

Delegations & Authorisations as at 03.12.2024

Instrument / Delegation	Date of Appointment	Legislation / Act	Delegation From	Delegation To	Officer Name	Council Meeting Date	Council Meeting Reference	CEO / Council Sign Off
S18 - Instrument of Sub-Delegation Environment Protection Act 2017	23/03/2022	Environment Protection Act 2017	Council	Environmental Health Officer Manager community Health	Helene Wortley Tim Rose	23/03/2022	12.4	Council
S12 - Instrument of Delegation by Municipal Building Surveyor	17/08/2022	Building Act 1993	MBS (Wayne Wilkie)	Building Inspector - Unlimited Building Inspector - Limited Building Surveyor - Unlimited	Tonique Bolt Cameron Colley Jason McKay Wayne Cooper	N/A	N/A	MBS
Instrument of Authoirsation under 228A of the Building Act 1993	17/08/2022	Building Act 1993	MBS (Wayne Wilkie)	Building Inspector Building Surveyor	Tonique Bolt Cameron Colley Jason McKay Wayne Cooper	N/A	N/A	MBS
Instrument of Authorisation under s228A of the Building Act 1993	4/09/2024	Buildng Act 1993	MBS (Wayne Wilkie)	Building Investigator	Robert Mitchelmore Cameron Lunny Stuart Bateson	N/A	N/A	MBS
Instrument of Delegation under 216B of the Building Act 1993	17/08/2022	Building Act 1993	MBS (Wayne Wilkie)	Building Inspector - Unlimited Building Inspector - Limited Building Surveyor - Unlimited	Tonique Bolt Cameron Colley Jason McKay Wayne Cooper	N/A	N/A	MBS
S17 - Instrument of Appointment and Authorisation (Oaths & Affirmations Act).pdf	9/08/2024	Oaths and Affirmations Act 2018	CEO	Senior Officers	Michael Evans Anita McFarlane Tony Caccaviello Bernardine Schilling	N/A	N/A	CEO
S11A - Instrument of Appointment and Authorisation (Planning and Environment Act 1987)	26-April-2023	Planning and Environment Act 1987	CEO	Planning Officer	Adam Moar	26-Apr-23	15.2	Council
		Aboriginal Heritage Act 2006 Associations Incorporations Reform Act 2012 Audit Act 1994 Building Act 1993 Catchment and Land Protection Act 1994 Child Wellbeing and Safety Act 2005 Children Youth and Families Act 2005 Children's Services Act 1996 Circular Economy (Waste Reduction and Recycling) Act 2021 Climate Change Act 2017 Country Fire Authority Act 1958 Cultural And Recreational Lands Act 1963 Dangerous Goods Act 1985 Development Victoria Act 2003 Disability Act 2006 Domestic Animals Act 1994 Domestic Building Contracts Act 1995 Education and Care Services National Law Act 2010 Education and Training Reform Act 2006 Electoral Act 2002 Electricity Safety Act 1998 Emergency Management Act 2013						

S7 - Instrument of Sub-Delegation by CEO	7/08/2024	<p>Victorian Inspectorate Act 2011 Victorian Planning Authority Act 2017 Water Act 1989 Building Regulations 2018 Country Fire Authority Regulations 2014 Dangerous Goods (Explosives) Regulations 2022 Drugs, Poisons and controlled Substances Regulations 2017 Electricity Safety (Electric Line Clearance) Regulations 2020 Infringements Regulations 2016 Land Acquisition and Compensation Regulations 2021 Local Government (General) Regulations 2015 Local Government (long Service Leave) Regulations 2021 Local Government (Planning and Reporting) Regulations 2020 Occupational Health and Safety Regulations 2017 Public Health and Wellbeing Regulations 2019 Public Health and Wellbeing (Prescribed Accommodation) Regulations 2020 Roads Safety Road Rules 2017 Road Safety (General) Regulations 2019 Road Safety (Traffic Management) Regulations 2019 Road Safety (Vehicles) Regulations 2021 Subdivision (Fees) Regulations 2021 Subdivision (Procedures) Regulations 2021 Subdivision (Registrar's Requirements) Regulations 2011 Miscellaneous and Administrative Powers</p>	CEO	<p>Maternal and Child Health Nurse 1 Maternal and Child Health Nurse 2 Manager Community Strengthening and Engagement Manager Corporate Services Manager Development & Environmental Services Municipal Emergency Management Officer Municipal Emergency Management Officer Deputy Manager Infrastructure & Works Manager People and Culture Municipal Recovery Manager Northern Works Supervisor Payroll and Accounts Payable People and Safety Officer Plant Co-ordinator Procurement and Contracts Officer Revenue Coordinator Site Engineer Sports and Recreation Co-ordinator Southern Works Supervisor Waste and Sustainability Coordinator</p>	<p>Craig Byron John Wren Tim Rose Nanette Freckleton Michelle Schilling Sarah Collins Anita McFarlane Adam Moar Michael Evans Loretta Leith Joel Turner Bernardine Schilling Tony Caccaviello Adrian Love Sam Callaby David Goodin Anthony Brennan Helen Pollard Chantelle Pitt Isaac McPherson Rebecca Botheras Heath Callaby La Vergne Lehmann</p>	N/A	N/A	CEO
S16 Instrument of Delegation by CEO for bushfire Reconstruction Applications under the Planning and Environment Act 1987	17/06/2024	<p>Planning and Environment Act 1987 Planning and Environment Regulations 2015 Planning and Environment (Fees) Regulations 2016</p>	CEO	<p>Manager Development Services Chief Operating Officer</p>	<p>Adam Moar Tony Caccaviello</p>	N/A	N/A	CEO
S14 - Instrument of Delegation by CEO for VicSmart Applications under the Planning and Environment Act 1987	13-May-2024	<p>Planning and Environment Act 1987 Planning and Environment Regulations 2015 Planning and Environment (Fees) Regulations 2016</p>	CEO	<p>Manager Development Services Chief Operating Officer</p>	<p>Adam Moar Tony Caccaviello</p>	N/A	N/A	CEO
Authorisation - General Inspectors	16/04/2024	<p>Prevention of Cruelty to Animals Act 1986 Domestic Animals Act 1994</p>	Director of Animal Welfare Victoria, DEECA	<p>Local Laws Officer & Ranger Local Laws and Sale Yard</p>	<p>Craig Byron John Wren</p>	N/A	N/A	DEECA
S6 - Instrument of Delegation to Members of Council Staff	28.08.2024	<p>Domestic Animals Act 1994 Food Act 1984 Heritage Act 2017 Local Government Act 1989 Planning and Environment Act 1987 Residential Tenancies Act 1997 Road Management Act 2004 Planning and Environment Regulations 2015 Planning and Environment (Fees) Regulations 2016 Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020 Road Management (General) Regulations 2016 Road Management (Works and Infrastructure) Regulations 2015</p>	Council	<p>CEO Chief Operating Officer Business Systems Co-Ordinator Manager Assets & Emergency Management / Chief Emergency Management Officer Environmental Health Officer Governance Officer Local Laws Officer / Ranger Local Laws / Sale Yards Officer Manager Community Health Manager Development & Environmental Services Manager Infrastructure & Works Development Services Officer People and Safety Officer Manager People and Culture</p>	<p>Tammy Smith Tony Caccaviello Daniel Brandon Michael Evans Tim Rose Joanne White Craig Byron John Wren Helene Wortley Adam Moar Joel Turner James Thomas Bernardine Schilling David Goodin</p>	28.08.2024	15.6	Council
S5 - Instrument of Delegation to CEO	22/05/2024	<p>Local Government Act 2020</p>	Council	CEO	Tammy Smith	22/05/2024	15.1	Council
S15 - Instrument of Appointment and Authorisation of Council's FOI Officer	09-August-2024	<p>Freedom of Information Act 1982</p>	CEO	<p>Manager People & Culture Governance Officer</p>	<p>Bernardine Schilling Jo White</p>	N/A	N/A	CEO

S13 - Instrument of Delegation - of CEO Powers, Duties and Functions	8/08/2024	<p>Child Wellbeing and Safety Act 2005 Emergency Management Act 2013 Fines Reform Act 2014 Fire Services property Levy Act 2012 food Act 1984 Freedom of Information Act 1982 Independent Broad-Based Anti-Corruption Commission 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 Victorian Inspectorate Act 2011 Local Government (Electoral) Regulations 2020 Local Government (Governance and Integrity) Regulations 2020 Local Government (Land Information) Regulations 2021</p>	CEO	<p>Chief Executive Officer Chief Operating Officer Manager Assets and Emergency Management Early Years Co-ordinator Manager Community Strengthening and Engagement Manager Community Health Manager Corporate Services Manager Development & Environmental Services Manager Infrastructure & Works Manager People & Culture Revenue Coordinator Waste & Sustainability Coordinator Central Works Supervisor Northern Works Supervisor Southern Works Supervisor Plant Coordinator Coordinator Projects and Works Assets Coordinator Building & Maintenance Coordinator Sports & Recreation Coordinator Business Systems Coordinator Community Strengthening Coordinator Site Engineer Governance Support Officer Municipal Emergency Management Officer Deputy Environmental Health Officer Governance Officer Maternal and Child Health Nurse 1 Maternal and Child Health Nurse 2 People and Safety Officer Plant Coordinator</p>	<p>Tony Caccaviello Michael Evans / Vanessa Lantzakis Loretta Leith Sarah Collins Tim Rose Anita McFarlane Adam Moar Joel Turner Bernardine Schilling Chantelle Pitt La Vergne Lehmann Lucas Curtis Adrian Love Heath Callaby Tony Brennan Caroline Mugwevi Peter Schnorrenbert Darren Winsall Rebecca Botheras Daniel Brandon Isaac McPherson Joanne White Helene Wortley Monique Metlika Michelle Schilling Chloe Stephenson David Goodin Chantelle Pitt</p>	N/A	N/A	CEO
S11 - Appointment and Authorisation	5/09/2024	<p>Domestic Animals Act 1994 Emergency Management Act 2013 Environment Protection Act 2017 Fire Rescue Victoria Act 1958 Fire Services Property Levy Act 2012 Food Act 1984 Graffiti Prevention Act 2007 Housing Act 1983 Impounding of Livestock Act 1994 Land Act 1958 Local Government Act 1989 Local Government Act 2020 Public Health and Wellbeing Act 2008 Part 14 of Residential Tenancies Act 1997 Road Management Act 2004 Road Safety Act 1986 Summary Offences Act 1966 Tobacco Act 1987 Valuation of Land Act 1960</p>	CEO	<p>Chief Operating Officer Environmental Health Officer Local Loaws Officer / Ranger Local Laws and Sale Yards Manager Assets and Emergency Mangement Manager Community Health Maternal Child Health Nurse 1 Maternal Child Health Nurse 2 Manager Corporate Services Manager Development and Environmental Services Chief EMergency Management Officer Municipal Emergency Management Officer Deputy Early Years Co-ordinator People and Safety Officer Revenue Co-ordinator Site Engineer Waste and Sustainability Coordinator</p>	<p>Tony Caccaviello Helene Wortley Craig Byron John Wren Michael Evans Tim Rose Michelle Schilling Chloe Stephenson Anita McFarlane Adam Moar Carol Mugwevi Joel Turner Isaac McPherson Loretta Leith David Goodin Chantelle Pitt La Vergne Lehmann</p>	N/A	N/A	CEO
S11 - Appointment and Authorisation MBS	23/07/2024	The Building Act 1993	CEO	Municipal Building Surveyor	Wayne Wilkie	N/A	N/A	CEO