

**Stonnington City Council**  
**Instrument of Delegation**  
**pursuant to the**  
***Local Government Act 2020***  
**by**  
**by the Chief Executive Officer**

### Instrument of Delegation

By this Instrument of Delegation, in exercise of the powers conferred by section 47(2) of the *Local Government Act 2020*, I, Jacqui Weatherill as Chief Executive Officer of Stonnington City Council:

1. delegate each duty and/or function and/or power 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 described in Column 3 of the Schedule;
2. record that a reference in the Schedule to:



Abbreviation		Title
CFO	means	Chief Financial Officer
CGO	means	Chief Governance Officer
Coordinator	means	Level 4 staff
CoordStatP	means	Coordinator Statutory Planning
CoordS&P	means	Coordinator Safety and Prevention
GenCounsel	means	General Counsel
CPO	means	Chief People Officer
CSO	means	Civic Support Officer
DCW	means	Director Community Wellbeing
DEI	means	Director Environment & Infrastructure
Directors	means	Level 2 staff.
DPP	means	Director Planning & Place
EHC	means	Environmental Health Coordinator
EMCE	means	Executive Manager Communications and Engagement
EMLG	means	Executive Manager Legal and Governance
FOIO	means	Freedom of Information Officer
MC&CR	Means	Manager Councillor & Civic Relations
MCH&ISCoord	means	Maternal and Child Health & Immunisation Services Coordinator
M&CHN	means	Maternal and Child Health Nurse
Managers	means	Level 3 staff plus EMLG, EMCE, CFO & CPO

Abbreviation		title
MComms	means	Manager Community Services
MCO	means	Manager City Operations
MEMO	means	Municipal Emergency Management Officer
MLC	means	Manager Liveability & Compliance
MSP	means	Manager Statutory Planning
PAC	means	Planning Appeals Coordinator
PIC	means	Planning Investigations Coordinator
PIO	means	Planning Investigations Officer
RO	means	Revenue Officers
RevCoord	means	Revenue Coordinator
SO	means	Subdivision Officer
SRO	means	Senior Revenue Officer
WC&RTWO	means	Workers Compensation & Return to Work Officer

3. record that on the coming into force of this Instrument of Delegation the previous S13 Instrument of Delegation issued by me is revoked;
4. declare that this Instrument of Delegation -
  - 4.1 comes into force immediately upon its execution;
  - 4.2 remains in force until varied or revoked;
  - 4.3 must be read in accordance with any guidelines or policies which Council from time to time adopts; and
5. declare that the delegate must not determine the issue, take the action or do the act or thing if:
  - 5.1 the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a resolution of Council; or
  - 5.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
    - a) policy; or
    - b) strategy
 adopted by Council; or
  - 5.3 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, whether on account of section 98(1)(a) – (f) (inclusive) of the Act or otherwise.

This Instrument of Delegation is dated Friday 17 December 2021.

<b>SIGNED</b> by Jacqui Weatherill, Chief Executive Officer of Council in the presence of:	)
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(Witness)

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<b>CHILD WELLBEING AND SAFETY ACT 2005</b>			
<b>Provision</b>	<b>Power/duty/function delegated</b>	<b>Delegate</b>	<b>Comments</b>
s.29(2)	Function of receiving written notice and consenting to inspection of relevant premises by the Commission for Children and Young People.	DCW & MCommS.	“Relevant premises” refers to premises which provide services or facilities for children.
s.29(3)	Power to consent to inspection of relevant premises without written notice by the Commission for Children and Young People.	DCW & MCommS.	
s.36	Duty to ensure that the Commission for Children and Young People is given any assistance reasonably required to perform functions.	DCW & MCommS.	
s.43	Function of receiving birth notices in certain circumstances.	MCommS, MCH&ISCoord & M&CHN.	
s.45	Duty to send a copy of a birth notice to a nurse or the Secretary. (*)	MCommS, MCH&ISCoord & M&CHN.	(*) <i>Secretary means the Secretary of the Department of Health.</i>
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.	DCW & MCommS.	
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.	DCW & MCommS.	

<b>EMERGENCY MANAGEMENT ACT 2013</b>			
<b>Provision</b>	<b>Power/duty/function delegated</b>	<b>Delegate</b>	<b>Comments</b>
s.54(1) (a) (vii)	Power to nominate a person, position or role to be a member of the Regional Emergency Management Planning Committee.	MEMO.	Stonnington is a member of a REMPC.
s.59B (1) (b)	Power to nominate a member of Council staff to be the chairperson of the Municipal Emergency Management Planning Committee.	MEMO.	Stonnington is a member of a REMPC. Delegates cannot nominate themselves.
s.74E(3)(d)	Function of receiving a copy of any Orders made by Governor in Council under this section.	MEMO.	

<b>FINES REFORM ACT 2014</b>			
<b>Provision</b>	<b>Power/duty/function delegated</b>	<b>Delegate</b>	<b>Comments</b>
s.175(1)(b)	Power to certify that exceptional circumstances apply requiring Council not to provide the required information.	MLC.	Where Council is a "specified agency".