INSTRUMENT OF DELEGATION

INSTRUMENT OF DELEGATION UNDER THE LAND AND BUSINESS (SALE AND CONVEYANCING) ACT 1994

21 JULY 2026

Delegation Sources

- Land and Business (Sale and Conveyancing) Act 1994

Positions

Abbreviation	Position	Name
AODRS	Administration Officer Development & Regulatory Services	Margie Simpson
AODRS&AO	Administration Officer Development & Regulatory Services and Assets & Operations	Bonnie Smith
CEO	Chief Executive Officer	Ross McNeil
DIO	Director Infrastructure & Operations	Geoff Van Mierlo
MDRS	Manager Development & Regulatory Services	Gabby Swearse
MF	Manager Finance	David Rattley
RO	Rates Officer	Tanya Francis & Bernadette McCarthy

Positions Groups

Positions Group	Position	Positions
EHO	Environmental Health Officers	EH1, EH2
PO	Planning Officers	PO1, PO2

Instrument of Delegation under the Land and Business (Sale and Conveyancing) Act 1994

Land and Business (Sale and Conveyancing) Act 1994				
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**	**Capacity of Council**
section 7	Respond to enquiries regarding prescribed matters by a vendor of land	CEO, AODRS, MDRS, RO, DIO, AODRS&AO, EHO, PO		council
section 8	Respond to enquiries regarding prescribed matters by a vendor of a small business	CEO, MDRS, DIO, EHO, PO		council
section 12	Provide information regarding any charge or prescribed encumbrance over land within the council's area of which the council has the benefit or insurance under Division 3 of Part 5 of the Building Work Contractors Act 1995 in relation to a building on land within the council's area	CEO, MDRS, MF, DIO, EHO, PO		council