

S13 Instrument of Delegation of CEO powers, duties and functions

Preamble

Instrument of Delegation

By this instrument of delegation, I, Kelvin Tori, as Chief Executive Officer of Melton City Council—

1. delegate each duty and/or function and/or power respectively described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position respectively described in column 3 of the Schedule;
2. record that references in the Schedule are as follows

Abbreviation	Titles
CAM	Coordinator Asset Management & GIS
CAS	Coordinator Accounting Services
CBSO	Compliance Business Support Officer
CC	Coordinator Communications
CCAC	Coordinator City Amenity & Compliance
CCD	Coordinator City Design
CCPP	Coordinator Corporate Policy and Planning
CCS	Coordinator City Strategy
CDI	Coordinator Design & Infrastructure
CEDT	Coordinator Economic Development & Tourism
CEM	Coordinator Emergency Management
CES	Coordinator Environmental Services
CLAE	Coordinator Library Activation and Engagement
CLOR	Coordinator Library Operations and Resources
CMA	Coordinator Management Accounting
COMPC	Coordinator Community Participation
CPC1	Capital Projects Coordinator 1
CPC2	Capital Projects Coordinator 2
CSP	Coordinator Statutory Planning
CSPW	Coordinator Social Planning & Wellbeing
CTT	Coordinator Traffic & Transport
CYS	Coordinator Youth Services
EHC	Environmental Health Coordinator
ESM	Manager Engineering Services
EYC	Coordinator Early Years
EYPC	Coordinator Early Years Partnerships
FCM	Manager Families and Children Services
FM	Manager Finance
FSC	Coordinator Family Services
GC	Coordinator Governance
GMCS	General Manager Community Services
GMCS1	General Manager Corporate Services

GMPD	General Manager Planning and Development
IMO	Injury Management & OHS Officer
IPC	Infrastructure Planning Coordinator
ISM	Manager Information Services
LGM	Manager Legal & Governance
LM	Manager Libraries
LO	Legal Officer
MC	Manager Compliance
MCC	Manager Community Care
MCHC	Coordinator Maternal and Child Health
MCDSE	Manager City Design, Strategy and Environment
MCP	Manager Capital Projects
MCP1	Manager Community Planning
MDC	Coordinator Major Developments
MDP	Major Development Planner
MEA	Manager Engagement and Advocacy
MERO	Municipal Emergency Response Officer
MPC	Manager People and Culture
MRY	Manager Recreation and Youth
ND	Not Delegated
OM	Manager Operations
PC	Coordinator Procurement
PCC	People and Culture Coordinator
PSC	Payroll and Systems Coordinator
PSM	Manager Planning Services
RC	Coordinator Revenue
RECC	Coordinator Recreation
RPM	Manager Risk and Performance
WSC	Coordinator Waste Services

Abbreviation	Title Groups
CG	Coordinators CCAC, CSP, CSPW, CCS, GC, RC, PC, CES, EHC, MDC, CEM, COMPC, CEDT, CAS, WSC, CC, CCPP, CMA, RECC, CPC1, MCHC, EYPC, EYC, FSC, IPC, CC, PSC, CDI, CAM, CPC2, CYS, CCD, CTT, CLOR, CLAE
EHO	Environmental Health Officers EHO1, EHO2, EHO3, EHC, EHO4
GM	General Managers GMCS, GMPD, GMCS1
MG	Managers PSM, MPC, MC, MCP, FM, OM, ESM, MRY, MCP1, ISM, FCM, MEA, LM, MCDSE, LGM, MCC, RPM
TLG	Team Leaders or equivalents

- 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 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 <insert date> and is made by the Chief Executive Officer.

Signed by the Chief Executive Officer)
 of Melton City Council)
 in the presence of:)

..... Chief Executive Officer

..... Witness

..... Dated

Delegation Sources

- Food Act 1984
- Environment Protection Act 1970
- Freedom of Information Act 1982
- Independent Broad-Based Anti-Corruption Commission Act 2011
- Local Government Act 1989
- Public Health and Wellbeing Act 2008
- Sheriff Act 2009
- Valuation of Land Act 1960
- Victorian Inspectorate Act 2011
- Fire Services Property Levy Act 2012
- Planning and Environment Act 1987
- Fines Reform Act 2014
- Child Wellbeing and Safety Act 2005
- Emergency Management Act 2013
- Rooming House Operators Act 2016
- Local Government (Electoral) Regulations 2016
- Victoria Data Sharing Act 2017

S13 Instrument of Delegation of CEO powers, duties and functions

Child Wellbeing and Safety Act 2005			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.29(2)	function of receiving written notice and consenting to inspection of relevant premises by the Commission for Children and Young People	GMCS, MRY, FCM	
s.29(3)	power to consent to inspection of relevant premises without written notice by the Commission for Children and Young People	GMCS	
s.36	duty to ensure that the Commission for Children and Young People is given any assistance reasonably required to perform functions	GMCS, MRY, FCM	
s.43	function of receiving birth notice in certain circumstances	FCM, MCHC	
s.45	duty to send a copy of a birth notice to a nurse or the Secretary	FCM, MCHC	
Emergency Management Act 2013			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.74E3	function of receiving a copy of any Orders made by Governor in Council under this section	GMCS1, RPM	
Environment Protection Act 1970			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.50AC	function of consulting with Sustainability Victoria prior to submission of State-wide Waste and Resource Infrastructure Plan to the Minister	OM, WSC	
s.50BC	function of consulting with Waste and Resource Recovery Group prior to submission of Regional Waste and Resource Recovery Implementation Plan to Sustainability Victoria	OM, WSC	
Fines Reform Act 2014 Fines Reform Act 2014			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.175(1)(b)	power to certify that exceptional circumstances apply requiring Council not to provide required information	GMPD, MC	Note: this provision is not yet in force and will commence on 31 December 2017.
Fire Services Property Levy Act 2012			
Provision	Item 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	LGM, LO	Section 66 does not apply if the disclosure is permitted by, or is necessary for the administration of, this Act

Fire Services Property Levy Act 2012			
s.68	power to authorise the secondary disclosure of information obtained under, or in relation to the administration of, this Act	LGM, LO	
Food Act 1984			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.50AB	function of signing a certificate under this Act	EHC, EHO	
Freedom of Information Act 1982			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.38A	power to declare a document exempt on the grounds that it has been prepared for, or will be used for, consideration of any matter by the council at a meeting that is likely to be a closed meeting	LGM	Document will not be exempt if it was not brought into existence for the purpose of submission for and consideration by the closed meeting (s. 38A(2))
s.61	function of receiving notice that the Tribunal is of the opinion that an officer of Council has been guilty of a breach of this Act	LGM	
Independent Broad-Based Anti-Corruption Commission Act 2011			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.41	power of receiving information acquired by the Independent Broad-based Anti-corruption Commission (IBAC)	LGM	
s.57	duty to notify IBAC of any matter believed to constitute corrupt conduct	LGM	subject to any exemption notices issued under s.57B
s.57A(5)	duty to comply with Directions made by IBAC under s.57A	LGM	
s.59D(2)	duty to comply with request by IBAC under s.59D for relevant information	LGM	
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	LGM	
s.159	power of receiving IBAC recommendations about the action to be taken following an IBAC investigation	LGM	
s.162	power of receiving and responding to an IBAC special report that includes matters pertaining to Council	LGM	
s.163(3)	power of receiving written information about the commencement, conduct or results of an IBAC investigation pertaining to Council	LGM	
s.165	power of receiving and responding to IBAC material that includes matters pertaining to Council, to be published in the IBAC annual report	LGM	
Local Government (Electoral) Regulations 2016			
Provision	Item Delegated	Delegate	Conditions and Limitations

Local Government (Electoral) Regulations 2016			
r.14(1)	duty to provide details of a person's entitlement to be enrolled as a ratepayer	FM, RC	
r.16(1)	duty to maintain a list of silent voters	FM, RC	
r.17(1)	duty to ensure that only authorised persons have access to details of silent voters	FM, RC	
Local Government Act 1989			
Provision	Item Delegated	Delegate	Conditions and Limitations
s. 13(4)	duty to enrol certain persons (where it appears that there are more than 2 owners)	FM, RC	
s. 13(5)	duty to give effect to request regarding enrolment on voters' roll	FM, RC	
s. 13(7)	duty to choose one rateable property in respect of which the ratepayer entitlement to be enrolled is to be exercised	FM, RC	
s. 15(6)	duty to notify the owner or joint owners that the Council has received an application under s.15(1)	FM, RC	
s. 17(1)	duty to enrol person on voters' roll unless belief of non-entitlement	FM, RC	
s. 17(2)(a)	duty to refuse to enrol person	FM, RC	
s. 17(2)(b)	duty to advise person of refusal to enrol in writing, and to give person the reason for the refusal	FM, RC	
s. 17(3)	power to request orally, or in writing, any person or corporation to provide information to enable determination of enrolment eligibility	FM, RC	
s. 17(4)	power to require information be given in writing and signed by the person giving the information	FM, RC	
s. 20(1)	power to determine request that address of person not be shown on voters' roll and notify person accordingly	FM, RC	
s. 20(3)	duty to prevent publication of a person's details on any voters' roll if it would place the person or their family at risk	FM, RC	
s. 20(4)	duty to notify the person in writing of a decision to grant or refuse a request under s. 20(1)	FM, RC	
s. 22(1)	function of being responsible for preparation of the voters' list of ratepayers and the maintenance of any records to facilitate preparation of an accurate and complete voters' list	FM, RC	
s. 22(2)	duty to prepare and supply voters' list of ratepayers to Registrar within 7 days of general election	FM, RC	
s. 23A(1)	duty to give a letter to a person or a corporation as specified	FM, RC	
s. 24(5)	duty to provide Registrar sufficient information to update exhibition roll in respect to ratepayer entitlements under ss.13 - 16	FM, RC	
s. 24(6)	duty to certify that voters' roll had been prepared in accordance with the Act	FM, RC	
s. 24A(2)	power to approve voter's roll enrolment amendment	FM, RC	
s. 24B	duty to ensure voters' roll is available for public inspection	FM, RC	
s. 24C(10)	duty to reject a request for a copy of the voters' roll to be used for a public interest purpose, if the Commissioner for Privacy and Data Protection does not approve the proposed use	FM, RC	

Local Government Act 1989			
s. 24C(4)	power to provide voters' roll to any person or organisation, subject to the requirements in subsections (a)-(c)	FM, RC	
s. 24C(7)	duty to forward a request for a 'permitted purpose' to the Commissioner for Privacy and Data Protection	FM, RC	
s. 28(1B)	function of receiving notice of any change to any entitlement relating to the enrolment of a Councillor	LGM, GC	
s. 37(2)	duty to notify the Minister of decision to fill an extraordinary vacancy within 6 months before a general election, within 3 working days of the Council making the decision	LGM	
s. 38(1B)	duty to notify the Minister and the Victorian Electoral Commission that an extraordinary vacancy has occurred within 3 working days	LGM	
s. 62	function of receiving election campaign donation return	LGM, GC	
s. 62A(1)	duty to submit report to Minister specifying names of persons who were candidates in the election and those who submitted an election donation return within 14 days of election	LGM, GC	
s. 62A(2)	duty to ensure that a summary of each election campaign donation return to the CEO is published on Council's website within 14 days	LGM, GC	
s. 62A(2A)	duty to publish election campaign donation returns on Council's website	LGM, GC	
s. 62A(2C)	duty to ensure election campaign donation returns are published until entitlement date for the next general election	LGM, GC	
s. 62A(3)	duty to ensure election campaign donation return is available for inspection at Council offices	LGM, GC	
ss. 68A(1) & 69(1)(c)	function of receiving resignation from a Councillor	ND	
s. 68A(4)	power to commence the holding of an election to fill extraordinary vacancy	LGM, GC	
s. 72(1)(c)	function of receiving resignation from the Mayor	ND	
s. 77(2)(c)	power to designate information to be 'confidential information' for the purposes of s.77A	LGM, GC, GM	
ss. 79(2)(a)(ii) & (3)	function of receiving advice of a conflict of interest of a Councillor or member of a special committee	LGM, GC	
s. 79(5)(a)	duty to keep written disclosures given to him or her under this section in a secure place for 3 years after the date the Councillor or member of a special committee who made the disclosure ceases to be Councillor or member of a committee	LGM, GC	
s. 79(5)(b)	duty to destroy the written disclosure when the 3 year period referred to in section 79(5)(a) has expired	LGM, GC	
s. 79(8)	duty to record a conflict of interest in the minutes of a meeting	LGM, GC	
s. 80(1)(b)	power to apply, in writing, to the Minister, after receiving written declarations of conflicts of interest from a majority of Councillors, for an exemption of those Councillors from any or all of the provisions of section 79	LGM	
s. 80(1A)	function of providing additional information regarding an application made under section 80(1)(b)	LGM	
s. 80A(1)	duty to ensure that at an assembly of Councillors, a written record is kept of the names of all Councillors and members	LGM, GC	

Local Government Act 1989			
	of Council staff attending, the matters considered and any conflict of interest disclosures made by a Councillor attending under section 80A(3) and whether a Councillor who discloses a conflict leaves the assembly		
s. 80A(2)(a)	duty to ensure a written record of an assembly of Councillors is reported at an ordinary meeting of the Council as soon as practicable	LGM, GC	
s. 80A(2)(b)	duty to ensure a written record of an assembly of Councillors is incorporated in the minutes of that Council meeting as soon as practicable	LGM, GC	
s. 80B(2)(b)	duty to disclose type and nature of conflict of interest to the Mayor or the Council	ND	
s. 80B(2)(c)	function of receiving written disclosure of conflict of interest from staff member	LGM, GC	
s. 81(1)	power to nominate a 'nominated officer'	ND	
s. 81(10)	duty to allow a person to inspect the register following a written request to the Chief Executive Officer	LGM, GC	
s. 81(12)	duty to take all reasonable steps to ensure that only persons who made written applications may inspect the register	LGM, GC	
s. 81(13A)	duty to maintain a record of the names of persons who have inspected the register of interests under section 81(10)	LGM, GC	
s. 81(16)	duty to remove all the returns submitted by a Councillor or a member of a special committee or a nominated officer from the register, as soon as practicable after a person ceases to hold that position	LGM, GC	
s. 81(2)	function of receiving a primary return from a Councillor or a member of a special committee	LGM, GC	
s. 81(4)	function of receiving a primary return from a nominated person	LGM, GC	
s. 81(5)	function of receiving an ordinary return from a Councillor, member of a special committee or a nominated officer	LGM, GC	
s. 81(9)	duty to maintain a register of the interests of Councillors, members of special committees and nominated officers	LGM, GC	
s. 81Y	duty to appoint, in writing, a Principal Conduct Officer	ND	
s. 84(3)	duty to call the special meeting as specified in a notice or resolution	LGM	
s. 84A	power to call a special meeting within 14 days after the results of a general election are publicly declared	LGM	
s. 85(1)	power to call require all Councillors to attend a call of the Council meeting if a quorum cannot be formed or maintained	LGM	
s. 85(4)	duty to immediately advise the Minister if a Councillor does not remain at or attend a call of the Council meeting within 30 minutes after the fixed time	LGM	
s. 94A(2)	power to appoint members of Council staff to enable the statutory functions of Council or the Chief Executive Officer to be carried-out	ND	
s. 94A(3)	Power to approve the appointment, engagement or promotion of full time, part time and casual staff	GM	
s. 94A(3)	Power to conduct of disciplinary action under relevant awards and policies	MPC, PCC, GM	
s. 94A(3)	Power to approve leave without pay	GM, MG	

Local Government Act 1989			
s. 94A(3)	Power to approve attendance at training programs	GM, MG, CG, TLG	
s. 94A(3)	Power to sign Letter of Acceptance of Resignation	GM, MG	
s. 94A(3)	Power to authorise all forms of study and training leave and educational assistance	GM, MG	
s. 94A(3)	Power to authorise time sheets, higher duties, time-in-lieu, overtime and travel expense claims	GM, MG, CG, TLG	
s. 94A(3)	Power to give approval for officers to travel	GM, MG	
s. 94A(3)	Power to conduct interviews for staff annual review	GM, MG, CG, TLG	
s. 94A(3)	Power to approve attendance at conferences and seminars	GM, MG, CG, TLG	
s. 94A(3)	Power to approve travel accommodation	GM, MG	
s. 94A(3)	Power to approve expenses relating to an approved course of study.	GM, MG	
s. 94A(3)	Power to approve position descriptions	GM, MG	
s. 94A(3)	Power to create or approve creation of new positions	ND	
s. 94A(3)	Power to terminate or suspend the employment of, or to suspend from duty, a member of Council staff	GM	
s. 94A(3)	Power to approve long service leave and compassionate leave	GM, MG, CG, TLG	
s. 94A(3)	Power to provide references on Council letterhead	GM	
s. 94A(3)	Power to approve the filling of vacancies or the creation, reclassification, or abolition of positions within budget	GM	
s. 94A(3)	Power to sign Notice of Injury and Work Injury Form.	IMO, RPM	
s. 94A(3)	Power to approve staff engaging in other employment	GM	
s. 94A(3)	Power to authorise sick, annual and family leave	GM, MG, CG, TLG	
s. 94A(3)	Power to approve claims under WorkCover excess	IMO, RPM	
s. 94A(3)	Power to determine acceptance or denial of liability in the event of a WorkCover claim	IMO, RPM	
s. 94A(3)	Power to authorise access to a staff member's personal file	MPC, GM	
s. 94A(3)	responsibility for appointing, directing, managing and dismissing Council staff and for all other issues relating to Council staff	ND	as per the Delegations for s.94A(3) below.
s. 94A(3)	Power to fix salaries for vacant positions	GM	
s. 94A(3A)	responsibility for managing interactions between Council staff and Councillors, including by ensuring that appropriate policies, practices and protocols are in place defining appropriate arrangements for interaction between Council staff and Councillors	ND	
s. 94B(1)	power to appoint a senior officer	ND	Subject to prescribe notice requirements. Notice requirements do not apply when appointing an acting senior officer for a period of less than 12 months (s.94B(2))

Local Government Act 1989			
s. 94B(3)	duty to ensure that a person who has filled a senior officer's position on an acting basis for 12 months is not remunerated in any way for anything the person does in respect of that position after that 12 month period (unless subsection (1) applies).	MPC, GM	
s. 94D	duty to give Council staff an opportunity to apply for any vacant permanent full-time Council staff position	MPC, PCC, GM	
s. 95AA(1)	duty to develop and implement a code of conduct for Council staff in accordance with 'any matters which are prescribed for the purposes of this section' (s 95AA(2))	LGM	
s. 95AA(3)	duty to ensure members of Council staff have access to the code of conduct for Council staff	LGM, GC	
s. 95B(5)	duty to comply with a notice under section 95B(3)(b)	ND	
s. 95B(6)	duty to employ a person on an acting basis where the Council or the Chief Executive officer is forbidden to fill a vacancy by a notice	ND	
s. 97A(2)	duty to review the performance of every senior officer at least once each year	GM	
s.105	duty to advise the mayor, and a closed meeting of the Council, of a complaint about the conduct of the CEO, or upon the initiation of any court or tribunal proceedings against the CEO	LGM	
s.106(1)	power to appoint a probity auditor in relation to a complaint referred to in s. 105	LGM	
s.106(2)	duty to immediately advise the Mayor of the probity auditor's appointment	LGM	
s.107(3)	duty to advise closed Council meeting that probity auditor has been appointed by the Secretary	LGM	
s.108(4)	function of receiving report that a Councillor or member of staff have refused to comply with probity auditor's request to produce a document, provide information or provide assistance.	LGM	
s.109(3)	function of receiving probity officer's report	LGM	
s.132(5)(b)	duty to certify Council performance statement and financial statements	GMCS1, FM	The CEO must certify: the performance statement pursuant to r 18(1)(a) of the Local Government (Planning and Reporting) Regulations 2014 (Reporting Regulations), and; the financial statements pursuant to r 21(1)(a) of the Reporting Regulations
s.138	duty to give quarterly statements at a Council meeting that is open to the public	GMCS1, FM, LGM	
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	GMCS1, FM, LGM	
s.219(12)	duty to summon a Council meeting within 14 days after the public declaration of the election result	LGM, GC	

Local Government Act 1989			
s.229(2)(b)	function of receiving an application for a land information certificate	FM, RC	
s.230	function of receiving notice in relation to the disposition of any land	FM, RC	The CEO is the prescribed person pursuant to r 14(1)(b) of the Local Government (General) Regulations 2004
s.231	function of receiving notice in relation to the acquisition of any land	FM, RC	The CEO is the prescribed person pursuant to r 15(1)(b) of the Local Government (General) Regulations 2004
s.242(2)	power to sign a certificate certifying any matter relating to the contents of any document kept by a Council	ND	
s.24C(12)	duty to not provide particulars of a person whose request to keep their address anonymous has been accepted	FM, RC	
Cl.14(1) Sch 3	function of receiving returning officer's report	LGM, GC	
Cl.14(3) Sch 3	duty to ensure that the returning officer's report is submitted to the Council at the earliest meeting of Council that is practicable	LGM, GC	
Cl.7A(1)(a) Sch 3A	function of receiving notice of failure of the countback or the returning officer's failure to fill an extraordinary vacancy	LGM, GC	
Planning and Environment Act 1987			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.140	power to certify copies of instruments, documents, maps or plans under this Act	ND	where the Council is the relevant responsible authority
s.141	power to provide evidentiary statement pertaining to land use and permits under this Act	ND	where the Council is the relevant responsible authority
s.143	power to provide evidentiary statement pertaining to s 173 agreements under this Act	ND	where the Council is the relevant responsible authority
Public Health and Wellbeing Act 2008			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.226(2)	power to sign evidentiary certificates under this Act	ND	
Rooming House Operators Act 2016			
Provision	Item Delegated	Delegate	Conditions and Limitations
s. 4	function of liaising with Business Licencing Authority	GMPD, MC	
s. 15(1)	duty to provide information to Business Licencing Authority on request	GMPD, MC	
s. 15(2)	duty to give a report to Business Licencing Authority on inquiries made in response to request under s.15(1)	GMPD, MC	

Rooming House Operators Act 2016			
s. 24(2)	duty to give a report to Business Licencing Authority on inquiries made in response to request under s.24(1)	GMPD, MC	
Sheriff Act 2009			
Provision	Item 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	LGM, LO	
Valuation of Land Act 1960			
Provision	Item Delegated	Delegate	Conditions and Limitations
s.13DJ(1)	duty to provide a person with a copy of the most recent valuation	FM, RC	
Victoria Data Sharing Act 2017			
Provision	Item 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	LGM, LO	
s.11(1)	function of receiving a written notice to provide information about council's data holding	LGM, LO	
s.15(1)	power to disclose identifiable data to the Chief Data Officer in response to a request under s 8	LGM, LO	in accordance with s 5
s.15(2)	power to disclose identifiable data to a data analytics body for the purpose of data integration	LGM, LO	in accordance with s 5
s.21	duty to inform the Chief Data Officer of the secrecy provisions which apply to the disclosed data	LGM, LO	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			
Provision	Item Delegated	Delegate	Conditions and Limitations
s. 87(2)	function of responding to adverse material the Victorian Inspectorate intends to include in a report	LGM	
s. 91(2)	function of responding to adverse material the Victorian Inspectorate intends to include in annual report	LGM	