



**East Gippsland Shire Council**

**Instrument of Delegation**

**Council**

**to**

**Members of Staff**

**Approved by Council on ..... / ..... / 2020**

Includes legislation updates to July 2020

## Instrument of Delegation

In exercise of the powers conferred by the legislation referred to in the attached Schedule, 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 opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. declares that:
  - 2.1 this Instrument of Delegation is authorised by resolution of Council passed on  
...../ ...../ 2020 and
  - 2.2 the delegation:
    - 2.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
    - 2.2.2 remains in force until varied or revoked;
    - 2.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
    - 2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 2.3 the delegate must not determine the issue, take the action or do the act or thing:
    - 2.3.1 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;
    - 2.3.2 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) strategyadopted by Council;
    - 2.3.3 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
    - 2.3.4 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 or delegated committee

The Common Seal of East Gippsland Shire Council was affixed on ..... day of ..... 2020  
in the presence of:

Councillor: .....

Cr .....

Chief Executive Officer: .....  
Mr Anthony Basford

## SCHEDULE

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**CEMETERIES AND CREMATORIA ACT 2003**

The provisions of this Act apply to Councils appointed as a cemetery trust under s 5 of this Act, and also apply to Councils appointed to manage a public cemetery under s 8(1)(a)(ii), as though they were a cemetery trust (see s 53).

*Note: Council currently acts as a Cemetery Trust over two unused cemeteries at Glenaladale and Glen Wills. Unless the status of the cemeteries changes there is no need for an assigned delegate against most of these provisions. The provisions remain however to maintain fidelity with the Maddocks document and remove the possibility that staff will think they have been removed in error.*

Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.8(1)(a)(ii)	Power to manage one or more public cemeteries	NO DELEGATION	
s.12(1)	Function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act.	General Manager Business Excellence	Where Council is a Class B cemetery trust
s.12(2)	Duty to have regard to the matters set out in paragraphs (a)-(c) in exercising its functions	General Manager Business Excellence	Where Council is a Class B cemetery trust
s.12A(1)	Function to do the activities set out in paragraphs (a) – (n)	NO DELEGATION	Where Council is a Class A cemetery trust
s.12A(2)	Duty to have regard to matters set out in paragraphs (a) - (e) in exercising its functions	NO DELEGATION	Where Council is a Class A cemetery trust
s.13	Duty to do anything necessary or convenient to enable it to carry out its functions	General Manager Business Excellence	
s.14	Power to manage multiple public cemeteries as if they are one cemetery	NO DELEGATION	
s.15(1) and (2)	Power to delegate powers or functions other than those listed	General Manager Business Excellence	

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PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.15(4)	Duty to keep records of delegations	General Manager Business Excellence  Manager Governance  Governance and Compliance Officer	
s.17(1)	Power to employ any persons necessary	Chief Executive Officer	
s.17(2)	Power to engage any professional, technical or other assistance considered necessary	General Manager Business Excellence	
s. 17(3)	Power to determine the terms and conditions of employment or engagement	NO DELEGATION	Subject to any guidelines or directions of the Secretary
s.18(3)	Duty to comply with a direction from the Secretary	General Manager Business Excellence	
s.18B(1) & (2)	Duty to establish governance committees within 12 months of becoming a Class A cemetery trust and power to establish other governance committees from time to time	NO DELEGATION	Where Council is a Class A cemetery trust
s.18C	Power to determine the membership of the governance committee	NO DELEGATION	Where Council is a Class A cemetery trust

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PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.18D	Power to determine procedure of governance committee	NO DELEGATION	Where Council is a Class A cemetery trust
s.18D(1)(a)	Duty to appoint community advisory committee for the purpose of liaising with communities	NO DELEGATION	Where Council is a Class A cemetery trust
s.18D(1)(b)	Power to appoint any additional community advisory committees	NO DELEGATION	Where Council is a Class A cemetery trust
s.18D(2)	Duty to establish a community advisory committee under s 18D(1)(a) within 12 months of becoming a Class A cemetery trust.	NO DELEGATION	Where Council is a Class A cemetery trust
s.18D(3)	Duty to include a report on the activities of the community advisory committees in its report of operations under Part 7 of the <i>Financial Management Act 1994</i>	NO DELEGATION	Where Council is a Class A cemetery trust
s.18F(2)	Duty to give preference to a person who is not a funeral director of a stonemason (or a similar position) when appointing a person to a community advisory committee	NO DELEGATION	Where Council is a Class A cemetery trust
s.18H(1)	Duty to hold an annual meeting before 30 December in each calendar year	NO DELEGATION	Where Council is a Class A cemetery trust
s.18I	Duty to publish a public notice of annual meeting in a newspaper, a reasonable time before the date of the annual meeting	NO DELEGATION	Where Council is a Class A cemetery trust

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PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.18J	Duty to provide leadership, assistance and advice in relation to operational and governance matters relating to cemeteries (including the matters set out in s18J(2))	NO DELEGATION	Where Council is a Class A cemetery trust
s.18L(1)	Duty to employ a person as the chief executive officer (by whatever title called) of the Class A cemetery trust	NO DELEGATION	Where Council is a Class A cemetery trust
s.18N(1)	Duty to prepare an annual plan for each financial year that specifies the items set out in paragraphs (a)-(d)	NO DELEGATION	Where Council is a Class A cemetery trust
s.18N(3)	Duty to give a copy of the proposed annual plan to the Secretary on or before 30 September each year for the Secretary's approval	NO DELEGATION	Where Council is a Class A cemetery trust
s.18N(5)	Duty to make amendments as required by the Secretary and deliver the completed plan to the Secretary within 3 months	NO DELEGATION	Where Council is a Class A cemetery trust
s.18N(7)	Duty to ensure that an approved annual plan is available to members of the public on request	NO DELEGATION	Where Council is a Class A cemetery trust
s.18O(1)	Duty to prepare a strategic plan and submit the plan to the Secretary for approval	NO DELEGATION	Where Council is a Class A cemetery trust
s.18O(4)	Duty to advise the Secretary if the trust wishes to exercise its functions in a manner inconsistent with its approved strategic plan	NO DELEGATION	Where Council is a Class A cemetery trust

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PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.18O(5)	Duty to ensure that an approved strategic plan is available to members of the public on request	NO DELEGATION	Where Council is a Class A cemetery trust
s.18Q(1)	Duty to pay an annual levy on gross earnings as reported in the annual financial statements for the previous financial year.	NO DELEGATION	Where Council is a Class A cemetery trust
s.19	Power to carry out or permit the carrying out of works	General Manager Assets and Environment  Manager Works  Civil Works Coordinator	
s.20(1)	Duty to set aside areas for the interment of human remains	NO DELEGATION	
s.20(2)	Power to set aside areas for the purposes of managing a public cemetery	General Manager Business Excellence	
s.20(3)	Power to set aside areas for those Functions Delegated in paragraphs (a)–(e)	General Manager Business Excellence	
s.24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land	NO DELEGATION	



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PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.36	Power to grant licences to enter and use part of the land or building in a public cemetery in accordance with this section	General Manager Business Excellence  Manager Governance	Subject to the approval of the Minister
s.37	Power to grant leases over land in a public cemetery in accordance with this section	General Manager Business Excellence  Manager Governance	Subject to the Minister approving the purpose
s.40	Duty to notify Secretary of fees and charges fixed under s 39	General Manager Business Excellence  Manager Finance	
s.47	Power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	General Manager Business Excellence  Manager Finance	Provided the street was constructed pursuant to the Local Government Act 2020
s.57(1)	Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	General Manager Business Excellence  Manager Finance	Applies only to municipal Councils, not cemetery trusts  Report must contain the particulars listed in s.57(2)

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PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.59	Duty to keep records for each public cemetery	General Manager Business Excellence  Manager Governance	
s.60(1)	Duty to make information in records available to the public for historical or research purposes	General Manager Business Excellence  Manager Governance  Manager Information Services	
s.60(2)	Power to charge fees for providing information	General Manager Business Excellence  Manager Governance  Manager Information Services	
s.64(4)	Duty to comply with a direction from the Secretary under s 64(3)	General Manager Business Excellence	

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PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.64B(d)	Power to permit interments at a reopened cemetery	NO DELEGATION	
s.66(1)	Power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	General Manager Business Excellence	The application must include the requirements listed in s.66(2)(a)–(d)
s.69	Duty to take reasonable steps to notify of conversion to historic cemetery park	General Manager Business Excellence	
s.70(1)	Duty to prepare plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed	NO DELEGATION	
s.70(2)	Duty to make plans of existing place of interment available to the public	NO DELEGATION	
s.71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies	NO DELEGATION	
s.71(2)	Power to dispose of any memorial or other structure removed	NO DELEGATION	
s.72(2)	Duty to comply with request received under s 72	NO DELEGATION	
s.73(1)	Power to grant a right of interment	NO DELEGATION	
s.73(2)	Power to impose conditions on the right of interment	NO DELEGATION	

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PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.75	Power to grant the rights of interment set out in subsections s 75(a) and (b)	NO DELEGATION	
s.76(3)	Duty to allocate a piece of interment if an unallocated right is granted	NO DELEGATION	
s.77(4)	Power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application	NO DELEGATION	
s.80(1)	Function of receiving notification and payment of transfer of right of interment	NO DELEGATION	
s.80(2)	Function of recording transfer of right of interment	NO DELEGATION	
s.82(2)	Duty to pay refund on the surrender of an unexercised right of interment	NO DELEGATION	
s.83(2)	Duty to pay refund on the surrender of an unexercised right of interment (sole holder)	NO DELEGATION	
s.83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment	NO DELEGATION	
s.84(1)	Function of receiving notice of surrendering an entitlement to a right of interment	NO DELEGATION	
s.85(1)	Duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	NO DELEGATION	The notice must be in writing and contain the requirements listed in s.85(2)

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PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.85(2)(b)	Duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry	NO DELEGATION	Does not apply where right of interment relates to remains of a deceased veteran.
85(2)(c)	Power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of interment or;  Remove interred remains and re-inter at another location within cemetery grounds and remove any memorial at that place and re-establish at new or equivalent location.	NO DELEGATION	May only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of interment is not extended or converted to a perpetual right of interment.
s.86	Power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified	NO DELEGATION	
s.86(2)	Power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	NO DELEGATION	
s.86(3)(a)	Power to leave interred cremated human remains undisturbed in perpetuity and convert the right of interment to a perpetual right of interment	NO DELEGATION	
s.86(3)(b)	Power to remove interred cremated human remains and take further action in accordance with s.86(3)(b)	NO DELEGATION	
s.86(4)	Power to take action under s.86(4) relating to removing and re-intering cremated human remains	NO DELEGATION	

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PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.86(5)	Duty to provide notification before taking action under s.86(4)	NO DELEGATION	
s 86A	Duty to maintain place of interment and any memorial at place of interment, if action taken under s.86(3)	NO DELEGATION	
s.87(3)	Duty, if requested, to extend the right for a further 25 years or convert the right to a perpetual right of interment	NO DELEGATION	
s.88	Function to receive applications to carry out a lift and re-position procedure at a place of interment	NO DELEGATION	
s.91(1)	Power to cancel a right of interment in accordance with s 91	NO DELEGATION	
s.91(3)	Duty to publish notice of intention to cancel right of interment	NO DELEGATION	
s.92	Power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment	NO DELEGATION	
s.98(1)	Function of receiving application to establish or alter a memorial or a place of interment	NO DELEGATION	
s.99	Power to approve or refuse an application made under s 98, or to cancel an approval	NO DELEGATION	

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PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.99(4)	Duty to make a decision on an application under s 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested	NO DELEGATION	
s.100(1)	Power to require a person to remove memorials or places of interment	NO DELEGATION	
s.100(2)	Power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with s 100 (1)	NO DELEGATION	
s.100(3)	Power to recover costs of taking action under s 100(2)	NO DELEGATION	
s.101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery	NO DELEGATION	
s.102(1)	Power to approve or refuse an application under s 101, if satisfied of the matters in (b) and (c)	NO DELEGATION	
s.102(2) & (3)	Power to set terms and conditions in respect of, or to cancel, an approval granted under s 102(1)	NO DELEGATION	
s.103(1)	Power to require a person to remove a building for ceremonies	NO DELEGATION	
s.103(2)	Power to remove and dispose of a building for ceremonies or remedy the failure to comply with s 103(1)	NO DELEGATION	
s.103(3)	Power to recover costs of taking action under s 103(2)	NO DELEGATION	

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PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.106(1)	Power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs	NO DELEGATION	
s.106(2)	Power to require the holder of the right of interment to provide for an examination	NO DELEGATION	
s.106(3)	Power to open and examine the place of interment if s 106(2) not complied with	NO DELEGATION	
s.106(4)	Power to repair or – with the approval of the Secretary - take down, remove and dispose any memorial or place of interment if notice under s 106(1) is not complied with	NO DELEGATION	
s.107(1)	Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	NO DELEGATION	
s.107(2)	Power to repair or take down, remove and dispose any building for ceremonies if notice under s 107(1) is not complied with	NO DELEGATION	
s.108	Power to recover costs and expenses	NO DELEGATION	
s.109(1)(a)	Power to open, examine and repair a place of interment	NO DELEGATION	Where the holder of right of interment or responsible person cannot be found
s.109(1)(b)	Power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	NO DELEGATION	Where the holder of right of interment or responsible person cannot be found



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PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.109(2)	Power to repair the building for ceremonies or, with the consent of the Secretary, take down, remove and dispose of a building for ceremonies	NO DELEGATION	Where the holder of right of interment or responsible person cannot be found
s.110(1)	Power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder. with consent of the Secretary	NO DELEGATION	
s.110(2)	Power to maintain, repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary	NO DELEGATION	
s. 110A	Power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran	NO DELEGATION	
s.111	Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	NO DELEGATION	
s.112	Power to sell and supply memorials	NO DELEGATION	
s.116(4)	Duty to notify the Secretary of an interment authorisation granted	NO DELEGATION	
s.116(5)	Power to require an applicant to produce evidence of the right of interment holder's consent to application	NO DELEGATION	

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PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	NO DELEGATION	
s.119	Power to set terms and conditions for interment authorisations	NO DELEGATION	
s.131	Function of receiving an application for cremation authorisation	NO DELEGATION	
s.133(1)	Duty not to grant a cremation authorisation unless satisfied that requirements of s 133 have been complied with	NO DELEGATION	Subject to subsection s 133(2)
s.145	Duty to comply with an order made by the Magistrates' Court or a coroner	NO DELEGATION	
s.146	Power to dispose of bodily remains by a method other than interment or cremation	NO DELEGATION	Subject to the approval of the Secretary
s.147	Power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation	NO DELEGATION	
s.149	Duty to cease using method of disposal if approval revoked by the Secretary	NO DELEGATION	
s.150 & 152(1)	Power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met	NO DELEGATION	

**CEMETERIES AND CREMATORIA ACT 2003**

The provisions of this Act apply to Councils appointed as a cemetery trust under s 5 of this Act, and also apply to Councils appointed to manage a public cemetery under s 8(1)(a)(ii), as though they were a cemetery trust (see s 53).

*Note: Council currently acts as a Cemetery Trust over two unused cemeteries at Glenaladale and Glen Wills. Unless the status of the cemeteries changes there is no need for an assigned delegate against most of these provisions. The provisions remain however to maintain fidelity with the Maddocks document and remove the possibility that staff will think they have been removed in error.*

Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.151	Function of receiving applications to inter or cremate body parts	NO DELEGATION	
s.152(2)	Power to impose terms and conditions on authorisation granted under s 150	NO DELEGATION	
sch 1 cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	NO DELEGATION	
sch 1 cl 8(8)	Power to regulate own proceedings	NO DELEGATION	Subject to cl 8
sch 1A cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	NO DELEGATION	Where Council is a Class A cemetery trust
sch 1A cl 8(8)	Power to regulate own proceedings	NO DELEGATION	Where Council is a Class A cemetery trust Subject to cl 8

<b>DOMESTIC ANIMALS ACT 1994</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS AND LIMITATIONS</b>
s.41A(1)	Power to declare a dog to be a menacing dog	General Manager Place and Community Manager Regulatory and Compliance Services Community Laws Coordinator Senior Community Laws Officer Community Laws Officers	Council may delegate this power to an authorised officer

<b>ENVIRONMENT PROTECTION ACT 1970</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.53M(3)	Power to require further information Septic Tanks	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
s.53M(4)	Duty to advise applicant that application is not to be dealt with	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
s.53M(5)	Duty to approve plans, issue permit or refuse permit	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Refusal must be ratified by Council or it is of no effect
s.53M(6)	Power to refuse to issue septic tank permit	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Refusal must be ratified by Council or it is of no effect
s.53M(7)	Duty to refuse to issue a permit in circumstances in (a)-(c)	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Refusal must be ratified by Council or it is of no effect

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	If s 19(1) applies
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	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	If s 19(1) applies
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	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	If s 19(1) applies  Only in relation to temporary food premises or mobile food premises
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, and (ii) inform the public by notice in a published newspaper or otherwise	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	If s 19(1) applies
s.19(6)(a)	Duty to revoke any order under s.19 if satisfied that an order has been complied with	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	If s 19(1) applies

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.19(6)(b)	Duty to give written notice of revocation under s19(6)(a) if satisfied that an order has been complied with	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	If s 19(1) applies
s.19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c)	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Where Council 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 person must ensure that any food or class of food is not removed from the premises	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator	Note: the power to direct the matters under s.19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution
s.19AA(7)	Duty to revoke order issued under s.19AA and give written notice of revocation, if satisfied that that order has been complied with	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator	Where Council is the registration authority
s.19CB(4)(b)	Power to request copy of records	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.19E(1)(d)	Power to request a copy of the food safety program	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environment Health Officers	Where Council is the registration authority
s.19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority
s.19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority
s.19NA(1)	Power to request food safety audit reports	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority
s.19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator	



<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.19UA	Power to charge fees for conducting a food safety assessment or inspection	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Except for an assessment required by a declaration under s 19C or an inspection under s 38B(1)(c) or 39.
s.19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority
s.19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority
s.19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority
---	Power to register, renew or transfer registration	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority Refusal to grant/renew/transfer registration must be ratified by Council or the Chief Executive Officer (see s 58A(2)).

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority
s.38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under subsection (1)	NO DELEGATION	
s.38A(4)	Power to request a copy of a completed food safety program template	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority
s.38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	General Manager Place and Community	Where Council is the registration authority
s.38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	Manager Regulatory and Compliance Services	Where Council is the registration authority
s.38B(2)	Duty to be satisfied of the matter in s 38B(2)(a)-(b)	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority
s.38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority
s.38D(3)	Power to request copies of any audit reports	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority
s.38E(2)	Power to register the food premises on a conditional basis	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority Not exceeding the prescribed time limit defined under s 38E(5).
s.38E(4)	Duty to register the food premises when conditions are satisfied	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.38F(3)(b)	Power to require proprietor to comply with requirements of this Act	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority
s.39A	Power to register renew or transfer food premises despite minor defects	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	Where Council is the registration authority Only if satisfied of matters in s 39A (2)(a)-(c).
s.40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
s.40C(2)	Power to grant or renew the registration of food premises for a period less than 1 year	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator	Where Council is the registration authority
s.40D(1)	Power to suspend or revoke the registration of food premises	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator	Where Council is the registration authority

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator	Where Council is the registration authority
s.43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator	Where Council is the registration authority
s.46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator	Where Council is the registration authority Applies only to proceedings in the Magistrates Court

HERITAGE ACT 2017			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.116	Power to sub-delegate Executive Director's functions, duties or powers	NO DELEGATION	Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation

<b>LOCAL GOVERNMENT ACT 1989</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s181H	Power to enter into an environmental upgrade agreement on behalf of Council and declare and levy an environmental upgrade charge	<b>Chief Executive Officer<sup>1</sup></b>	
s 185L(4)	Power to declare and levy a cladding rectification charge	<b>Chief Executive Officer<sup>2</sup></b>	

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<sup>1</sup> The only member of staff who can be a delegate in Column 3 is the Chief Executive Officer

<sup>2</sup> The only member of staff who can be a delegate in Column 3 is the Chief Executive Officer

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.4B	Power to prepare an amendment to the Victoria Planning Provisions	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Strategic Planner Senior Land Use Planner Strategic Planner Land Use Planning Officers	If authorised by the Minister
s.4G	Function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Strategic Planner Senior Land Use Planner Strategic Planner Land Use Planning Officers	
s.4H	Duty to make amendment to Victoria Planning Provisions available	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Strategic Planner Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Officer Land Use Administration Team Leader	



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.4I	Duty to keep Victoria Planning Provisions and other documents available	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Strategic Planner Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Officer Land Use Administration Team Leader	
s.8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s.8A	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers	
s8A (3)	Power to apply to Minister to prepare an amendment to the planning scheme	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.8A(5)	Function of receiving notice of the Minister's decision	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Strategic Planner Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	General Manager Place and Community Manager Planning Senior Land Use Planner Statutory Planning Coordinator Strategic Planning Coordinator Senior Strategic Planner Strategic Planner Land Use Planning Officers	
s.8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	General Manager Place and Community	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Strategic Planner Senior Land Use Planner Strategic Planner Land Use Planning Officer	
s 12A (1)	Duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under s 19 of the Planning and Environment (Planning Schemes) Act 1996)	General Manager Place and Community Manager Planning Strategic Planning Coordinator Senior Strategic Planner Strategic Planner	
s.12B (1)	Duty to review planning scheme	General Manager Place and Community Manager Planning Strategic Planning Coordinator Senior Strategic Planner Strategic Planner	
s.12B (2)	Duty to review planning scheme at direction of Minister	General Manager Place and Community Manager Planning Strategic Planning Coordinator Senior Strategic Planner Strategic Planner	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.12B (5)	Duty to report findings of review of planning scheme to Minister	General Manager Place and Community Manager Planning Strategic Planning Coordinator Senior Strategic Planner Strategic Planner	
s.12(3)	Power to carry out studies and do things to ensure proper use of land in which Council is the planning authority and consult with other persons to ensure co-ordination of planning scheme with these persons	General Manager Place and Community Manager Planning Strategic Planning Coordinator Senior Strategic Planner Strategic Planner	
s.14	Duties of the Responsible Authority as set out in s 14(a) to (d)	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Strategic Planner Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.17(1)	Duty of giving copy amendment to the planning scheme	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Strategic Planner Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.17(2)	Duty of giving copy s.173 agreement	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Strategic Planner Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Strategic Planner Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.18	Duty to make amendment etc. available	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Strategic Planner Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Strategic Planner Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.19	Function of receiving notice of preparation of an amendment to a planning scheme	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Strategic Planner Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
s.20(1)	Power to apply to Minister for exemption from the requirements of s 19	General Manager Place and Community Manager Planning Statutory Planning Coordinator	In accordance with approved operational guidelines.

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.21 (2)	Duty to make submissions available	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Strategic Planner Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.21A(4)	Duty to publish notice in accordance with section	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Strategic Planner Senior Land Use Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.22	Duty to consider all submissions	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Strategic Planner Senior Land Use Planner Strategic Planner Land Use Planning Officers	Except submissions which request a change to the items in s 22(5)(a) and (b)
s.23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Strategic Planner Senior Land Use Planner Strategic Planner Land Use Planning Officers	
s.23(2)	Power to refer to a panel submissions which do not require a change to the amendment	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Strategic Planner Senior Land Use Planner Strategic Planner Land Use Planning Officers	In accordance with approved operational guidelines.

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Strategic Planner Senior Land Use Planner Strategic Planner Land Use Planning Officers	
s.26(1)	Power to make report available for inspection	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Strategic Planner Strategic Planner Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.26(2)	Duty to keep report of panel available for inspection	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Strategic Planner Strategic Planner Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.27 (2)	Power to apply for exemption if panel's report not received	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Strategic Planner Strategic Planner Senior Land Use Planner Land Use Planning Officers	
s.28	Duty to notify the Minister if abandoning an amendment	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Strategic Planner Strategic Planner Senior Land Use Planner Land Use Planning Officers	Note: the power to make a decision to abandon an amendment cannot be delegated.

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.30(4)(a)	Duty to say if amendment has lapsed	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers	
s.30(4)(b)	Duty to provide information in writing upon request	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Strategic Planner Senior Land Use Planner Strategic Planner Land Use Planning Officers	
s.31	Duty to submit adopted amendment to Minister and, if applicable, details under s.19(1B)	General Manager Place and Community Manager Planning Senior Land Use Planner Statutory Planning Coordinator Strategic Planning Coordinator Senior Strategic Planner Strategic Planner Land Use Planning Officers	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.32(2)	Duty to give more notice if required	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Strategic Planner Strategic Planner Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.33(1)	Duty to give more notice of changes to an amendment	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Strategic Planner Strategic Planner Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.36(2)	Duty to give notice of approval of amendment	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Strategic Planner Strategic Planner Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.38(5)	Duty to give notice of revocation of an amendment	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Strategic Planner Senior Land Use Planner Strategic Planner Land Use Planning Officers	
s.39	Function of being a party to a proceeding commenced under s.39 and duty to comply with determination by VCAT	General Manager Place and Community Manager Planning Strategic Planning Coordinator Statutory Planning Coordinator Senior Strategic Planner Senior Land Use Planner	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.40(1)	Function of lodging copy of approved amendment	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer Strategic Planning Coordinator Senior Strategic Planner Strategic Planner	
s.40 (1A)	Duty to lodge prescribed documents and copy of approved amendment with the relevant authorities	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.41	Duty to make approved amendment available	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Strategic Planner Strategic Planner Senior Land Use Planner Land Use Administration Team Leader Land Use Planning Officers Land Use Administration Officer	
s.42	Duty to make copy of planning scheme available	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Strategic Planning Coordinator Senior Strategic Planner Strategic Planner Land Use Administration Team Leader Land Use Planning Officers Land Use Administration Officer	
s.46AAA	Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity.	NO DELEGATION	Where Council is a responsible public entity and is a planning authority  Note: this provision is not yet in force, and will commence on the day on which the initial Yarra Strategic Plan comes into operation. It will effect a limited number of Councils



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.46AW	Function of being consulted by the Minister	General Manager Place and Community Manager Planning	Where Council is a responsible public entity
s.46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy  Power to endorse the draft Statement of Planning Policy	General Manager Place and Community Manager Planning	Where Council is a responsible public entity
s. 46AZC(2)	Duty to comply with directions issued by the Minister duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	General Manager Place and Community Manager Planning Senior Land Use Planner Statutory Planning Coordinator Strategic Planning Coordinator Senior Strategic Planner Strategic Planner Land Use Planning Officers	Where Council is a responsible public entity
s. 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	General Manager Place and Community Manager Planning Senior Land Use Planner Statutory Planning Coordinator Strategic Planning Coordinator Senior Strategic Planner Strategic Planner Land Use Planning Officers	Where Council is a responsible public entity

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	General Manager Place and Community Manager Planning Senior Land Use Planner Statutory Planning Coordinator Strategic Planning Coordinator Senior Strategic Planner Strategic Planner Land Use Planning Officers	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
s.46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	General Manager Place and Community Manager Planning	
s.46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	General Manager Place and Community Manager Planning	
s.46GN(1)	Duty to arrange for estimates of values of inner public purpose land	General Manager Place and Community Manager Planning Manager Community Facilities and Open Space Senior Land Use Planner Statutory Planning Coordinator Strategic Planning Coordinator Senior Strategic Planner Strategic Planner Land Use Planning Officers	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.46GO(1)	Duty to give notice to owners of certain inner public purpose land	General Manager Place and Community Manager Planning Manager Community Facilities and Open Space Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers	
s.46GP	Function of receiving a notice under s.46GO	General Manager Place and Community Manager Planning Senior Land Use Planner Statutory Planning Coordinator Strategic Planning Coordinator Senior Strategic Planner Strategic Planner Land Use Planning Officers	Where Council is the collecting agency
s.46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s.46GO	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers	
s.46GR(2)	Power to consider a late submission  Duty to consider a late submission if directed to do so by the Minister	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers	
s.46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s.46GQ	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s.46GT(5)	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers	
s.46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s.46GU(1)(a) and (b) are met	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution  Power to specify the manner in which the payment is to be made	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers	Where Council is the collecting agency
s.46GV(3)(b)	Power to enter into an agreement with the applicant	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers	Where Council is the collecting agency
s.46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s.46GV(5) and (6)	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers	Where Council is the development agency

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s.46GV(5) and (6)	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers	Where Council is the collecting agency
s.46GV(7)	Duty to impose the requirements set out in s.46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers	
s.46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers	Where Council is the collecting agency
s. 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the Monetary Component of an infrastructure contribution payable	General Manager Place and Community Manager Planning	Where Council is a collecting agency

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s.46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers	Where Council is the collecting agency
s.46GY(1)	Duty to keep proper and separate accounts and records	General Manager Business Excellence Manager Finance	Where Council is the collecting agency
s.46GY(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	General Manager Business Excellence Manager Finance	Where Council is the collecting agency
s.46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	General Manager Business Excellence Manager Finance	Where Council is the collecting agency under an approved infrastructure contributions plan  this duty does not apply where Council is that planning authority
s.46GZ(2)(a)	Function of receiving the monetary component	General Manager Business Excellence Manager Finance	Where the Council is the planning authority  this duty does not apply where Council is also the collecting agency



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan as responsible for those works, services or facilities	General Manager Place and Community Manager Planning	Where Council is the collecting agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the relevant development agency
s.46GZ(2)(b)	Function of receiving the monetary component	General Manager Business Excellence Manager Finance	Where Council is the development agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the collecting agency
s.46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s.46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s.46GZ(5)	General Manager Place and Community Manager Planning	Where Council is the collecting agency under an approved infrastructure contributions plan
s. 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	General Manager Place and Community General Manager Assets and Environment Manager Planning Manager Works Manager Community Facilities and Open Space Civil Works Coordinator Statutory Planning Coordinator	Where Council is the collecting agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the relevant development agency

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	General Manager Place and Community General Manager Assets and Environment Manager Planning Manager Works Manager Community Facilities and Open Space Civil Works Coordinator Statutory Planning Coordinator	Where Council is the development agency specified in the approved infrastructure contributions plan  this provision does not apply where Council is also the collecting agency
s.46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s.46GW	General Manager Place and Community General Manager Assets and Environment Manager Planning Manager Works Civil Works Coordinator Statutory Planning Coordinator	Where Council is the collecting agency under an approved infrastructure contributions plan
s. 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	General Manager Place and Community Manager Planning	If any inner public purpose land is vested in Council under the <i>Subdivision Act 1988</i> or acquired by Council before the time it is required to be provided to Council under s.46GV(4)  Where Council is the collecting agency under an approved infrastructure contributions plan  this duty does not apply where Council is also the development agency

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.46GZ(9)	Function of receiving the fee simple in the land	General Manager Business Excellence Manager Governance Senior Property Officer	Where Council is the development agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the collecting agency
s.46GZA(1)	Duty to keep proper and separate accounts and records	General Manager Business Excellence Manager Finance	Where Council is a development agency under an approved infrastructure contributions plan
s.46GZA(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	General Manager Place and Community General Manager Assets and Environment Manager Planning Manager Works Manager Community Facilities and Open Space Civil Works Coordinator Statutory Planning Coordinator	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	General Manager Place and Community General Manager Assets and Environment Manager Planning Manager Works Manager Community Facilities and Open Space Civil Works Coordinator Statutory Planning Coordinator	Where Council is a development agency under an approved infrastructure contributions plan

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	General Manager Place and Community Manager Planning	If the VPA is the collecting agency under an approved infrastructure contributions plan  Where Council is a development agency under an approved infrastructure contributions plan
s.46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s.46GZD(2)(a) and (b)	General Manager Place and Community General Manager Assets and Environment Manager Planning Manager Works Manager Community Facilities and Open Space Civil Works Coordinator Statutory Planning Coordinator	Where Council is the development agency under an approved infrastructure contributions plan
s.46GZD(3)	Duty to follow the steps set out in s.46GZD(3)(a) and (b)	General Manager Place and Community General Manager Assets and Environment Manager Planning Manager Works Manager Community Facilities and Open Space Civil Works Coordinator Statutory Planning Coordinator	Where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZD(5)	Duty to make payments under s.46GZD(3) in accordance with ss.46GZD(5)(a) and 46GZD(5)(b)	General Manager Place and Community Manager Planning	Where Council is the collecting agency under an approved infrastructure contributions plan

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	General Manager Place and Community Manager Governance Senior Property Officer	Where Council is the development agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the collecting agency
s.46GZE(2)	Function of receiving the unexpended land equalisation amount	General Manager Business Excellence Manager Finance	Where Council is the collecting agency under an approved infrastructure contributions plan  this duty does not apply where Council is also the development agency
s.46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s.46GZE(3)(a) and (b)	General Manager Place and Community	Where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	General Manager Place and Community	Where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	Duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)	General Manager Place and Community	Where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	s.46GZF(3)(a) function of receiving proceeds of sale	General Manager Business Excellence Manager Finance	Where Council is the collection agency under an approved infrastructure contributions plan  this provision does not apply where Council is also the development agency

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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s.46GZF(5)	General Manager Place and Community	Where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZF(6)	Duty to make the payments under s.46GZF(4) in accordance with s.46GZF(6)(a) and (b)	General Manager Place and Community	Where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	General Manager Place and Community	Where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	General Manager Place and Community	Where Council is a collecting agency or development agency
s.46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	General Manager Place and Community	Where Council is a collecting agency or development agency
s.46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s.46LB (2)	General Manager Place and Community Manager Planning Statutory Planning Coordinator	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers	
s.46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers	

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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.46P(1)	Power to require payment of amount of levy under s.46N or s.46O to be satisfactorily secured	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	General Manager Place and Community	
s.46Q(1)	Duty to keep proper accounts of levies paid	General Manager Business Excellence Manager Finance	
s.46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services or facilities on behalf of development agency or plan preparation costs incurred by a development agency	General Manager Business Excellence Manager Finance	
s.46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc.	General Manager Business Excellence General Manager Assets and Environment Manager Finance Manager Works Civil Works Coordinator	
s.46Q(1A)	Power to forward any part of the levy to Minister, referral authority or public authority	General Manager Business Excellence Manager Finance	On advice from General Manager Place and Community



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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	General Manager Business Excellence Manager Finance	On advice from General Manager Place and Community
s.46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal Council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s.46Q(4)(a)	Not Applicable	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s.46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	Not Applicable	Must be done in accordance with Part 3
s.46Q(4)(e)	Duty to expend that amount on other works etc.	Not Applicable	With the consent of, and in the manner approved by, the Minister
s.46QC	Power to recover any amount of levy payable under Part 3B	General Manager Business Excellence Manager Finance	
s.46QD	Duty to prepare report and give a report to the Minister	General Manager Place and Community General Manager Business Excellence Manager Planning Manager Finance	Where Council is a collecting agency or development agency
s.46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available	Not Applicable	
s.46Y	Duty to carry out works in conformity with the approved strategy plan	Not Applicable	
s.47	Power to decide that an application for a planning permit does not comply with that Act	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.49(2)	Duty to make register available for inspection	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.50(4)	Duty to amend application	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	Must consult with Manager Planning, Statutory Planning Coordinator or Senior Land Use Planner
s.50(5)	Power to refuse to amend application	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	Must consult with Manager Planning, Statutory Planning Coordinator or Senior Land Use Planner

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.50(6)	Duty to make note of amendment to application in register	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.50A(1)	Power to make amendment to application	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.50A(4)	Duty to note amendment to application in register	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.51	Duty to make copy of application available for inspection	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	Must consult with Manager Planning, Statutory Planning Coordinator, or Senior Land Use Planner
s.52(1)(b)	Duty to give notice of the application to other municipal Councils where appropriate	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.52(3)	Power to give any further notice of an application where appropriate	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.53(1A)	Power to require the applicant to give the notice under s 52(1AA)	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.54(1)	Power to require the applicant to provide more information	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.54(1A)	Duty to give notice in writing of information required under s.54(1)	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.54(1B)	Duty to specify the lapse date for an application	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.54A(3)	Power to decide to extend time or refuse to extend time to give required information	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	Must consult with Manager Planning, Statutory Planning Coordinator or Senior Land Use Planner
s.54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s.54A(3)	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.55(1)	Duty to give copy application to every referral authority specified in the planning scheme	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.57(3)	Function of receiving name and address of persons to whom notice of decision is to go	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.57(5)	Duty to make available for inspection copy of all objections	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.57A(4)	Duty to amend application in accordance with applicant's request, subject to s.57A(5)	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.57A(5)	Power to refuse to amend application	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	Must consult with Manager Planning, Statutory Planning Coordinator or Senior Land Use Planner

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.57A(6)	Duty to note amendments to application in register	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.57B(1)	Duty to determine whether and to whom notice should be given	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.57B(2)	Duty to consider certain matters in determining whether notice should be given	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.57C(1)	Duty to give copy of amended application to referral authority	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.58	Duty to consider every application for a permit except for a development assessment committee application	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.58A	Power to request advice from the Planning Application Committee	General Manager Place and Community	
s.60	Duty to consider certain matters	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	In accordance with approved operational guidelines.
s.60(1A)	Power to consider certain matters before deciding on application	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	<ul style="list-style-type: none"> <li>▪ In accordance with approved operational guidelines; and</li> <li>▪ The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>; and</li> <li>▪ The permit must not be inconsistent with Council's Coastal Inundation and Erosion Planning Policy.</li> </ul>
s.61(2)	Duty to decide to refuse to grant a permit if relevant determining referral authority objects to grant of permit	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	NO DELEGATION	
s.61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.61(3)(b)	Duty to refuse to grant the permit when Minister's advises refusal	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	Must consult with Manager Planning, Statutory Planning Coordinator or Senior Land Use Planner
s.62(1)	Duty to include certain conditions in deciding to grant a permit	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.62(2)	Power to include other conditions	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.62(4)	Duty to ensure conditions are consistent with subsections (a),(b) and (c)	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s173 agreement	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss.46N(1), 46GV(7) or 62(5)	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.62(6)(b)	Duty not to include a permit condition requiring a person to pay for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	

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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	This provision applies also to a decision to grant an amendment to a permit - see s 75
s.64(3)	Duty not to issue a permit until after the specified period	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	This provision applies also to a decision to grant an amendment to a permit - see s 75
s.64(5)	Duty to give each objector a copy of an exempt decision	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	This provision applies also to a decision to grant an amendment to a permit - see s 75

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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s.64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	This provision applies also to a decision to grant an amendment to a permit - see s 75A
s.65(1)	Duty to give notice of refusal to grant permit to applicant and objector	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	



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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s.66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s.66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit

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s.69(1)	Function of receiving application for extension of time of permit	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Statutory Planner Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.69(1A)	Function of receiving application for extension of time to complete development	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.69(2)	Power to extend time	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	Must consult with Manager Planning, Statutory Planning Coordinator or Senior Land Use Planner
s.70	Duty to make copy permit available for inspection	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	

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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.71(1)	Power to correct certain mistakes	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Senior Technical Officer – Development Technical Officer - Development Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	Must consult with Manager Planning, Statutory Planning Coordinator or Senior Land Use Planner
s.71(2)	Duty to note corrections in register	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Senior Technical Officer – Development Technical Officer - Development Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.73	Power to grant amendment subject to conditions	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	

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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.74	Duty to issue amended permit to applicant if no objectors	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s.76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s.76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit

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s.76D	Duty to comply with direction of Minister to issue amended permit	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.83	Function of being respondent to an appeal	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.83B	Duty to give or publish notice of application for review	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	In accordance with approved operational guidelines.

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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.84(6)	Duty to issue permit on receipt of advice within 3 working days	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.84AB	Power to agree to confining a review by the Tribunal	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.86	Duty to issue a permit at order of Tribunal within 3 working days	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	General Manager Place and Community Manager Planning Statutory Planning Coordinator	Council to be advised if the permit was determined by Council
s.90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.91(2)	Duty to comply with the directions of the VCAT	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	



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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.91(2A)	Duty to issue amended permit to owner if Tribunal so directs	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s.90	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.93(2)	Duty to give notice of VCAT order to stop development	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.95(3)	Function of referring certain applications to the Minister	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.95(4)	Duty to comply with an order or direction	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.96(1)	Duty to obtain a permit from the Minister to use and develop its land	General Manager Place and Community Manager Planning Manager Community Facilities and Open Space Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	General Manager Place and Community General Manager Assets and Environment Manager Planning Manager Community Facilities and Open Space Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.96F	Duty to consider the panel's report under s 96E	General Manager Place and Community Manager Planning Statutory Planning Coordinator	
s.96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996)	General Manager Place and Community, Manager Planning Statutory Planning Coordinator Senior Land Use Planner	In accordance with approved operational guidelines.

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.96H(3)	Power to give notice in compliance with Minister's direction	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.96J	Power to issue permit as directed by the Minister	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.96K	Duty to comply with direction of the Minister to give notice of refusal	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s. 96Z	Duty to keep levy certificates given to it under ss. 47 or 96A for no less than 5 years from receipt of the certificate	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.97C	Power to request Minister to decide the application	NO DELEGATION	
s.97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.97G(6)	Duty to make a copy of permits issued under s.97F available for inspection	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.97L	Duty to include Ministerial decisions in a register kept under s.49	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.97MH	Duty to provide assistance to the development assessment committee	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
s.97O	Duty to consider application and issue or refuse to issue certificate of compliance	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	Must consult with Manager Planning, Statutory Planning Coordinator or Senior Land Use Planner
s.97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.97Q(4)	Duty to comply with directions of VCAT	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers	
s.97R	Duty to keep register of all applications for certificate of compliance and related decisions	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.98(1) and (2)	Function of receiving claim for compensation in certain circumstances	General Manager Place and Community	
s.98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	General Manager Place and Community	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.101	Function of receiving claim for expenses in conjunction with claim	General Manager Place and Community	
s.103	Power to reject a claim for compensation in certain circumstances	General Manager Place and Community	
s.107 (1)	Function of receiving claim for compensation	General Manager Place and Community	
s.107(3)	Power to agree to extend time for making claim	General Manager Place and Community	
s.114(1)	Power to apply to the VCAT for an enforcement order	General Manager Place and Community Manager Planning Manager Regulatory and Compliance Services Municipal Building Surveyor Statutory Planning Coordinator Senior Land Use Planner Development Compliance Officer	
s.117(1)(a)	Function of making a submission to the VCAT where objections are received	General Manager Place and Community Manager Planning Manager Regulatory and Compliance Services Municipal Building Surveyor Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Development Compliance Officer	



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.120(1)	Power to apply for an interim enforcement order where s.114 application has been made	General Manager Place and Community Manager Planning Manager Regulatory and Compliance Services Municipal Building Surveyor Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Development Compliance Officer	
s.123(1)	Power to carry out work required by enforcement order and recover costs	General Manager Place and Community Manager Planning Manager Regulatory and Compliance Services Municipal Building Surveyor Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Development Compliance Officer	
s.123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s.123(1)	General Manager Place and Community	Except Crown Land
s.125	Power to apply for an injunction restraining a person from contravening an enforcement order or interim enforcement order	General Manager Place and Community Manager Planning Manager Regulatory and Compliance Services	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.129	Function of recovering penalties	General Manager Place and Community Manager Planning Manager Regulatory and Compliance Services Municipal Building Surveyor Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Development Compliance Officer	
s.130(1)	Power to serve Planning Infringement Notice	General Manager Place and Community Manager Planning Manager Regulatory and Compliance Services Municipal Building Surveyor Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Development Compliance Officer	
s.130(5)	Power to allow person served with an infringement notice further time	General Manager Place and Community Manager Planning Manager Regulatory and Compliance Services Municipal Building Surveyor Statutory Planning Coordinator Senior Land Use Planner Land Use Planning Officers Development Compliance Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.149A(1)	Power to refer a matter to the VCAT for determination	General Manager Place and Community Manager Planning Manager Regulatory and Compliance Services Municipal Building Surveyor Statutory Planning Coordinator Senior Land Use Planner Development Compliance Officer	
s.149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	General Manager Place and Community Manager Planning Manager Regulatory and Compliance Services Municipal Building Surveyor Statutory Planning Coordinator Senior Land Use Planner Development Compliance Officer	
s.156	Duty to pay fees and allowances (including a payment to the Crown under s 156 (2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B)), power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	General Manager Place and Community Manager Planning Manager Regulatory and Compliance Services	Where Council is the relevant planning authority

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.162	Function of being heard at a panel	General Manager Place and Community Manager Planning Manager Regulatory and Compliance Services Municipal Building Surveyor Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers Development Compliance Officer	
s.171(2)(f)	Power to carry out studies and commission reports	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers	
s.171(2)(g)	Power to grant and reserve easements	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	General Manager Place and Community General Manager Business Excellence General Manager Assets and Environment	Where Council is a development agency specified in an approved infrastructure contributions plan
s.172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s.46GV(4)	General Manager Place and Community General Manager Business Excellence General Manager Assets and Environment	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s.172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s.46GV(4)	General Manager Place and Community General Manager Business Excellence General Manager Assets and Environment	Where Council is the development agency specified in an approved infrastructure contributions plan
s.171(2)(i)	Carry out any other use or development necessary for the orderly and proper development of the area covered by the planning scheme for which it is the responsible authority.	General Manager Place and Community General Manager Assets and Environment Manager Planning Manager Works Manger Assets and environment Manager Community Facilities and Open Space Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.173(1)	Power to enter into agreement covering matters set out in s.174	General Manager Place and Community General Manager Business Excellence General Manager Assets and Environment Manager Planning Manager Regulatory and Compliance Services Statutory Planning Coordinator Municipal Building Surveyor Senior Land Use Planner	In accordance with approved operational guidelines.
s.173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	Where Council is the relevant responsible authority
---	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	General Manager Place and Community Manager Planning Manager Regulatory and Compliance Services Municipal Building Surveyor Statutory Planning Coordinator Senior Land Use Planner Development Compliance Officer	Must consult with Manager Planning, Manager Regulatory and Compliance Services, Municipal Building Surveyor, Statutory Planning Coordinator, or Senior Land Use Planner

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
---	Power to give consent on behalf of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority	General Manager Place and Community Manager Planning Manager Regulatory and Compliance Services Statutory Planning Coordinator Strategic Planning Coordinator Municipal Building Surveyor Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers Development Compliance Officer	
s.177(2)	Power to end a Section 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	General Manager Place and Community	
s.178	Power to amend a s.173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	NO DELEGATION	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.178A(1)	Function of receiving application to amend or end an agreement	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.178A(5)	Power to propose to amend or end an agreement	General Manager Place and Community	
s.178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers	
s.178B(2)	Duty to consider certain matters when considering proposal to end an agreement	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.178C(4)	Function of determining how to give notice under s.178C(2)	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.178E(1)	Duty not to make decision until after 14 days after notice has been given	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	NO DELEGATION	If no objections are made under s.178D Must consider matters in s.178B
s.178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	NO DELEGATION	If no objections are made under s.178D Must consider matters in s.178B
s.178E(2)(c)	Power to refuse to amend or end the agreement	NO DELEGATION	If no objections are made under s.178D Must consider matters in s.178B
s.178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	NO DELEGATION	After considering objections, submissions and matters in s.178B
s.178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	NO DELEGATION	After considering objections, submissions and matters in s.178B
s.178E(3)(c)	Power to amend or end the agreement in a manner that is substantively different from the proposal	NO DELEGATION	After considering objections, submissions and matters in s.178B
s.178E(3)(d)	Power to refuse to amend or end the agreement	NO DELEGATION	After considering objections, submissions and matters in s.178B

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.178F(1)	Duty to give notice of its decision under s.178E(3)(a) or (b)	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.178F(2)	Duty to give notice of its decision under s.178E(2)(c) or (3)(d)	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.178F(4)	Duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.178G	Duty to sign amended agreement and give copy to each other party to the agreement	Chief Executive Officer	
s.178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.178l(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.179(2)	Duty to make available for inspection copy agreement	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.181	Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.182	Power to enforce an agreement	General Manager Place and Community Manager Planning Manager Regulatory and Compliance Services Statutory Planning Coordinator Municipal Building Surveyor Senior Land Use Planner Development Compliance Officer	



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.183	Duty to tell Registrar of Titles of ending/amendment of agreement	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer Senior Strategic Planner Strategic Planner	
s.184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	NO DELEGATION	
s.184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	

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<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.184G(2)	Duty to comply with a direction of the Tribunal	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.184G(3)	Duty to give notice as directed by the Tribunal	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.198(1)	Function to receive application for planning certificate	NO DELEGATION	Minister for Planning is nominated in the Planning Scheme
s.199(1)	Duty to give planning certificate to applicant	NO DELEGATION	Minister for Planning is nominated in the Planning Scheme

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.201(1)	Function of receiving application for declaration of underlying zoning	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
s.201(3)	Duty to make declaration	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
	Power to represent Council at a mediation conference and approve mediated outcome	General Manager Place and Community Manager Planning Manager Regulatory and Compliance Services Municipal Building Surveyor Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Senior Technical Officer – Development Technical Officer - Development Strategic Planner Land Use Planning Officers Development Compliance Officer	In accordance with the approved operational guidelines
	Power to decide, in relation to any planning scheme or permit, that a specified Function Delegated has or has not been done to the satisfaction of Council	General Manager Place and Community Manager Planning Manager Regulatory and Compliance Services Municipal Building Surveyor Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Senior Technical Officer – Development Technical Officer - Development Land Use Planning Officers Development Compliance Officer	In accordance with the approved operational guidelines

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
	Power, in relation to any planning scheme or permit, to consent or to refuse consent to any matter which requires consent or approval of Council	General Manager Place and Community Manager Planning Manager Regulatory and Compliance Services Municipal Building Surveyor Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Senior Technical Officer – Development Technical Officer - Development Land Use Planning Officers Development Compliance Officer	In accordance with the approved operational guidelines
	Power to approve any plan or any amendment to a plan other document in accordance with a provision of a planning scheme or condition of a permit	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Senior Technical Officer – Development Technical Officer - Development Land Use Planning Officers	In accordance with the approved operational guidelines

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
	Power to give written authorisation in accordance with a provision of a planning scheme	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers	In accordance with the approved operational guidelines
s.201UAB(1)	Function of providing the Victorian Planning Authority with information relating to any land within municipal district	NO DELEGATION	
s.201UAB(2)	Duty to provide the Victorian Planning Authority with information requested under subsection (1) as soon as possible	NO DELEGATION	

<b>RESIDENTIAL TENANCIES ACT 1997</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 91ZU(1)	Power to give a renter a notice to vacate rented premises	General Manager Business Excellence General Manager Place and Community General Manager Bushfire Recovery Manager Governance Manager Economic Recovery Manager Council Enterprises Commercial Business Coordinator	Where Council is a public statutory authority engaged in the provision of housing
s 91ZZC(1)	Power to give a renter a notice to vacate rented premises	General Manager Business Excellence General Manager Place and Community General Manager Bushfire Recovery Manager Governance Manager Economic Recovery Manager Council Enterprises Commercial Business Coordinator	Where Council is a public statutory authority authorised to acquire land compulsorily for its purposes
s 91ZZE(1)	Power to give a renter a notice to vacate rented premises	General Manager Business Excellence General Manager Place and Community General Manager Bushfire Recovery Manager Governance Manager Economic Recovery Manager Council Enterprises Commercial Business Coordinator	Where Council is a public statutory authority engaged in the provision of housing
s 91ZZE(3)	Power to publish Council's criteria for eligibility for the provision of housing	General Manager Business Excellence	Where Council is a public statutory authority engaged



<b>RESIDENTIAL TENANCIES ACT 1997</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
		General Manager Place and Community General Manager Bushfire Recovery Manager Governance Manager Economic Recovery Manager Council Enterprises Commercial Business Coordinator	in the provision of housing
s.142D	Function of receiving notice regarding an unregistered rooming house	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
s.142G(1)	Duty to enter required information in Rooming House Register for each rooming house in municipal district	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Officers Environmental Health Coordinator	
s. 142G(2)	Power to enter certain information in the Rooming House Register	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Officers Environmental Health Coordinator	
s.142I(2)	Power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Officers	

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		Environmental Health Coordinator	
s 206AZA(2)	Function of receiving written notification	General Manager Business Excellence General Manager Place and Community General Manager Bushfire Recovery Manager Governance Manager Economic Recovery Manager Council Enterprises Commercial Business Coordinator	
s 207ZE(2)	Function of receiving written notification	General Manager Business Excellence General Manager Place and Community General Manager Bushfire Recovery Manager Governance Manager Economic Recovery Manager Council Enterprises Commercial Business Coordinator	
s 311A(2)	Function of receiving written notification	General Manager Business Excellence General Manager Place and Community General Manager Bushfire Recovery Manager Governance Manager Economic Recovery Manager Council Enterprises Commercial Business Coordinator	

<b>RESIDENTIAL TENANCIES ACT 1997</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 317ZDA(2)	Function of receiving written notification	General Manager Business Excellence General Manager Place and Community General Manager Bushfire Recovery Manager Governance Manager Economic Recovery Commercial Business Coordinator	
s.518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Officers Environmental Health Coordinator	
s.522(1)	Power to give a compliance notice to a person	General Manager Place and Community Manager Regulatory and Compliance Services Municipal Building Surveyor Environmental Health Coordinator Environmental Health Officers	
s.525(2)	Power to authorise an officer to exercise Powers in s.526 (either generally or in a particular case)	General Manager Place and Community Manager Regulatory and Compliance Municipal Building Surveyor	

<b>RESIDENTIAL TENANCIES ACT 1997</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
		Environmental Health Coordinator Environmental Health Officers	
s.525(4)	Duty to issue identity card to authorised officers	Chief Executive Officer	
s.526(5)	Duty to keep record of entry by authorised officer under s. 526	General Manager Place and Community Manager Regulatory and Compliance Services Municipal Building Surveyor Environmental Health Coordinator	
s.526A(3)	Function of receiving report of inspection	General Manager Place and Community Manager Regulatory and Compliance Services	
s.527	Power to authorise a person to institute proceedings (either generally or in a particular case)	General Manager Place and Community Manager Regulatory and Compliance Services Municipal Building Surveyor Environmental Health Coordinator Environmental Health Officer	

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.11(1)	Power to declare a road by publishing a notice in the Government Gazette	General Manager Assets and Environment Manager Works	Obtain consent in circumstances specified in s.11(2).
s.11(8)	Power to name a road change the name of a road by publishing notice in Government Gazette	General Manager Business Excellence Manager Works Manager Finance Rates and Valuations Coordinator	The Council, in exercising a power under paragraph (a) of sub-clause (1) must act in accordance with the guidelines in force for the time being under the Geographic Place Names Act 1998 and must advise the Registrar under that Act of the action it has taken under that paragraph.
s.11(9)(b)	Duty to advise Registrar	General Manager Business Excellence Manager Finance Rates and Valuations Coordinator	The Council, in exercising a power under paragraph (a) of sub-clause (1) must act in accordance with the guidelines in force for the time being under the Geographic Place Names Act 1998 and must advise the Registrar under that Act of the action it has taken under that paragraph.
s.11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	General Manager Business Excellence Manager Finance Rates and Valuations Coordinator	Clause subject to s.11(10)A.
s.11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	General Manager Assets and Environment Manager Works	Duty of coordinating road authority.

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.12(2)	Power to discontinue road or part of a road	General Manager Assets and Environment Manager Works	Power of coordinating road authority.
s.12(4)	Power to publish, and provide copy, notice of proposed discontinuance	General Manager Assets and Environment Manager Works	Power of coordinating road authority where it is the discontinuing body. Unless s 12(11) applies.
s.12(5)	Duty to consider written submissions received within 28 days of notice	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Power of coordinating road authority where it is the discontinuing body. Unless s 12(11) applies.
s.12(6)	Function of hearing a person in support of their written submission	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Function of coordinating road authority where it is the discontinuing body. Unless s 12(11) applies.
s.12(7)	Duty to fix day, time and place of meeting under s 12(6) and to give notice	General Manager Assets and Environment Manager Works	Duty of coordinating road authority where it is the discontinuing body. Unless s 12(11) applies.

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.12(10)	Duty to notify of decision made	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Power of coordinating road authority where it is the discontinuing body.  Does not apply where an exemption is specified by the regulations or given by the Minister.
s.13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	General Manager Assets and Environment Manager Works	Power of coordinating road authority and obtain consent under s.13(3) and s.13(4) as appropriate.
s.14(4)	Function of receiving notice from the Head, Transport for Victoria	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	
s.14(7)	Power to appeal against decision of the Head, Transport for Victoria	General Manager Assets and Environment	
s.15(1)	Power to enter into an arrangement with another road authority or a utility or a provider of public transport to transfer a road management function of the road authority to the other road authority or to the utility or a provider of public transport	General Manager Assets and Environment	

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.15(1A)	Power to enter into an arrangement to transfer a road management function of the utility to the road authority	General Manager Assets and Environment	
s.15(2)	Duty to include details of arrangement in public roads register	General Manager Assets and Environment Manager Works Civil Works Coordinator	
s.16(7)	Power to enter into an arrangement under s.15	General Manager Assets and Environment	
s.16(8)	Duty to enter details of determination in public roads register	General Manager Assets and Environment Manager Works Civil Works Coordinator	
s.17(2)	Duty to register public road in public roads register	General Manager Assets and Environment Manager Works Civil Works Coordinator	Where Council is the coordinating road authority
s.17(3)	Power to decide that a road is reasonably required for general public use	General Manager Assets and Environment Manager Works	Where Council is the coordinating road authority
s.17(3)	Duty to register a road reasonably required for general public use in public roads register	General Manager Assets and Environment Manager Works	Where Council is the coordinating road authority



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.17(4)	Power to decide that a road is no longer reasonably required for general public use	Chief Executive Officer	Where Council is the coordinating road authority
s.17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	General Manager Assets and Environment Manager Works Civil Works Coordinator	Where Council is the coordinating road authority
s.18(1)	Power to designate ancillary area	General Manager Assets and Environment Manager Works	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)
s.18(3)	Duty to record designation in public roads register	General Manager Assets and Environment Manager Works Civil Works Coordinator	Where Council is the coordinating road authority
s.19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	General Manager Assets and Environment Manager Works Civil Works Coordinator	
s.19(4)	Duty to specify details of discontinuance in public roads register	General Manager Assets and Environment Manager Works Civil Works Coordinator	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19(5)	Duty to ensure public roads register is available for public inspection	General Manager Assets and Environment Manager Works Civil Works Coordinator	
s.21	Function of replying to request for information or advice	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Obtain consent in circumstances specified in s11(2)
s.22(2)	Power to comment on proposed direction	General Manager Assets and Environment Manager Works	
s.22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	General Manager Assets and Environment Manager Works	
s.22(5)	Duty to give effect to a direction under this section.	General Manager Assets and Environment Manager Works	
s.40(1)	Duty to inspect, maintain and repair a public road	General Manager Assets and Environment Manager Works	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.40(5)	Power to inspect, maintain and repair a road which is not a public road	General Manager Assets and Environment Manager Works	
s.41(1)	Power to determine the standard of construction, inspection, maintenance and repair	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	
s.42(1)	Power to declare a public road as a controlled access road	General Manager Assets and Environment Manager Works	Power of coordinating road authority and Schedule 2 also applies
s.42(2)	Power to amend or revoke declaration by notice published in Government Gazette	General Manager Assets and Environment Manager Works	Power of coordinating road authority and Schedule 2 also applies
s.42A(3)	Duty to consult with VicRoads before road is specified	General Manager Assets and Environment Manager Works Civil Works Coordinator	Where Council is the coordinating road authority if road is a municipal road or part thereof
s.42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	General Manager Assets and Environment Manager Works Civil Works Coordinator	Where Council is the coordinating road authority if road is a municipal road or part thereof and where road is to be specified a freight road

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	General Manager Assets and Environment Manager Works Civil Works Coordinator	Where Council is the responsible road authority, infrastructure manager or works manager
s.48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	General Manager Assets and Environment Manager Works	
s.49	Power to develop and publish a road management plan	General Manager Assets and Environment Manager Works	
s.51	Power to determine standards by incorporating the standards in a road management plan	General Manager Assets and Environment Manager Works	
s.53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	General Manager Assets and Environment Manager Works	
s.54(2)	Duty to give notice of proposal to make a road management plan	General Manager Assets and Environment Manager Works Civil Works Coordinator	
s.54(5)	Duty to conduct a review of road management plan at prescribed intervals	General Manager Assets and Environment Manager Works Civil Works Coordinator	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.54(6)	Power to amend road management plan	General Manager Assets and Environment Manager Works	
s.54(7)	Duty to incorporate the amendments into the road management plan	General Manager Assets and Environment Manager Works	
s.55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	General Manager Assets and Environment Manager Works Civil Works Coordinator	
s.63(1)	Power to consent to conduct of works on road	General Manager Assets and Environment Manager Works	Power of coordinating road authority
s.63(2)(e)	Power to conduct or authorize the conduct of works in, on, under or over a road in an emergency	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the infrastructure manager

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.64(1)	Duty to comply with cl13 of sch 7	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the infrastructure manager or works manager
s.66(1)	Power to consent to structure etc	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority
s.67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.67(3)	Power to request information	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority
s.68(2)	Power to request information	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority
s.71(3)	Power to appoint an authorised officer	Chief Executive Officer	
s.72	Duty to issue an identity card to each authorised officer	General Manager Assets and Environment Manager Works	
s.85	Function of receiving report from authorised officer	Manager Works General Manager Assets and Environment	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.86	Duty to keep register re s.85 matters	General Manager Assets and Environment Manager Works Civil Works Coordinator	
s.87(1)	Function of receiving complaints	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	
s.87(2)	Duty to investigate complaint and provide report	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	
s.112(2)	Power to recover damages in court	Manager Works General Manager Assets and Environment	



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.116	Power to cause or carry out inspection	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Area and Works Supervisors Project Supervisor Project Engineer	
s.119(2)	Function of consulting with the Head, Transport for Victoria	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	
s.120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	
s.121(1)	Power to enter into an agreement in respect of works	General Manager Assets and Environment Manager Works	
s.122(1)	Power to charge and recover fees	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	
s.123(1)	Power to charge for any service	General Manager Assets and Environment Manager Works Manager Assets and Projects Project Supervisor Project Engineer Civil Works Coordinator	

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Schedule 2 Clause 2(1)	Power to make a decision in respect of controlled access roads	NO DELEGATION	
Schedule 2 Clause 3(1)	Duty to make policy about controlled access roads	NO DELEGATION	
Schedule 2 Clause 3(2)	Power to amend, revoke or substitute policy about controlled access roads	NO DELEGATION	
Schedule 2 Clause 4	Function of receiving details of proposal from the Head, Transport for Victoria	Manager Works General Manager Assets and Environment	
Schedule 2 Clause 5	Duty to publish notice of declaration	NO DELEGATION	
Schedule 7, Clause 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	General Manager Assets and Environment Manager Works Civil Works Coordinator Road Safety Coordinator Road Safety Officer (Technical)	Where Council is the infrastructure manager or works manager
Schedule 7, Clause 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	General Manager Assets and Environment Manager Works Civil Works Coordinator Road Safety Coordinator Road Safety Officer (Technical)	Duty of infrastructure manager or works manager

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Schedule 7, Clause 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	General Manager Assets and Environment Manager Works Civil Works Coordinator Road Safety Coordinator Road Safety Officer (Technical)	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
Schedule 7, Clause 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	General Manager Assets and Environment Manager Works	Where Council is the infrastructure manager or works manager
Schedule 7, Clause 10(2)	Where Schedule 7 Clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the infrastructure manager or works manager
Schedule 7 Clause 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 12(3)	Power to take measures to ensure reinstatement works are completed	General Manager Assets and Environment Manager Works Manager Assets and Projects Road Safety Coordinator Project Supervisor Project Engineer Works Engineer Road Safety Officer (Technical)	Where Council is the coordinating road authority
Schedule 7 Clause 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	General Manager Assets and Environment Manager Works Manager Assets and Projects Road Safety Coordinator Civil Works Coordinator Project Supervisor Project Engineer Road Safety Officer (Technical)	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 12(5)	Power to recover costs	Manager Works General Manager Assets and Environment Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority
Schedule 7, Clause 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to Schedule 7, Clause 13(2)	General Manager Assets and Environment Manager Works Manager Assets and Projects Road Safety Coordinator Project Supervisor Project Engineer Works Engineer Road Safety Officer (Technical)	Where Council is the works manager
Schedule 7 Clause 13(2)	Power to vary notice period	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7, Clause 13(3)	Duty to ensure works manager has complied with obligation to give notice under Schedule 7, Clause 13(1)	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the infrastructure manager
Schedule 7 Clause 16(1)	Power to consent to proposed works	General Manager Assets and Environment Manager Works Road Safety Coordinator Road Safety Officer (Technical)	Where Council is the coordinating road authority
Schedule 7 Clause 16(4)	Duty to consult	General Manager Assets and Environment Manager Works Manager Assets and Projects Project Supervisor Project Engineer Civil Works Coordinator	Where Council is the coordinating road authority, responsible authority or infrastructure manager

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 16(5)	Power to consent to proposed works	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority
Schedule 7 Clause 16(6)	Power to set reasonable conditions on consent	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority
Schedule 7 Clause 16(8)	Power to include consents and conditions	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 17(2)	Power to refuse to give consent and duty to give reasons for refusal	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Road Safety Coordinator Project Supervisor Project Engineer Road Safety Officer (Technical)	Where Council is the coordinating road authority
Schedule 7 Clause 18(1)	Power to enter into an agreement	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 19(1)	Power to give notice requiring rectification of works	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Road Safety Coordinator Project Supervisor Project Engineer Road Safety Officer (Technical)	Where Council is the coordinating road authority
Schedule 7 Clause 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Schedule 7 Clause 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	General Manager Assets and Environment Manager Works Manager Assets and Projects Project Supervisor Project Engineer Civil Works Coordinator Roads Safety Coordinator Road Safety Officer (Technical)	Where Council is the coordinating road authority
Schedule 7A Clause 2	Power to cause street lights to be installed on roads	General Manager Assets and Environment Manager Works Civil Works Coordinator	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
Schedule 7A Clause 3(1)(d)	Duty to pay installation and operation costs of street lighting - where the road is not an arterial road	General Manager Assets and Environment Manager Works Civil Works Coordinator	Where Council is the responsible road authority for the road
Schedule 7A Clause 3(1)(e)	Duty to pay installation and operation costs of street lighting-where road is a service road on an arterial road and adjacent areas	General Manager Assets and Environment Manager Works Civil Works Coordinator	Where Council is the responsible road authority for the road

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7A Clause 3(1)(f)	Duty to pay installation and percentage of operation costs of street lighting- for arterial roads in accordance with clauses 3(2) and 4	General Manager Assets and Environment Manager Works Civil Works Coordinator	Where Council is the responsible road authority that installed the light (re installation costs) and where Council is the relevant municipal Council (re operating costs)

<b>CEMETERIES AND CREMATORIA REGULATIONS 2015</b>			
[##These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).]			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r24	Duty to ensure that cemetery complies with depth of burial requirements	General Manager Business Excellence	
r25	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	General Manager Business Excellence	
r27	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	General Manager Business Excellence	
r28(1)	Power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator	General Manager Business Excellence	
r28(2)	Duty to ensure any fittings removed of are disposed in an appropriate manner	General Manager Business Excellence	
r29	Power to dispose of any metal substance or non-human substance recovered from a cremator	General Manager Business Excellence	
r30(2)	Power to release cremated human remains to certain persons	General Manager Business Excellence	Subject to any order of a court
r31(1)	Duty to make cremated human remains available for collection within 2 working days after the cremation	General Manager Business Excellence	
r31(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation	General Manager Business Excellence	

<b>CEMETERIES AND CREMATORIA REGULATIONS 2015</b>			
[##These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).]			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r31(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	General Manager Business Excellence	
r31(4)	Duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of a 12-month period	General Manager Business Excellence	
r32	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	General Manager Business Excellence	
r33(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	General Manager Business Excellence	
r33(2)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	General Manager Business Excellence	
r34	Duty to ensure that a crypt space in a mausoleum is sealed in accordance with paragraphs (a)-(b)	General Manager Business Excellence	
r36	Duty to provide statement that alternative vendors or supplier of monuments exist	General Manager Business Excellence	
r 40	Power to approve a person to play sport within a public cemetery	General Manager Business Excellence	
r 41(1)	Power to approve fishing and bathing within a public cemetery	General Manager Business Excellence	

<b>CEMETERIES AND CREMATORIA REGULATIONS 2015</b>			
[##These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).]			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r 42(1)	Power to approve hunting within a public cemetery	General Manager Business Excellence	
r 43	Power to approve camping within a public cemetery	General Manager Business Excellence	
r 45(1)	Power to approve the removal of plants within a public cemetery	General Manager Business Excellence	
r46	Power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	General Manager Business Excellence	
r 47(3)	Power to approve the use of fire in a public cemetery	General Manager Business Excellence	
r48(2)	Power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area	General Manager Business Excellence	
<b>Note: sch 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules</b>			
sch 2 cl 4	Power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of sch 2	General Manager Business Excellence	See note above regarding model rules
sch 2 cl 5(1)	Duty to display the hours during which pedestrian access is available to the cemetery	General Manager Business Excellence	See note above regarding model rules

<b>CEMETERIES AND CREMATORIA REGULATIONS 2015</b>			
[##These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).]			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
sch 2 cl 5(2)	Duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery; and (b) any changes to those hours	General Manager Business Excellence	See note above regarding model rules
sch 2 cl 6(1)	Power to give directions regarding the manner in which a funeral is to be conducted	General Manager Business Excellence	See note above regarding model rules
sch 2 cl 7(1)	Power to give directions regarding the dressing of places of interment and memorials	General Manager Business Excellence	See note above regarding model rules
sch 2 cl 8	Power to approve certain mementos on a memorial	General Manager Business Excellence	See note above regarding model rules
sch 2 cl 11(1)	Power to remove objects from a memorial or place of interment	General Manager Business Excellence	See note above regarding model rules
sch 2 cl 11(2)	Duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	General Manager Business Excellence	See note above regarding model rules
sch 2 cl 12	Power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	General Manager Business Excellence	See note above regarding model rules
sch 2 cl 14	Power to approve an animal to enter into or remain in a cemetery	General Manager Business Excellence	See note above regarding model rules



CEMETERIES AND CREMATORIA REGULATIONS 2015			
[##These provisions apply to Council appointed as a cemetery trust under s 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see s 53).]			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 2 cl 16(1)	Power to approve construction and building within a cemetery	General Manager Business Excellence	See note above regarding model rules
sch 2 cl 17(1)	Power to approve action to disturb or demolish property of the cemetery trust	General Manager Business Excellence	See note above regarding model rules
sch 2 cl 18(1)	Power to approve digging or planting within a cemetery	General Manager Business Excellence	See note above regarding model rules

PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS OR LIMITATIONS
r. 6	Function of receiving notice, under s 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or  Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r.21	Power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under s 54 of the Act	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	
r.25(a)	Duty to make copy of matter considered under s 60(1A)(g) available for inspection free of charge	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers	Where Council is the responsible authority

PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS OR LIMITATIONS
		Land Use Administration Team Leader Land Use Administration Officer	
r.25(b))	Function of receiving a copy of any document considered under s 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers Land Use Administration Team Leader Land Use Administration Officer	Where Council is not the responsible authority but the relevant land is within Council's municipal district
r.42	Function of receiving notice under s 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	General Manager Place and Community Manager Planning Statutory Planning Coordinator Strategic Planning Coordinator Senior Land Use Planner Senior Strategic Planner Strategic Planner Land Use Planning Officers	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or  Where the amendment will amend the planning scheme to designate Council as an acquiring authority.

PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS OR LIMITATIONS
r.19	Power to waive or rebate fee relating to an amendment to a planning scheme	General Manager Place and Community Manager Planning	Where Council is the planning authority.
r.20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	
r.21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r.19 or r.20	General Manager Place and Community Manager Planning Statutory Planning Coordinator Senior Land Use Planner	

<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.7	Function of entering into a written agreement with a caravan park owner	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r. 11	Function of receiving applications for registration	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.13(1)	Duty to grant registration received under regulation 11, if satisfied that the caravan park complies with these regulations	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.13(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	

<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.13(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.13(4) and (5)	Duty to issue a certificate of registration on granting registration	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.15(1)	Function of receiving notice of transfer of ownership	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.15(3)	Power to determine where notice of transfer is displayed	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	

<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.16(1)	Duty to transfer registration to new caravan park owner	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.16(2)	Duty to issue certificate of transfer of registration	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.17(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.18	Duty to keep register of caravan parks	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	

<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.19(4)	Power to determine where the emergency contact person's details are displayed	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.19(6)	Power to determine where certain information is displayed	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.22A(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.22A(2)	Duty to consult with relevant emergency services agencies	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	



<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.23	Power to determine places in which caravan park owner must display a copy of emergency procedures	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.24	Power to determine places in which caravan park owner must display copy of public emergency warnings	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.25(3)	Duty to consult with relevant floodplain management authority	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.26	Duty to have regard to any report of the relevant fire authority	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	

<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.28(c)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.39	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.39(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	
r.40(4)	Function of receiving installation certificate	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	

<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.42	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	General Manager Place and Community Manager Regulatory and Compliance Services Municipal Building Surveyor	
Schedule 3 cl 4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling	General Manager Place and Community Manager Regulatory and Compliance Services Environmental Health Coordinator Environmental Health Officers	

<b>ROAD MANAGEMENT (GENERAL) REGULATIONS 2016</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>POWER, FUNCTION OR ITEM DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.8(1)	Duty to conduct reviews of road management plan	General Manager Assets and Environment Manager Works Civil Works Coordinator	
r.9(2)	Duty to produce written report of review of road management plan and make report available	General Manager Assets and Environment Manager Works Civil Works Coordinator	
r.9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	General Manager Assets and Environment Manager Works Civil Works Coordinator	Where Council is the coordinating road authority
r.10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	General Manager Assets and Environment Manager Works Civil Works Coordinator	
r.13(1)	Duty to publish notice of amendments to road management plan	General Manager Assets and Environment Manager Works Civil Works Coordinator	Where Council is the coordinating road authority
r.13(3)	Duty to record on road management plan the substance and date of effect of amendment	General Manager Assets and Environment Manager Works Civil Works Coordinator	

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.16(3)	Power to issue permit	General Manager Assets and Environment General Manager Place and Community Manager Works Manager Regulatory and Compliance Services Civil Works Coordinator Roads Safety Coordinator Community Laws Coordinator Project Supervisor Project Engineer Road Safety Officer (Technical)	Where Council is the coordinating road authority
r.18(1)	Power to give written consent re damage to road	General Manager Assets and Environment Manager Works Manager Assets and Projects Project Supervisor Project Supervisor	
r.23(2)	Power to make submission to Tribunal	General Manager Assets and Environment Manager Works	Where Council is the coordinating road authority
r.23(4)	Power to charge a fee for application under s 66(1) Road Management Act	General Manager Assets and Environment Manager Works	Where Council is the coordinating road authority

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	General Manager Assets and Environment General Manager Place and Community Manager Sustainability and Waste Minimisation Manager Works Manager Assets and Projects Manager Regulatory and Compliance Services Coordinator Waste Management and Compliance Civil Works Coordinator Community Laws Coordinator Project Supervisor Project Engineer Area and Works Supervisors Senior Community Laws Officer	Where Council is the responsible road authority
r.25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with r.25(3))	General Manager Assets and Environment Manager Works	Where Council is the responsible road authority
r.255)	Power to recover in the Magistrates' Court, expenses from person responsible	General Manager Assets and Environment Manager Works	

ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.15	Power, where consent given under s.63(1) of the Act, to exempt a person from requirement under cl 13(1) of Schedule 7 to that Act to give notice as to the completion of those work	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Power of coordinating road authority Where Council is the coordinating road authority and where consent given under s 63(1) of the Act
r.22(2)	Power to waive whole or part of fee in certain circumstances	General Manager Assets and Environment Manager Works Manager Assets and Projects Civil Works Coordinator Project Supervisor Project Engineer	Where Council is the coordinating road authority



## **Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)**

In this instrument "**officer**" means -

**Jodie Pitkin, General Manager Place and Community**  
**Leigh Collings, Municipal Building Surveyor**  
**Aaron Hollow, Manager Planning**  
**Ben Marchbank, Strategic Planner**  
**Robert Pringle, Land Use Planning Officer**  
**Chris Radford, Building Inspector**  
**Nicole Reynolds, Strategic Planning Coordinator**  
**Bill Williams, Land Use Planning Officer**  
**Elaine Wood, Senior Strategic Planner**  
**Sam McPherson, Manager Regulatory and Compliance Services**

**By this instrument of appointment and authorisation** East Gippsland Shire Council -

1. under section 147(4) of the *Planning and Environment Act 1987*, appoints the officers to be authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under section 313 of the *Local Government Act 2020*, authorises the officers generally to institute proceedings for offences against the Acts, regulations and local laws described in this instrument.

**It is declared that** this instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked.

This instrument is authorised by a resolution of the East Gippsland Shire Council on .....day of  
..... 2020.

THE COMMON SEAL of EAST GIPPSLAND  
SHIRE COUNCIL was hereunto affixed on the

.....day of ..... 2020

in the presence of:

..... Councillor

..... Chief Executive Officer



# East Gippsland Shire Council

## Instrument of Appointment and Authorisation

(*Planning and Environment Act 1987*)

In this instrument "officer" means -

**Jodie Pitkin, General Manager Place and Community**

By this instrument of appointment and authorisation East Gippsland Shire Council -

1. under section 147(4) of the *Planning and Environment Act 1987*, appoints this officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under section 313 of the *Local Government Act 2020*, authorises this officer generally to institute proceedings for offences against the Acts, regulations and local laws described in this instrument.

It is declared that this instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked.

This instrument is authorised by a resolution of the East Gippsland Shire Council made on 6 October 2020.

THE COMMON SEAL of EAST GIPPSLAND SHIRE COUNCIL was hereunto affixed on the

..... day of \_\_\_\_\_ 2020 in the presence of:

..... Councillor

..... Chief Executive Officer

EGSC common  
seal to be  
placed here.



# East Gippsland Shire Council

## Instrument of Appointment and Authorisation

(*Planning and Environment Act 1987*)

In this instrument "officer" means -

### Leigh Collings, Municipal Building Surveyor

By this instrument of appointment and authorisation East Gippsland Shire Council -

1. under section 147(4) of the *Planning and Environment Act 1987*, appoints this officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under section 313 of the *Local Government Act 2020*, authorises this officer generally to institute proceedings for offences against the Acts, regulations and local laws described in this instrument.
3. under section 3 of the *Building Act 1993* (**Building Act**), appoints the officer to be Municipal Building Surveyor for the purposes of the *Building Act 1993*.

It is declared that this instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked.

This instrument is authorised by a resolution of the East Gippsland Shire Council made on 6 October 2020.

THE COMMON SEAL of EAST GIPPSLAND SHIRE COUNCIL was hereunto affixed on the

..... day of \_\_\_\_\_ 2020 in the presence of:

..... Councillor

..... Chief Executive Officer

EGSC common  
seal to be  
placed here.



# East Gippsland Shire Council

## Instrument of Appointment and Authorisation

(*Planning and Environment Act 1987*)

In this instrument "officer" means -

**Aaron Hollow, Manager Planning**

**By this instrument of appointment and authorisation** East Gippsland Shire Council -

1. under section 147(4) of the *Planning and Environment Act 1987*, appoints this officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under section 313 of the *Local Government Act 2020*, authorises this officer generally to institute proceedings for offences against the Acts, regulations and local laws described in this instrument.

**It is declared that** this instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked.

This instrument is authorised by a resolution of the East Gippsland Shire Council made on 6 October 2020.

THE COMMON SEAL of EAST GIPPSLAND SHIRE COUNCIL was hereunto affixed on the

..... day of \_\_\_\_\_ 2020 in the presence of:

..... Councillor

..... Chief Executive Officer

EGSC common  
seal to be  
placed here.



# East Gippsland Shire Council

## Instrument of Appointment and Authorisation

(*Planning and Environment Act 1987*)

In this instrument "officer" means -

**Ben Marchbank, Strategic Planner**

**By this instrument of appointment and authorisation** East Gippsland Shire Council -

1. under section 147(4) of the *Planning and Environment Act 1987*, appoints this officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
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# East Gippsland Shire Council

## Instrument of Appointment and Authorisation

(*Planning and Environment Act 1987*)

In this instrument "officer" means -

**Robert Pringle, Land Use Planning Officer**

**By this instrument of appointment and authorisation** East Gippsland Shire Council -

1. under section 147(4) of the *Planning and Environment Act 1987*, appoints this officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
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# East Gippsland Shire Council

## Instrument of Appointment and Authorisation

(*Planning and Environment Act 1987*)

In this instrument "officer" means -

**Chris Radford, Building Inspector**

**By this instrument of appointment and authorisation** East Gippsland Shire Council -

1. under section 147(4) of the *Planning and Environment Act 1987*, appoints this officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
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# East Gippsland Shire Council

## Instrument of Appointment and Authorisation

(*Planning and Environment Act 1987*)

In this instrument "officer" means -

**Nicole Reynolds, Strategic Planning Coordinator**

**By this instrument of appointment and authorisation** East Gippsland Shire Council -

1. under section 147(4) of the *Planning and Environment Act 1987*, appoints this officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
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# East Gippsland Shire Council

## Instrument of Appointment and Authorisation

(*Planning and Environment Act 1987*)

In this instrument "officer" means -

**Bill Williams, Land Use Planning Officer**

**By this instrument of appointment and authorisation** East Gippsland Shire Council -

1. under section 147(4) of the *Planning and Environment Act 1987*, appoints this officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
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# East Gippsland Shire Council

## Instrument of Appointment and Authorisation

(*Planning and Environment Act 1987*)

In this instrument "officer" means -

**Elaine Wood, Senior Strategic Planner**

**By this instrument of appointment and authorisation** East Gippsland Shire Council -

1. under section 147(4) of the *Planning and Environment Act 1987*, appoints this officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
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# East Gippsland Shire Council

## Instrument of Appointment and Authorisation

*(Planning and Environment Act 1987)*

In this instrument "officer" means -

**Sam McPherson,  
Manager Regulatory and Compliance Services**

**By this instrument of appointment and authorisation** East Gippsland Shire Council -

1. under section 147(4) of the *Planning and Environment Act 1987*, appoints this officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
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