Delegations & Authorisations as at 09.11.2026

Instrument / Delegation	Date of Appointment	Legislation / Act	Delegation From	Delegation To	Officer Name	Council Meeting Date	Council Meeting Reference	CEO / Council Sign Off	Notes
S18 - Instrument of Sub-Delegation Envrionment Protection Act 2017	26.08.2026	Environment Protection Act 2017	Council	Environmental Health Officer Manager Community Health Chief Operating Officer	Helene Vanderwaal Matthew Carlin Tim Rose	26.08.2026	15.12	Council	
S11 - Appointment and Authorisation MBS	04.11.2026	The Building Act 1993	CEO	Municipal Building Surveyor	Ian Watson	N/A	N/A	CEO	
S12 - Instrument of Delegation by Municipal Building Surveyor	04.11.2026	Building Act 1993	MBS (Ian Watson)	Building Inspector - Unlimited Building Inspector - Limited Building Inspector - Pool Safety Building Surveyor - Unlimited Building Surveyor - Limited	Steve Eastwood Ben Griffiths Shane Ledgar Andrew Britton	N/A	N/A	MBS	
S17 - Instrument of Appointment and Authorisation (Oaths & Affirmations Act).pdf	07.08.2026	Oaths and Affirmations Act 2018	CEO	Authorised Officer Authorised Officer Authorised Officer Authorised Officer	Tim Rose Anita McFarlane Joel Turner Bernardine Schilling	N/A	N/A	CEO	
S11A - Instrument of Appointment and Authorisation (Planning and Environment Act 1987)	26.08.2026	Planning and Environment Act 1987	Council	Manager Development & Environmental Services Chief Operating Officer	Adam Moar Tim Rose	26.08.2026	15.9	Council	
S7 - Instrument of Sub-Delegation by CEO	09.11.2026	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 Conservation, Forests and Land Act 1987 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 Emergency Services and Volunteers Fund Act 2012 Environment Protection Act 2017 Environment Protection Regulations 2021 Estate Agenda Act 1980 Family Violence Protection Act 2008 Fences Act 1968 Filming Approval Act 2014 Fines Reform Act 2014 Fire Rescue Victoria Act 1958 Flora and Fauna Guarantee Act 1988 Food Act 1984 Freedom of Information Act 1982 Gambling Regulation Act 2003 Gender Equality Act 2020 Graffiti Prevention Act 2007 Great Ocean Road and Environs Protection Act 2020 Health Records Act 2001 Heavy Vehicle National Law 2012 Heavy Vehicle National Law Application Act 2013 Heritage Act 2017 Housing Act 1983 Impounding of Livestock Act 1994 Independent Broad-Based Anti-Corruption Commission Act 2011 Infringements Act 2006 Land Act 1958 Land Acquisition and Compensation Act 1986 Liquor Control Reform Act 1998 Livestock Diseases Control Act 1994 Local Government Act 2020 Local Government Act 1989	CEO	Assets and Design Engineer/Deputy MEMO Assets Co-ordinator Building and Maintenance Co-ordinator Business Lead - Asset Systems, Network and Planning Chief Engineering Officer/MEMO Chief Executive Officer Chief Financial Officer Chief Operating Officer/Municipal Recovery Manager Chief People & Culture Officer Community Strengthening Officer Central Works Supervisor Development Services Officer Environmental Health Officer Governance Officer Governance Support Officer Local Laws Officer Local Laws and Sale Yards Manager Business Systems Manager Community Health Interim Manager Community Strengthening and Engagement Manager Development and Environmental Services/Deputy MEMO Supervisor Northern Works Payroll and Accounts Payable People and Safety Officer Procurement and Contracts Officer Revenue Co-ordinator Business Lead Operations/Deputy MEMO Recreation & Community Development Co-ordinator Supervisor Southern Works Waste and Sustainability Co-ordinator Leading Customer Support & Libraries Officer	Sudan Bhandari Peter Schnorrenberg Vanessa Lantzakis Darren Winsall Joel Turner Tammy Smith Anita McFarlane Tim Rose Bernardine Schilling Peter Rees Lucas Curtis James Thomas Helene Vanderwaal Joanne White Monique Metlika Craig Byron John Wren Daniel Brandon Matthew Carlin Rebecca Botheras Adam Moar Adrian Love Sam Callaby David Goodin Helen Pollard Chantelle Pitt Isaac McPherson Rebecca Botheras Heath Callaby La Vergne Lehmann Sarah-Jayne Holland	N/A	N/A	CEO	

		Magistrates' Court Act 1989 Major Transport Projects Facilitation Act 2009 Marine & Coastal Act 2018 Mineral Resources (Sustainable Development) Act 1990 National Parks Act 1975 Pipelines Act 2005 Privacy and Data Protection Act 2014 Professional Engineers Registration Act 2019 Public Interest Disclosures Act 2012 Public Health and Wellbeing Act 2008 Public Records Act 1973 Residential Tenancies Act 1997 Road Management Act 2004 Road Safety Act 1986 Rooming House Operators Act 2016 Second Hand Dealers And Pawnbrokers Act 1989 Service Victoria Act 2018 Sheriff Act 2009 Sport and Recreation Act 1972 Subdivision Act 1988 Suburban Rail Loop Act 1988 Summary Offences Act 1966 Taxation Administration Act 1997 Transfer of Land Act 1958 Transport Integration Act 2010 Unclaimed Money Act 2008 Valuation of Land Act 1960 Victorian Environmental Assessment Council Act 2001 victorian Local Government Grants Commission Act 1976 Victoria State Emergency Service Act 2005 Victorian Data Sharing Act 2017 Victorian Inspectorate Act 2011 Victorian Planning Authority Act 2017 Water Act 1989 Yarra River Protection (WILIP-GIN BIRRARUNG MURRON) Act 2017 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 Environment Protection Regulations 2021 Infringements Regulations 2016 Land Acquisition and Compensation Regulations 2021 Local Government (General) Regulations 2015 Local Government (Land Information) Regulations 2021 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 Subdivisioni (Fees) Regulations 2021 Subdivision (Procedures) Regulations 2021 Subdivision (Registrar's Requirements) Regulations 2011 Miscellaneous and Administrative Powers							
S16 Instrument of Delegation by CEO for bushfire Reconstruction Applications under the Planning and Environment Act 1987	07.08.2026	Planning and Environment Act 1987 Planning and Environment Interim Regulations 2026 Planning and Environment (Fees) Regulations 2016	CEO	Manager Development & Environmental Services Chief Operating Officer	Adam Moar Tim Rose	N/A	N/A	CEO	
S14 - Instrument of Delegation by CEO for VicSmart Applications under the Planning and Envrionment Act 1987	07.08.2026	Planning and Environment Act 1987 Planning and Environment Interim Regulations 2026 Planning and Environment (Fees) Regulations 2016	CEO	Manager Development & Environmental Services Chief Operating Officer	Adam Moar Tim Rose	N/A	N/A	CEO	
Authorisation - General Inspectors	11.06.2024	Prevention of Cruelty to Animals Act 1986 Domestic Animals Act 1994	Director of Animal Welfare Victoria, DEECA	Local Laws Officer & Ranger Local Laws and Sale Yard	Craig Byron John Wren	N/A	N/A	DEECA	valid to 30.06.2027
S6 - Instrument of Delegation to Members of Council Staff	26.08.2026	Cemeteries and Crematoria Act 2003 Domestic Animals Act 1994 Food Act 1984 Heritage Act 2017 Local Government Act 1989 Plannig and Environment Act 1987 Residential Tenancies Act 1997 Cemeteries and Crematoria Regulations 2015 Road Management Act 2004 Planning and Environment Interim Regulations 2026 Planning and Environment (Fees) Regulations 2016 Residential Tenancies (Caravan Parks and Movable Dwellings Road Management (General) Regulations 2016 Road Management (Works and Infrastructure) Regulations 2015	Council	Chief Executive Officer Chief Operating Officer Manager Business Systems Governance Officer Environmental Health Officer Local Laws Officer / Ranger Local Laws / Sale Yards Officer Manager Community Health Manager Development & Environmental Services Chief Engineering Officer Development Services Officer People and Safety Officer Manager People and Culture Business Lead - Asset Systems, Network and Planning Business Lead Operations Information, Communication and Technology Transformation Officer	Tammy Smith Tim Rose Daniel Brandon Joanne White Helene Vanderwaal Craig Byron John Wren Matthew Carlin Adam Moar Joel Turner James Thomas David Goodin Bernardine Schilling Vanessa Lantzakis Isaac McPherson Tracey Arbuckle	26.08.2026	15.10	Council	
S5 - Instrument of Delegation to CEO	26.08.2026	Local Government Act 2020	Council	Chief Executive Officer	Tammy Smith	26.08.2026	15.11	Council	

S15 - Instrument of Appointment and Authorisation (FOI Act only) - signed.pdf	07.08.2026	Freedom of Information Act 1982	CEO	Chief People & Culture Officer Governance Officer	Bernardine Schilling Joanne White	N/A	N/A	CEO	
S11 - Appointment and Authorisation	07.08.2026	Building Act 1993 Country Fire Authority Act 1958 Domestic Animals Act 1994 Emergency Management Act 2013 Emergency Services and Volunteers Fund Act 2012 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	CEO	Chief Operating Officer/Municipal Recovery Manager MRM Environmental Health Officer Local Laws Officer / Ranger Local Laws and Sale Yards Chief Engineering Officer/Municipal Emergency Management Officer MEMO Manager Community Health/Deputy MRM Chief Financial Officer Manager Development and Environmental Services/Deputy MEMO Business Lead Asset Systems, Networks and Planning People and Safety Officer Revenue Co-ordinator Business Lead Operations/Deputy MEMO Waste and Sustainability Coordinator Asset & Design Engineer/Deputy MEMO Municipal Recovery Manager Deputy/Deputy MRM Manager Development & Environmental Services/Deputy MEMO Chief People & Culture Officer	Tim Rose Helene Vanderwaal Craig Byron John Wren Joel Turner Matthew Carlin Anita McFarlane Adam Moar Vanessa Lantzakis David Goodin Chantelle Pitt Isaac McPherson La Vergne Lehmann Sudan Bhandari Sarah Christian & Rebecca Botheras Adam Moar Bernardine Schilling	N/A	N/A	CEO	Completed 10.02.2026
S13 - Instrument of Delegation by CEO	09.11.2026	Child Wellbeing and Safety Act 2005 Emergency Management Act 2013 Emergency Services and Volunteers Fund Act 212 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	CEO	Chief Executive Officer Chief Operating Officer/Municipal recovery Manager MRM Interim Manager Community Strengthening and Engagement Manager Community Health Chief Financial Officer Manager Development & Envrironmental Services/Deputy MEMO Chief Engineering Officer/Municipal Emergency Management Officer MEMO Chief People & Culture Officer Revenue Coordinator Waste & Sustainability Coordinator Central Works Supervisor Northern Works Supervisor Southern Works Supervisor Leading Customer Support & Libraries Officer Assets Coordinator Building & Maintenance Coordinator Recreation & Community Development Co-ordinator Business Systems Manager Community Strengthening Officer Business Lead Operations/Deputy MEMO Governnance Support Officer Asset & Design Engineer/Deputy MEMO Revenue Co-ordinator Environmental Health Officer Governance Officer Governance Support Officer People and Safety Officer	Tammy Smith Tim Rose Rebecca Botheras Matthew Carlin Anita McFarlane Adam Moar Joel Turner Bernardine Schilling Chantelle Pitt La Vergne Lehmann Lucas Curtis Adrian Love Heath Callaby Sarah-Jayne Holland Peter Schnorrenberg Darren Winsall Rebecca Botheras Daniel Brandon Peter Rees Isaac McPherson Monique Metlika Sudan Bhandari Chantelle Pitt Helene Vanderwaal Joanne White Monique Metlika David Goodin	N/A	N/A	CEO	
S11B - Instrument of Appointment and Authorisation under the EPA 2017	26.08.2026	Environment Protection Act 2017	Council	Chief Operating Officer Environmental Health Officer Local Laws Officer / Ranger Local Laws and Sale Yards Manager Community Health Waste and Sustainability Co-ordinator	Tim Rose Helene Vanderwaal Craig Byron John Wren Matthew Carlin La Vergne Lehmann	26.08.2026	15.12	Council	