

Instrument of Delegation – Child Link User (Child Wellbeing and Safety Act)



By this Instrument of Delegation, in exercise of the power conferred by s 46L of the *Child Wellbeing and Safety Act 2005 (Act) I, as the Chief Executive Officer of Knox City Council:*

1. delegate each power 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:

Child Wellbeing and Safety Act 2005

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 the Schedule.

This Instrument of Delegation is dated 5 April 2024 and is made by the Acting Chief Executive Officer of Knox City Council.

Signed by the Acting Chief Executive Officer in the presence of:

) DocuSigned by:
Greg Curcio
34F083AF437F47E...)
5/4/2024 | 08:14:44 AEDT

DocuSigned by:
Ann Sewell
4DD72810BDEA491...

Witness

Date: 5/4/2024 | 16:21:59 AEDT

Instrument of Delegation – Child Link User (Child Wellbeing and Safety Act)

knox your city



| Child Wellbeing and Safety Act 2005 | | | |
|--|--|--|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| 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 Manager Family and Children's Services Senior Coordinator Early Years Services Coordinator Child, Family, Health and Wellbeing Registered Early Childhood Teacher | |
| 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 | Coordinator Child, Family, Health and Wellbeing Maternal Child Health Service Coordinator Team Leader Maternal Child Health | |
| S46K(1)(m) | Power to authorise, in writing, a registered early childhood teacher employed or engaged by Council, to provide education and care to children at an approved education and care service, as a Child Link user | Director Connected Communities Manager Family and Children's Services Senior Coordinator Early Years Services Coordinator Child, Family, Health and Wellbeing | |

| | | | |
|----------|--|---|--|
| s 46N(6) | Duty to notify the Secretary, if there is reasonably belief, that the person authorised under s 46K has ceased (a) to be a registered teacher and (b) hold a current Working With Children clearance under the Worker Screening Act 2020 | Director Connected Communities Manager Family and Children's Services Senior Coordinator Early Years Services | |
|----------|--|---|--|

Certificate Of Completion

| | |
|---|--|
| Envelope Id: 65F183EA26864F28A1B01C8D0F26425A | Status: Completed |
| Subject: Complete with DocuSign: Clean Copy - Instrument of Delegation - Child Link User - Child Wellbei... | |
| Source Envelope: | |
| Document Pages: 3 | 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 4/4/2024 21:02 | Holder: Damian Watson damian.watson@knox.vic.gov.au | Location: DocuSign |
|--------------------------------------|--|--------------------|

Signer Events

Ann Sewell
Ann.sewell@knox.vic.gov.au
Executive Assistant City Liveability
Knox City Council
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:
Ann Sewell
4DD72810BDEA491...

Signature Adoption: Pre-selected Style
Using IP Address: 203.129.28.17

Timestamp

Sent: 4/4/2024 | 21:03
Viewed: 5/4/2024 | 16:20
Signed: 5/4/2024 | 16:21

Electronic Record and Signature Disclosure:
Accepted: 21/3/2023 | 15:47
ID: 14980d70-3b29-48fe-9be5-44c7b4b7d66d

Greg Curcio
Greg.curcio@knox.vic.gov.au
Acting Chief Executive Officer
Security Level: Email, Account Authentication (None)

DocuSigned by:
Greg Curcio
34F083AF437F47E...

Signature Adoption: Pre-selected Style
Using IP Address: 49.198.135.206

Sent: 4/4/2024 | 21:03
Viewed: 5/4/2024 | 08:14
Signed: 5/4/2024 | 08:14

Electronic Record and Signature Disclosure:
Accepted: 5/4/2024 | 08:14
ID: f4d4dba5-0fe8-4cb0-9e7e-38824488f58d

| 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 | 4/4/2024 21:03 |
| Certified Delivered | Security Checked | 5/4/2024 08:14 |
| Signing Complete | Security Checked | 5/4/2024 08:14 |

| Envelope Summary Events | Status | Timestamps |
|--|------------------|------------------|
| Completed | Security Checked | 5/4/2024 16:21 |
| 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.