



Merri-bek
City Council

*S18 Instrument of Sub-Delegation
under the Environment Protection Act 2017*

Merri-bek City Council

Instrument of Sub-Delegation

to

Members of Council staff

Instrument of Sub-Delegation

By this Instrument of Sub-Delegation, in exercise of the power conferred by s 437(2) of the *Environment Protection Act 2017* ('Act') and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021, 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 in column 3 of the Schedule;
2. record that references in the Schedule are as follows

DCI	means	Director City Infrastructure
MAC	means	Manager Amenity and Compliance
UMCO	means	Unit Manager Compliance Operations
LLO	means	Local Laws Officer
AMLLO	means	Animal Management and Local Laws Officer
DPE	means	Director Place and Environment
GMCD	means	Group Manager City Development
UMEH	means	Unit Manager Environmental Health
TLEH	means	Team Leader Environmental Health
EHO	means	Environmental Health Officer
GEHO	means	Graduate Environmental Health Officer
PHWO	means	Public Health and Wellbeing Officer
RNMO	means	Residential Noise Management Officer
3. this Instrument of Sub-Delegation is authorised by **a resolution of Council** passed on **9 July 2025** pursuant to a power of sub-delegation conferred by the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021;
4. the delegation:
 - 4.1 comes into force immediately the common seal of Council is affixed to this Instrument of Sub-Delegation;
 - 4.2 remains in force until varied or revoked;
 - 4.3 is subject to any conditions and limitations set out in sub-paragraph 5, and the Schedule; and
 - 4.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
5. this Instrument of Sub-Delegation is subject to the following limitations:
 - 5.1 the powers, duties and functions described in column 1 and summarised in column 2 of the Schedule are only delegated for the purpose of regulating:

- 5.1.1 onsite wastewater management systems with a design or actual flow rate of sewage not exceeding 5,000 litres on any day; and
 - 5.1.2 noise from the construction, demolition or removal of residential premises;
6. the delegate must not determine the issue, take the action or do the act or thing:
- 6.1 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;
 - 6.2 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;
 - 6.3 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
 - 6.4 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.

The Common Seal of the Merri-bek City Council was affixed on 25 July 2025 with the authority of Council:



Signed by Cathy Henderson,)
 Chief Executive Officer of)
 Merri-bek City Council:) [Redacted Signature]

Signed by Cr Helen Davidson,)
 Mayor of Merri-bek City Council)
) [Redacted Signature]

SCHEDULE

ENVIRONMENT PROTECTION ACT 2017			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 271	Power to issue improvement notice	DCI, MAC, UMCO, LLO, AMLLO DPE, GMCD, UMEH, TLEM, EHO, GEHO, PHWO, RNMO	
s 272	Power to issue prohibition notice	DCI, MAC, UMCO, LLO, AMLLO DPE, GMCD, UMEH, TLEM, EHO, GEHO, PHWO, RNMO	
s 279	Power to amend a notice	DCI, MAC, UMCO, LLO, AMLLO DPE, GMCD, UMEH, TLEM, EHO, GEHO, PHWO, RNMO	
s 358	Functions of the Environment Protection Authority	DCI, MAC, UMCO, LLO, AMLLO DPE, GMCD, UMEH, TLEM, EHO, GEHO, PHWO, RNMO	
s 359(1)(b)	Power to do all things that are necessary or convenient to be done for or in connection with the performance of the Environment Protection Authority's functions and duties and to enable the Authority to achieve its objective.	DCI, MAC, UMCO, LLO, AMLLO DPE, GMCD, UMEH, TLEM, EHO, GEHO, PHWO, RNMO	
s 359(2)	Power to give advice to persons with duties or obligations	DCI, MAC, UMCO, LLO, AMLLO DPE, GMCD, UMEH, TLEM, EHO, GEHO, PHWO, RNMO	