



S6 Instrument of Delegation to Members of Council Staff

Darebin City Council

Instrument of Delegation

to

Members of Council Staff



INSTRUMENT OF DELEGATION MEMBERS OF COUNCIL STAFF

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or 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 described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. record that reference in the Schedule are as follows:

Acronym		Title
Admin – P&B	means	All Administration Staff – Planning and Building
AA	means	Appeals Advocate
BSO(B&P)	means	Business Support Officer (Business and Performance)
BSO(HP)	means	Business Support Officer (Health Protection)
CEO	means	Chief Executive Officer
CFO	Means	Chief Finance Officer
CAP	means	Coordinator Asset Planning
CHP	means	Coordinator Health Protection
CI&FM	means	Coordinator Infrastructure and Fleet Maintenance
CSP	means	Coordinators Statutory Planning
CPD	means	Coordinator Priority Development
CSTP	means	Coordinator Strategic Planning
CTE	Means	Coordinator Transport Engineering
CG&WO	means	Coordinator Graffiti and Waste Operations
COC&C	means	Coordinator Operations Contracts & Compliance
EHT	Means	Environmental Health Technician
GMC	means	General Manager Community
GMCS&S	means	General Manager City Sustainability and Strategy
GMG&E	means	General Manager Governance and Engagement
GMO&C	means	General Manager Operations and Capital
HPO	means	Health Protection Officer
MC&MP	means	Manager Capital & Major Projects

Acronym		Title
MBS	means	Municipal Building Surveyor
MCD	means	Manager City Development
MCF	means	Manager City Futures
MCS&C	means	Manager City Safety and Compliance
MCW	means	Manager City Works
MCE&ST	means	Manager Climate Emergency and Sustainable Transport
MCG	means	Manager Corporate Governance
MP&AS	means	Manager Property & Asset Strategy
PIO	means	Planning Investigation Officer
PDP	means	Priority Development Planner
PSP	means	All Principal Statutory Planners
Service Manager or Coordinator	means	The Manager or Coordinator responsible for Council service or facility
SHPO	means	Senior Health Protection Officer
SSO	means	Senior Subdivision Officer
SO	means	Subdivision Officer
SP	means	All Statutory Planners
SPA	means	Statutory Planning Assistants
SPIO	means	Senior Planning Investigation Officer
SSP	means	All Senior Statutory Planners
STP	means	All Strategic Planners
SCL	means	Subdivision Customer Liaison
STDP	means	Student Planner
TLB&P	means	Team Leader Business and Performance
TLLL	means	Team Leader Local Laws
TE	means	All Transport Engineers including Senior Transport Engineers

3. declares that:

3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 24 October 2022;
and

3.2 the delegation:

3.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;

3.2.2 revokes the delegation issued by Council on 27 September 2021 ;

- 3.2.3 remains in force until varied or revoked;
- 3.2.4 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
- 3.2.5 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

3.3 the delegate must not determine the issue, take the action or do the act or thing:

- 3.3.1 if 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;
- 3.3.2 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;
- 3.3.3 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; or
- 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

The COMMON SEAL of
DAREBIN CITY COUNCIL
was affixed on _____
with the authority of the Council:

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)
)
)

Signed by the Mayor in the presence of)

Witness GINA COLLINS)

Date: 7/11/22)

Signed by the Chief Executive Officer of Council in the presence of)

Witness Georgina Steele)

Date: 27 October 2022)

27 October 2022
