

S13 Instrument of Delegation of CEO powers, duties and functions



Instrument of Delegation

by

The Chief Executive Officer

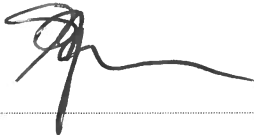
Instrument of Delegation of CEO powers, duties and functions

By this Instrument of Delegation, in exercise of the power conferred by s 47(2) of the *Local Government Act 2020*, I, as Chief Executive Officer of Maroondah City Council –

1. delegate each duty and/or function and/or power respectively 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 respectively described in column 3 of the Schedule;
2. declare that this Instrument of Delegation -
 - 2.1 comes into force immediately upon its execution;
 - 2.2 remains in force until varied or revoked; and
 - 2.3 is subject to any conditions and limitations set out in paragraph 3, and in the Schedule; and
3. declare that the delegate must not determine the issue, take the action or do the act or thing 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.

This Instrument of Delegation is dated 20 October 2026 and is made by the Chief Executive Officer.

SIGNED by Stephen Kozlowski
CHIEF EXECUTIVE OFFICER
Maroondah City Council



in the presence of:

Dated: 20 October 2026


.....
Witness

SCHEDULE

INDEX

ACT / REGULATION	PAGE NO
FOOD ACT 1984	1

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	Coordinator Community Health Team Leader Environmental Health	If s 19(1) applies Where the CEO is the registration authority
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	Coordinator Community Health Team Leader Environmental Health	If s 19(1) applies Where the CEO is the registration authority
s 19(2)(c)	Power to direct by written order that any applicable requirement of the Food Safety Standards referred to in s 19(1)(d) is complied with	Coordinator Community Health Team Leader Environmental Health	If s 19(1) applies Where the CEO is the registration authority
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process		If s 19(1) applies Where the CEO is the registration authority
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, (ia) displayed at any point of sale, (ib) be published on the food business's Internet site and (ii) inform the public by notice in a published newspaper, on the Internet site or otherwise	Coordinator Community Health Team Leader Environmental Health	If s 19(1) applies Where the CEO is the registration authority
s 19(6)(a)	Duty to revoke any order under s 19 if satisfied that an order has been complied with	Coordinator Community Health Team Leader Environmental Health	If s 19(1) applies Where the CEO is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19(6)(b)	Duty to give written notice of a revocation under s 19(6)(a) if satisfied that an order has been complied with	Coordinator Community Health Team Leader Environmental Health	If s 19(1) applies Where the CEO is the registration authority
s 19AA(2)	Power to direct, by any written order, that a relevant person must take any of the actions described in (a)-(c)		Where the CEO is the registration authority
s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a relevant person must ensure that any food or class of food is not removed from the premises		
s 19AA(7)	Duty to revoke order issues under s 19AA and give written notice of revocation, if satisfied that the other has been complied with		Where the CEO is the registration authority
s 50AB	Function of signing a certificate under this Act		