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 15(1)	Power to disclose identifiable data to the Chief Data Officer in response to a request under s 8	Coordinator Data, Integration and Analytics, Manager Integrity & Performance, Manager Organisational Technology, Director Corporate Services, Coordinator Information Governance	In accordance with s 5 Victorian-Data-Sharing-Act-2017-web-guidance.pdf
s 15(2)	Power to disclose identifiable data to a data analytics body for the purpose of data integration	Coordinator Data, Integration and Analytics, Manager Integrity & Performance, Manager Organisational Technology, Director Corporate Services, Coordinator Information Governance	In accordance with s 5
s 21	Duty to inform the Chief Data Officer of the secrecy provisions which apply to the disclosed data	Coordinator Data, Integration and Analytics, Manager Integrity & Performance, Manager Organisational Technology, Director Corporate Services, Coordinator Information Governance	Where the CEO is aware of secrecy provisions that apply to data that they have disclosed in accordance with this Act

Local Government (Electoral) Regulations 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 15(1)	Duty to provide details of a person's entitlement to be enrolled as a ratepayer on the voters' roll	Coordinator Revenue & Rates, Senior Rates Administration Officer	
r 15(2)	Power to exchange relevant information to enrolment entitlements with the VEC	Coordinator Revenue & Rates, Senior Rates Administration Officer	
r 18	Duty to maintain a list of silent voters	Coordinator Revenue & Rates, Senior Rates Administration Officer	
r 19	Duty to ensure that only authorised persons have access to details of silent	Coordinator Revenue & Rates,	

Local Government (Electoral) Regulations 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	voters	Senior Rates Administration Officer	
r 33	Duty to cause the Local Government Candidate Training to be conducted	Manager Integrity & Performance, Coordinator Governance	
r 34	Function of receiving prescribed information from person undertaking Local Government Candidate Training	Manager Integrity & Performance, Coordinator Governance	
r 35	Duty to keep a register of attendance	Manager Integrity & Performance, Coordinator Governance	
r 36(2)	Duty to comply with notice under subsection (1)	Manager Integrity & Performance, Coordinator Governance	
r 83	Duty to submit report on election received by the VEC to Council	Manager Integrity & Performance, Coordinator Governance	

Local Government (Governance and Integrity) Regulations 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and 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 Local Government Act 2020	Not delegated	

Local Government (Land Information) Regulations 2021			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 5(2)	Power to sign a land information certificate	Coordinator Revenue & Rates, Senior Rates Administration Officer, Rates Administration Officer	