

COLAC OTWAY SHIRE

CURRENT INSTRUMENTS OF AUTHORISATION AND DELEGATION REGISTER (Updated January 2024)

NAME	DELEGATION/ AUTHORISATION	DATE SIGNED	DOC#
BUILDING	Instrument of Appointment & Authorisation	Date Signed	
Ian Watson	S11	30/11/2023	D23/1175927
Shaun Melican	S11	30/11/2023	D23/1182342
Hannah Carrucan	S11	22/12/2023	D23/1188345
CONNECTED COMMUNITIES	Instrument of Appointment & Authorisation		
Tamzin McLennan		14 November 2020	D20/254720
HEALTHY ENVIRONMENTS	Instrument of Appointment & Authorisation		
Dora Novak	Compliance	12 February 2021	D21/24596
Rhassel Mhasho	Local Laws Control	16 August 2022	D22/157558
Kevin Young	Local Laws Control	1 September 2020	D20/191166
Doug Winckle	Compliance	1 September 2020	D20/191150
Jade Quinn	Local Laws Control	1 September 2020	D20/191163
Simon Hunnam	Local Laws Control	1 September 2020	D22/132101
Leanne Haslem	Local Laws Control	1 September 2020	D20/191170
Stefanie Riches	S11 Local Laws Control	16 December 2022	D22/269734
Prudence Ferlazzo	S11 Local Laws Control	16 December 2022	D22/269729
Scott McKenzie	S11 Local Laws Control	16 December 2022	D22/272492
Alex Broomfield	S11 Local Laws Control	8 December 2023	D23/1184317
Daryl Joiner	S11 Local Laws Control	22 December 2023	D23/1118982
CORPORATE AND GOVERNANCE	Instrument of Appointment & Authorisation		
Paul Carmichael	Valuation Land act	1 September 2020	D20/191177
Lenny Jenner	Local Gov. Act - S11	22 January 2024	D24/15048
COUNCILLOR CONDUCT OFFICER	Instrument of Appointment & Authorisation		
Lenny Jenner			D21/26721

NAME	DELEGATION/ AUTHORISATION	DATE SIGNED	DOC#
COMMUNITY AND ECONOMY	Instrument of Appointment & Authorisation		
Ian Seuren		1 September 2020	D20/191162
Doug McNeill		1 September 2020	D20/191149
Helen Evans		11 July 2011	D20/255197
Ian Williams		11 July 2011	D20/255215
Blaithin Butler		10 September 2012	D20/255361
Simon Clarke		19 March 2018	D18/25506
Dora Novak		19 March 2018	D18/25504
Vikram Kumar		23 April 2018	D18/37925
Erin Sonogo		6 September 2018	D18/91931
Julia Repusic		28 August 2019	D19/119541
Ravi Teja Ayyagari		27 November 2019	D19/167859
Sean O'Keefe		24 August 2023	D23/1105681
Archna Rani		10 October 2023	D23/1105444
EMERGENCY MANAGEMENT	Instrument of Appointment & Authorisation		
Cameron Duthie	MEMO	23 December 2021	D22/1506
James Myatt	MEMO	23 December 2021	D22/1507
Doug McNeill	MEMO	1 December 2020	D20/279185
Tamzin McLennan	MRM	23 December 2021	D22/1511
Doug McNeill	MRM	23 December 2021	D22/1508
ENVIRONMENT & SUSTAINABILITY	Instrument of Appointment & Authorisation		
Dora Novak		3 December 2018	D18/130242
ENVIRONMENT PROTECTION ACT 2017 – 11B Appoint an Authorised Officer	Instrument of Appointment & Authorisation		
Simon Hunnam		29 July 2021	D21/162327
Leanne Haslem		29 July 2021	D21/162325
Kevin Young		29 July 2021	D21/162324
James McDonald		29 July 2021	D21/162323
Doug Winckle		29 July 2021	D21/162317
Doug McNeill		29 July 2021	D21/162316
Daryl Joiner		29 July 2021	D21/162313
Dorien Evenhuis		28 June 2022	D22/109016
Stefanie Riches		16 December 2022	D22/269734
Prudence Ferlazzo		16 December 2022	D22/269729
Scott McKenzie		16 December 2022	D22/272492
Florence Bennett		13 April 2022	D22/71761

ENVIRONMENT PROTECTION ACT 2017 – 11C Appoint as Litter & Noise Enforcement Officers	Instrument of Appointment & Authorisation		
Simon Hunnam		29 July 2021	D21/162342
Leanne Haslem		29 July 2021	D21/162340
Kevin Young		29 July 2021	D21/162339
James McDonald		29 July 2021	D21/162338
Doug Winckle		29 July 2021	D21/162333
Doug McNeill		29 July 2021	D21/162331
Dorien Evenhuis		23 June 2022	D22/109014
Daryl Joiner		29 July 2021	D21/162329
Stefanie Riches		16 December 2022	D22/269734
Prudence Ferlazzo		16 December 2022	D22/269729
Scott McKenzie		16 December 2022	D22/272492
Florence Bennett		13 April 2022	D22/71762
FIRE PREVENTION	Instrument of Appointment & Authorisation		
Rhassel Mhasho	Fire Prevention Officer	26 September 2023	D23/1118956
Kevin Young	Assistant Fire Prev. Officer	10 October 2023	D23/1147154
Daryl Joiner	Assistant Fire Prev. Officer	7 November 2023	D23/1162922
Stefani Riches	Assistant Fire Prev. Officer	10 October 2023	D23/1147209
Prudence Ferlazzo	Assistant Fire Prev. Officer	10 October 2023	D23/1147215
Leanne Haslem	Assistant Fire Prev. Officer	10 October 2023	D23/1147219
Alex Broomfield	Assistant Fire Prev. Officer	4 October 2023	D23/1178592
Daryl Joiner	Assistant Fire Prev. Officer	7 November 2023	D23/1162929
FOI OFFICER	S15 Instrument of Appointment & Authorisation		
Janine Johnstone		17 July 2023	D23/1093692
HEALTHY ENVIRONMENTS	Instrument of Appointment & Authorisation		
Daryl Joiner		13 April 2022	D22/71765
Barbara Paine		17 June 2015	D15/46390
James McDonald		13 April 2022	D22/71764
Bridgette Wolny	Food Act Only	4 February 2022	D22/21790
Dorien Evenhuis		28 June 2022	D22/109032
Lachlan Benjafield	Food Act Only	4 February 2022	D22/21793
Tom Russell	Food Act Only	14 April 2023	D23/1033989
Zoe Borghouts	Food Act Only	14 April 2023	D23/1033989
Anthony Komives	Food Act Only	14 April 2023	D23/1033989
Florence Bennett		13 April 2022	D22/71760

INFRASTRUCTURE & OPERATIONS	S11 - Instrument of Appointment & Authorisation		
Paul Austin		30 August 2022	D22/186857
Kanishka Gunasekara		30 August 2022	D22/182451
Cameron Duthie		23 September 2020	D20/209522
Rashil Pradhan		24 August 2023	D23/1105794
PLANNING & ENVIRONMENT ACT	Instrument of Appointment & Authorisation		
Ian Seuren		28 August 2020	D20/196326
Doug McNeill		28 August 2020	D20/196325
Kevin Young		28 August 2020	D20/196287
Scott McKenzie		24 February 2023	D23/36719
Prudence Ferlazzo		15 December 2022	D22/274714
Stefanie Riches		15 December 2022	D22/274710
Leanne Haslem		28 August 2020	D20/196321
Simon Hunnam		28 August 2020	D20/196294
Blaithin Butler		28 August 2020	D20/196286
Doug Winckle		28 August 2020	D20/196289
Simon Clarke	Cannot institute proceedings	19 March 2018	D20/258200
Ravi Teja Ayyagari	Cannot institute proceedings	27 November 2019	D19/167858
Julia Repusic	Cannot institute proceedings	29 August 2019	D19/119542
Dora Novak	Cannot institute proceedings	5 July 2017	D20/258483
Ian Williams	Cannot institute proceedings	25 August 2010	D20/258486
Helen Evans	Cannot institute proceedings	25 August 2010	D20/258502
Erin Sonogo	Cannot institute proceedings	2 October 2018	D20/258503
Sean O'Keefe	Cannot institute proceedings	5 October 2023	D23/1147859
Archna Rani	Cannot institute proceedings	5 October 2023	D23/1147857
Vikram Kumar	Cannot institute proceedings	25 May 2018	D20/258504
Dora Novak		25 February 2021	D21/39062
Heidi Robinson	Cannot Institute proceedings	25 February 2021	D21/39063
Rhassel Mhasho		27 July 2022	D22/158088
Alex Broomfield	S11A	1 December 2023	D23/1157431
POLICE ENFORCEMENT	Instrument of Appointment & Authorisation		
Police Officers listed in document		15 September 2023	D23/1126673

PREVENTION OF CRUELTY TO ANIMALS ACT 1986	Instrument of Appointment & Authorisation		
Kevin Young	Approval of General Inspector	5 June 2021	D21/118619
Simon Hunnam	Approval of General Inspector	5 June 2021	D21/118619
Leanne Haslem	Approval of General Inspector	5 June 2021	D21/118619
Stefanie Riches	Approval of General Inspector	22 March 2023	D23/1028871
Prudence Ferlazzo	Approval of General Inspector	22 March 2023	D23/1028871
CEO	Delegation from DPI to CEO	8 July 2021	D21/148199
PLANNING COMMITTEE OF COUNCIL	Instrument of Delegation		
Councillors		3 November 2021	D21/240475
COUNCIL to CHIEF EXECUTIVE OFFICER	S5 Instrument of Delegation		
Anne Howard		28 July 2021	D21/173323
COUNCIL to STAFF	S6 Instrument of Delegation		
Staff as listed		5 October 2023	D23/1147861
CEO to STAFF	S7 Instrument of Delegation		
Staff as listed		11 April 2023	D23/1034521
MUNICIPAL BUILDING SURVEYOR to BUILDING STAFF	S12 Instrument of Delegation		
Municipal Building Surveyor to Building staff		2/1/2024	D23/1177952
DELEGATION OF CEO powers to STAFF	S13 Instrument of Delegation		
Staff as listed		30 October 2020	D20/241495
CEO for VicSmart Applications under the Planning & Environment Act 1987	S14 Instrument of Delegation		
Staff as listed		30 October 2020	D20/241494

BUSHFIRE RECONSTRUCTION APPLICATIONS UNDER THE PLANNING & ENVIRONMENT ACT 1987	S16 Instrument of Delegation		
Staff as listed		27 April 2021	D21/79768
LOCAL GOVERNMENT ACT 2020/ OATHS AND AFFIRMATIONS ACT 2018	S17 Instrument of Authorisation		
Andrew Tenni		8 December 2023	D23/1067880
Ian Seuren		8 December 2023	D23/1067880
Doug McNeill		8 December 2023	D23/1067880
PORT MANAGER (Council) TO STAFF	Instrument of Delegation		
Staff as listed		30 October 2020	D20/214910
WATERWAYS MANAGER (Council) TO STAFF	Instrument of Delegation		
Staff as listed		30 October 2020	D20/214897
PORT SUB-DELEGATION CEO TO STAFF	Instrument of Delegation		
Staff as listed		30 October 2020	D20/214904
Child Well-being and Safety Act 2005	S20A - Instrument of Delegation		
Ian Seuren		25 July 2023	D23/1091526
Tamzin McLennan			
Diane Earl			

**C7 INSTRUMENTS OF DELEGATION
CEO to COMMUNITY ASSET COMMITTEES**

COMMUNITY ASSET COMMITTEE	DATE SIGNED	DOC #
Alvie Recreation Reserve	16 January 2023	D23/1026577
Apollo Bay Senior Citizens Centre	11 April 2023	D23/1034562
Beech Forest Hall	16 January 2023	D23/1026606
Beech Forest Recreation Reserve	16 January 2023	D23/1026781
Birregurra Public Hall	16 January 2023	D23/1026587
Carlisle River Recreation Reserve	16 January 2023	D23/1026607
Chapple Vale Public Hall	16 January 2023	D23/1026610
Cororooke Hall	16 January 2023	D23/1026593
Cressy Hall	16 January 2023	D23/1026611
Eurack Public Hall and Tennis Reserve	16 January 2023	D23/1026612
Irrewillipe Hall and Reserve	16 January 2023	D23/1026614
Kennett River Tennis Reserve	16 January 2023	D23/1026579
Larpent Hall and Tennis Reserve	16 January 2023	D23/1026580
Lavers Hill Hall	16 January 2023	D23/1026773
Pirron Yallock Recreation Reserve	16 January 2023	D23/1026581
Stoneyford Hall	16 January 2023	D23/1026598
Swan Marsh Hall and Tennis Reserve	16 January 2023	D23/1026615
Warncoort Tennis Reserve	16 January 2023	D23/1026609
Warrion Public Hall	16 January 2023	D23/1026558
Yeo Recreation Reserve	16 January 2023	D23/1026618