

**s20A Instrument of Delegation
(Child Wellbeing and Safety Act 2005)**

19 July 2023

Version 1

Instrument of Delegation

The purpose of this Instrument is to enable the CEO to delegate the power of appointment/authorisation to other staff members who more frequently work in the space of maternal and child health services, as directed by the Department of Education.

Once delegated the power of authorisation, delegates can use the Instrument of Appointment and Authorisation to authorise staff as Child Link Users. This Instrument can also be made by the CEO. How this process works is that once the authorised officer is appointed (either under s 46K(1)(g) or s 46K(1)(h) of the Act), they are then automatically authorised as Child Link users (by virtue of s 46K of the Act).

By this Instrument of Delegation, in exercise of the power conferred by s 46L of the *Child Wellbeing and Safety Act 2005 (Act)*, I, Craig Lloyd, as Chief Executive Officer of Whittlesea City Council make the following delegations –

1. This Instrument includes the provisions under ss 46K(1)(g) and (h) and s 46N of the Act, which relate to the powers and duty conferred on the CEO under the Act and permitted for delegation (Part 7A of the Act).
2. 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.
3. record those references in the Schedule are as follows

Title	Position
CMCH	Coordinator MCH
MCF	Manager Children & Families
UMMCHCO	Unit Manager MCH Clinical Operations

4. declare that this Instrument of Delegation –
 - a. comes into force immediately upon its execution;
 - b. remains in force until varied or revoked;
 - c. is subject to any conditions and limitations set out in paragraph 5, and in the Schedule; and
 - d. must be read in accordance with any guidelines or policies which Council from time to time adopts;

This Instrument of Delegation is made by the Chief Executive Officer on 25 July 2023 under the authority of s 46L of the *Child Wellbeing and Safety Act 2005*

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



M. V. Knowles

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Witness

Date: 25 July 2023

Delegation Sources

- Child Wellbeing and Safety Act 2005

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#	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
675105	Child Wellbeing and Safety Act 2005	s 46K(1)(g)	Power to authorise, in writing, a person employed or engaged by Council, in relation to childhood services implementation or policy, as a Child Link user	MCF	
675106	Child Wellbeing and Safety Act 2005	s 46K(1)(h)	Power to authorise, in writing, a nurse employed or engaged by Council, to provide maternal and child health programs for a Maternal and Child Health service, as a Child Link user	UMMCH, UMMCHCO, CMCH	
675107	Child Wellbeing and Safety Act 2005	s 46N(6)	Duty to notify the Secretary, if there is a reasonable belief, that the person authorised under s 46K has ceased (a) to be a registered teacher or (b) to hold a current Working With Children clearance under the Worker Screening Act 2020	MCF UMMCH, UMMCHCO	