



WELLINGTON
SHIRE COUNCIL

Agenda Ordinary Council Meeting

Tuesday 20 May 2025, commencing at 5:00 PM

Meeting to be held at

Wellington Centre – Wellington Room, Foster Street, Sale

via MS Teams

or stream online at <https://www.youtube.com/@wellingtonshire>

ORDINARY MEETING OF COUNCIL
TABLE OF CONTENTS

0.1. TABLE OF CONTENTS2

1. APOLOGIES5

2. DECLARATION OF CONFLICT/S OF INTEREST5

3. CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING/S.....5

 3.1. ADOPTION OF MINUTES OF PREVIOUS COUNCIL MEETING5

4. BUSINESS ARISING FROM PREVIOUS MEETINGS6

5. ACCEPTANCE OF LATE AND URGENT ITEMS6

6. NOTICE/S OF MOTION6

7. RECEIVING OF PETITION OR JOINT LETTERS.....6

 7.1. OUTSTANDING PETITIONS6

8. INVITED ADDRESSES, PRESENTATIONS OR ACKNOWLEDGEMENTS6

9. QUESTION/S ON NOTICE6

 9.1. OUTSTANDING QUESTION/S ON NOTICE6

10. MAYOR AND COUNCILLORS REPORT7

11. YOUTH COUNCIL REPORT.....11

 11.1. YOUTH COUNCIL MAYOR'S REPORT11

12. DELEGATES REPORT.....13

13. CHIEF EXECUTIVE OFFICER.....14

 13.1. CHIEF EXECUTIVE OFFICER'S REPORT14

14. GENERAL MANAGER CORPORATE SERVICES16

 14.1. ASSEMBLY OF COUNCILLORS REPORT16

 14.2. RECRUITMENT AGENCY PANEL TENDER20

 14.3. CEO EMPLOYMENT AND REMUNERATION COMMITTEE MINUTES.....24

 14.4. S6 INSTRUMENT OF DELEGATION – MEMBERS OF COUNCIL STAFF.....38

14.5. S18 INSTRUMENT OF SUB-DELEGATION UNDER THE ENVIRONMENT PROTECTION ACT 2017	166
14.6. S11B INSTRUMENT OF APPOINTMENT AND AUTHORISATION (ENVIRONMENT PROTECTION ACT 2017)	176
14.7. REMUNERATION COMMITTEE MINUTES	181
15. GENERAL MANAGER DEVELOPMENT	185
15.1. QUARTERLY BUILDING REPORT - JANUARY TO MARCH 2025	185
15.2. MONTHLY PLANNING DECISIONS - MARCH 2025	193
16. GENERAL MANAGER COMMUNITY AND CULTURE	203
16.1. COMMUNITY ASSISTANCE GRANTS MARCH 2025	203
17. FURTHER GALLERY AND ONLINE COMMENTS	214
18. IN CLOSED SESSION	215

COUNCIL MEETING INFORMATION

Members of the public gallery should note that the Council records and publishes Council meetings via YouTube to enhance the accessibility of Council meetings to the broader Wellington community. These recordings are also published and archived on Council's Website for viewing by the public. Recordings may be used for publicity or information purposes.

Members of the public in attendance at the Council meeting who wish to communicate with the Council regarding an agenda item or any other matter should advise the Mayor, ideally prior to the meeting starting, to ensure that their submission is called at the appropriate time during the meeting.

Would gallery visitors, Councillors and invited online attendees please ensure that mobile phones and other electronic devices are turned off or in silent mode for the duration of the meeting.

MISSION STATEMENT

Working together to make a difference. We listen and lead to provide quality services that improve life for all.

ACKNOWLEDGEMENT OF COUNTRY

"Wellington Shire Council acknowledges our offices are located on the traditional lands of the Gunaikurnai nation. We pay our deep respects to their Elders past, present and future and acknowledge their ongoing cultural and spiritual connections to their land and waters."

1. APOLOGIES

2. DECLARATION OF CONFLICT/S OF INTEREST

3. CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING/S

3.1. ADOPTION OF MINUTES OF PREVIOUS COUNCIL MEETING

ACTION OFFICER: MANAGER ORGANISATIONAL PERFORMANCE AND GOVERNANCE

OBJECTIVE

To adopt the minutes of the Ordinary Council Meeting of Tuesday 6 May 2025.

RECOMMENDATION

That Council adopt the minutes and resolutions of the Ordinary Council Meeting of Tuesday 6 May 2025.

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a conflict of interest.

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			

5. ACCEPTANCE OF LATE AND URGENT ITEMS

6. NOTICE/S OF MOTION

7. RECEIVING OF PETITION OR JOINT LETTERS

7.1. OUTSTANDING PETITIONS

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			

8. INVITED ADDRESSES, PRESENTATIONS OR ACKNOWLEDGEMENTS

9. QUESTION/S ON NOTICE

9.1. OUTSTANDING QUESTION/S ON NOTICE

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

ITEM	FROM MEETING	COMMENTS	ACTION BY
NIL			

10. MAYOR AND COUNCILLORS REPORT

ACTION OFFICER: MAYOR SCOTT ROSSETTI

RECOMMENDATION

That the Mayor and Councillors report be noted for April 2025.

APRIL 2025

DATE	EVENT	ATTENDEES
2 April	Met with Susan Mulholland, Welshpool. Sale Greyhound Victoria meeting. CEO also in attendance.	Cr Stephens Mayor Rossetti
3 April	Meeting with Heyfield Community Resource Centre regarding dog parks. Star of the South Community Advisory Group Meeting. CarbonNet Community Reference Group Meeting. Wellington Municipal Emergency Management Planning Committee – Community Emergency Risk Assessment (CERA) Session. Skylar Introduction. Yarram Cubs Presentation, Scout Hall, Yarram. WIN News interview with Jack Morgan regarding Emergency Services and Volunteers Fund cost shifting to Council. WIN News interview with Jack Morgan regarding 4 th Brigade Training Exercise in Sale.	Cr Ripper Cr Bannerman Deputy Mayor Madeley Cr Stephens Cr Stephens Cr Stephens Cr Wells Mayor Rossetti
4 April	Fulham Correction Centre, Graduation Ceremony.	Deputy Mayor
6 April	4 th Brigade Australian Army – Thank You event at RAAF Base, East Sale.	Mayor Rossetti
7 April	Maffra Recreation Reserve Community Asset Committee Meeting. Meeting with Better Transmission Gippsland.	Cr Wells Cr Foat

DATE	EVENT	ATTENDEES
	Meeting with Deb Lucas, Yarram.	Mayor Rossetti
8 April	Community Conversation, Seaspray, including Mosquito Control Program, Longford Volunteers Thank You Lunch and Aqua Energy Tour. CEO also in attendance.	Mayor Rossetti, Deputy Mayor Madeley, Cr Ripper, Cr Bannerman, Cr Stephens, Cr Wells and Cr Foat.
	Regular Catch Up: Mayor and Deputy Mayor. CEO also in attendance.	Mayor Rossetti and Deputy Mayor Madeley.
9 April	Blue Mackerel offshore wind project - discussion regarding community benefits program.	Deputy Mayor Madeley
	Fulham Solar Farm and Battery Sod Turning Event.	Mayor Rossetti and Deputy Mayor Madeley.
10 April	Tree Inspection, Rosedale.	Cr Ripper
	Yarram Mechanics Institute.	Cr Stephens
	Tarra Festival Committee, Yarram Hub.	Cr Stephens
	Meeting with Tim Bull, MP. CEO also in attendance.	Mayor Rossetti
	RAAF Officers Training School – Initial Officers Course 01-2025 and Officers Training School 75 th Anniversary Parade and Function.	Mayor Rossetti
	The Nationals MPs Meeting in Sale. Melina Bath MP and Danny O'Brien MP. CEO also in attendance.	Mayor Rossetti
11 April	Yarram Community Debutante Ball.	Cr Stephens
16 April	Future Projects Meeting.	Deputy Mayor Madeley
17 April	Timber Towns Victoria General Meeting.	Cr Bannerman
18 April	Rotary Art Show Gala Opening Night.	Cr Ripper
	Tarra Festival: Cultivating Community Evening.	Cr Stephens
19 April	Tarra Festival, Yarram.	Deputy Mayor Madeley, Cr Ripper and Cr Stephens.
19 April	Alberton Cemetery Tour	Cr Ripper

DATE	EVENT	ATTENDEES
20 April	Emergency Landing Competition, Yarram Aerodrome.	Cr Ripper
22 April	Regular Catch Up: Mayor and Deputy Mayor. CEO also in attendance.	Mayor Rossetti and Deputy Mayor Madeley.
23 April	Heyfield Community Resource Centre proposed dog park.	Cr Ripper
24 April	Meeting with Better Transmission Gippsland.	Deputy Mayor Madeley and Cr Foat.
25 April	<p>Heyfield Anzac Day Service. Maffra Anzac Day Service.</p> <p>Gormandale Anzac Day Service. Rosedale Anzac Day Service.</p> <p>Sale Dawn Service. Seaspray Anzac Day Service.</p> <p>Stratford Dawn Service & Stratford Anzac Day Ceremony.</p> <p>Port Albert Anzac Day Service. Yarram Anzac Day Service.</p> <p>Golden Beach Anzac Day Service.</p> <p>Meerlieu Anzac Day Service.</p> <p>Sale – War Graves Service and Wreath Laying. CEO also in attendance.</p>	<p>Cr Ripper</p> <p>Cr Bannerman</p> <p>Deputy Mayor Madeley</p> <p>Cr Lowe</p> <p>Cr Stephens</p> <p>Cr Foat</p> <p>Mayor Rossetti</p> <p>Mayor Rossetti</p>
27 April	Good Times Motoring AGM, Yarram Hub.	Cr Stephens
28 April	Book Launch: Little Bites & Afternoon Tea, Loch Sport.	Cr Ripper
29 April	<p>Longford Gas Plant Bus Tour & Presentation.</p> <p>Citizenship Ceremony, The Wedge.</p>	<p>Deputy Mayor, Cr Ripper, Cr Bannerman, Cr Stephens, Cr Wells and Cr Foat.</p> <p>Mayor Rossetti, Deputy Mayor Madeley, Cr Bannerman, Cr Stephens and Cr Foat.</p>

DATE	EVENT	ATTENDEES
29 April	Speaking event: The Secret to my Success, Sale College.	Mayor Rossetti
30 April	Youth Council Meeting.	Deputy Mayor Madeley

11. YOUTH COUNCIL REPORT

11.1. YOUTH COUNCIL MAYOR'S REPORT

ACTION OFFICER: YOUTH MAYOR, DARCIE WRIGHT

RECOMMENDATION

That Council receive the Youth Mayor's Quarterly Report.

Thank you for the opportunity to report on the actions of the Youth Council in this first part of the year. I am Darcie Wright, this is my third year representing the youth of the shire and I am honoured to this year to lead the group as Youth Mayor.

Our first public event was for Parks Week on Saturday 1 March. We held a free BBQ at the Sale Skate Park where professional skater Renton was giving skateboard lessons. Over 45 skaters, young and old took part in the afternoon.

We were invited to volunteer at the Sustainability festival held at The Seed Garden and Nakunbalook on Saturday 22 March. Members of Youth Council ran an art activity for children using sustainable recycled materials and found objects from the gardens. We helped manage the "Wash Against Waste" project where we washed reusable dishes. This action meant there was less waste from the food and coffee vans onsite. But the best bit of the day was working with the Bug Blitz team. We all took turns assisting John to show off the many creatures, encouraging visitors to experience what it is like to hold them.

On Wednesday 9 April we attended the FReeZA Youth summit in Melbourne. The day was a great way for us to get to know each other as a team plus learn some skills in event management. The government department in charge of FReeZA used the summit to announce the big news that the program has been revamped and is now called Amplify.

On ANZAC day Tahlia and I attended the march in Sale to lay a wreath at the cenotaph, while Devin represented Youth Council at Heyfield. Another of our members Zak marched in Sale as a Cadet.

Already this month we have volunteered at The Stratford Shakespeare Festival Faire day. We assisted Groundwork Youth Theatre to run the children's games on the village green. All the money raised that day went to support the theatre group which is open to young people aged 15-25. It was a fun day and some of us even took the chance to dress up.

On Wednesday 7 May we attended the candlelight vigil in remembrance of those who have lost their lives to domestic violence. IDAHOBIT Day on May 17 was another chance for us to show we are an inclusive and caring group, highlighting the need to end discrimination against those of us in the community who are targeted and marginalised.

May also saw the launch of this year's Wellington Youth Art Prize with the theme "My True Colours". This collaboration with the Gippsland Gallery has been running now for over 10 years. It is a fantastic opportunity for young artists across the shire to show off their creativity. Once again, we have amazing support from the Middle of Everywhere Team to fund the cash prizes. The competition runs until August, with the announcement of winners and launch of the exhibition at the Gallery Spring season in September.

Looking ahead we will be participating in the volunteer expo here at the Port of Sale. Last year's event was a great success for us, a chance to show the community who we are and what we do. Plus, we met the local therapy dogs from East Gippsland Dog Obedience Club for the first time. The therapy dogs, and their handlers, will join us again at the Live4Life Wellington launch at The Gippsland Regional Sports Complex on Friday 30 May. We will be running an activity to engage the year 8 cohort from every school in the shire. This is an important event for the Youth Council to attend. As a group we are passionate about raising awareness of mental health issues and reducing the stigma around young people asking for help.

Thank you all for your support and encouragement so far this year. We look forward to achieving even more together in the coming months.

Darcie Wright
Youth Mayor

12. DELEGATES REPORT

13. CHIEF EXECUTIVE OFFICER

13.1. CHIEF EXECUTIVE OFFICER'S REPORT

ACTION OFFICER: CHIEF EXECUTIVE OFFICER

RECOMMENDATION

That the Chief Executive Officer's report be received for April 2025.

APRIL 2025

DAY	EVENT AND ATTENDEES
2 April	Attended meeting with Greyhound Racing Victoria, Sale. Mayor also in attendance.
3 April	Committee for Wellington Monthly Meeting. Attended announcement by Community Bank Board & Central Gippsland Health Services regarding the Maffra Hospital renovations, Maffra.
7 April	Meeting with Alistair Parker, CEO VicGrid.
8 April	Attended Councillor Community Conversation to Seaspray, including Mosquito Control Program, Longford Volunteers Thank You Lunch and Aqua Energy Tour. Mayor and Councillors also in attendance. Regular Catch Up with Mayor and Deputy Mayor.
10 April	Attended meeting with Tim Bull MP, Sale. Mayor also in attendance. Meeting with The Nationals MPs, Melina Bath and Danny O'Brien, Sale. Mayor also in attendance.
11 April	Attended One Gippsland – CEO Forum. Meeting with Committee for Wellington representative Leo O'Brien, Sale.
14-17 April	CEO annual leave.
22 April	Regular Catch Up with Mayor and Deputy Mayor.
23 April	Attended bi-monthly meeting with Sara Rhodes Ward, Director Regional Development Victoria. Meeting with Alistair Parker, CEO VicGrid.
24 April	Attended Offshore Wind Energy Victoria targeted consultation on the Victorian Government's approach and expectations regarding community engagement, benefit sharing and engagement with Traditional Owners in the development of the offshore wind sector.

DAY	EVENT AND ATTENDEES
25 April	Attended Anzac Day Service, Sale.
29 April	One Gippsland – Member briefing, East Melbourne.
29 April	One Gippsland Stakeholder Meeting with the Hon. Lily D'Ambrosio MP, to discuss the One Gippsland 2025-26 Pre-Budget Submission and energy matters, East Melbourne.

14. GENERAL MANAGER CORPORATE SERVICES

14.1. ASSEMBLY OF COUNCILLORS REPORT

ACTION OFFICER: MANAGER ORGANISATIONAL PERFORMANCE AND GOVERNANCE

PURPOSE

To report on all assembly of Councillor records received for the period 28 April to 11 May 2025.

RECOMMENDATION

That Council note and receive the attached Assembly of Councillor records for the period 28 April to 11 May 2025.

BACKGROUND

Section 80A of the *Local Government Act 1989* required a written record be kept of all assemblies of Councillors, stating the names of all Councillors and Council staff attending, matters considered and any conflict of interest disclosures made by a Councillor. These records were required to be reported at an ordinary meeting of the Council and recorded in the minutes. Under the new *Local Government Act 2020*, this requirement is no longer provided for however, in accordance with good governance, Council will continue to provide records of assemblies of Councillors to ensure that the community are kept informed of Councillors activity and participation.

Following is a summary of all Assembly of Councillor records received for the period 28 April to 11 May 2025.

ATTACHMENTS

1. Assembly of Councillors - 6 May 2025 - Council Day [14.1.1 - 2 pages]

OPTIONS

Council has the following options:

1. Note and receive the attached assembly of Councillors records; or
2. Not receive the attached assembly of Councillors records.

PROPOSAL

That Council note and receive the attached assembly of Councillors records during the period 28 April to 11 May 2025.

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a conflict of interest.

FINANCIAL IMPACT

This impact has been assessed and there is no effect to consider at this time.

COMMUNICATION IMPACT

This impact has been assessed and there is no effect to consider at this time.

LEGISLATIVE IMPACT

The reporting of written records of assemblies of Councillors to the Council in the prescribed format complied with Section 80A of the *Local Government Act 1989* however, without prescription under the *Local Government Act 2020*, Council will continue to provide these records in accordance with good governance.

COUNCIL POLICY IMPACT

This impact has been assessed and there is no effect to consider at this time.

COUNCIL PLAN IMPACT

While this report does not meet a specific Council Plan strategic outcome, it aligns with good governance.

RESOURCES AND STAFF IMPACT

This impact has been assessed and there is no effect to consider at this time.

COMMUNITY IMPACT

This impact has been assessed and there is no effect to consider at this time.

ENVIRONMENTAL IMPACT

This impact has been assessed and there is no effect to consider at this time.

ENGAGEMENT IMPACT

This impact has been assessed and there is no effect to consider at this time.

RISK MANAGEMENT IMPACT

This impact has been assessed and there is no effect to consider at this time.

ASSEMBLY OF COUNCILLORS AND OFFICERS IN ATTENDANCE - COUNCIL DAY

COUNCIL WORKSHOPS – 6 MAY 2025			
COUNCILLOR	ATTENDANCE	OFFICERS IN ATTENDANCE	
<i>Cr Scott Rossetti (Mayor)</i>	YES	David Morcom	Chief Executive Officer
<i>Cr Cindy Madeley (Deputy Mayor)</i>	YES	Arthur Skipitaris	General Manager Corporate Services
<i>Cr Catherine Bannerman</i>	YES	Chris Hastie	General Manager Built and Natural Environment
<i>Cr Liz Foat</i>	YES	Geoff Hay	Manager Economic Development
<i>Cr Edward Lowe</i>	YES		
<i>Cr Garry Stephens</i>	YES		
<i>Cr Carmel Ripper</i>	YES		
<i>Cr John Tattersson</i>	YES		
<i>Cr Geoff Wells</i>	YES		
CONFLICTS OF INTEREST NOTED*			
CR STEPHENS – Item 1.1.			

* In accordance with Rule 18.5 of the Wellington Shire Council Governance Rules a Councillor who has a conflict of interest must not participate in discussion of matters that will come before Council for a decision, or if a decision will be made by a member of staff acting under delegation.

WORKSHOP DETAILS – 6 MAY 2025		
ITEM NO.	WORKSHOP TITLE	PRESENTERS
-	VERBAL UPDATE ON LOCH SPORT COMMUNICATION AND TRACK10	<ul style="list-style-type: none"> <i>Barry Hearsey, Manager Land Use Planning</i> <i>Chris Hastie, General Manager Built and Natural Environment</i> <i>Conflicts of Interest: NIL</i>
1.1	COMMUNITY ASSISTANCE GRANTS MARCH 2025 ROUND	<ul style="list-style-type: none"> <i>Sam McPherson, Manager Communities Facilities and Emergencies</i> <i>Mark Benfield, Coordinator Community Facilities Planning</i> <i>Ayla Ramsay, Community Facilities Planning and Grants Officer</i> <u><i>Conflict of Interest:</i></u> <i>Cr Stephens declared a conflict of interest and left the chamber during this discussion.</i>

ASSEMBLY OF COUNCILLORS AND OFFICERS IN ATTENDANCE - COUNCIL DAY

WORKSHOP DETAILS – 6 MAY 2025		
ITEM NO.	WORKSHOP TITLE	PRESENTERS
1.2	STAFF ENGAGEMENT SURVEY RESULTS AND ACTIONS	<ul style="list-style-type: none"> Emilie Davine, Manager People and Capability Conflict of Interest: NIL
1.3	CENTRAL GIPPSLAND HEALTH	<ul style="list-style-type: none"> Mark Dykgraaf, Chief Executive Officer – Central Gippsland Health Conflict of Interest: NIL
1.4	GIPPSLAND REGIONAL PLAN AND ONE GIPPSLAND	<ul style="list-style-type: none"> David Morcom, Chief Executive Officer Conflict of Interest: NIL
1.5	CARBONNET PROJECT UPDATE	<ul style="list-style-type: none"> Amanda Griffith, Stakeholder Engagement and Communications Manager – CarbonNet Luke Edminson, Environment Director – CarbonNet (online) Scott Bailey, Technical Director – CarbonNet (online) Conflict of Interest: NIL

14.2. RECRUITMENT AGENCY PANEL TENDER

ACTION OFFICER: MANAGER PEOPLE AND CAPABILITY

PURPOSE

The purpose of this report is for Council to consider awarding a new contract to a panel of recruitment agencies for the provision of temporary agency staff across the organisation, as needed.

RECOMMENDATION

That Council:

- 1. Adopt the recommendations contained in the attached confidential Tender Evaluation Report of the Council Meeting Agenda for Contract No. 2025.000149 – Panel of Suppliers for Agency Staff; and***
- 2. Note that the information contained in the attached confidential Tender Evaluation Report Contract No. 2025.000149 – Panel of Suppliers for Agency Staff of this Council meeting agenda was designated confidential under Section 3(1) Confidential Information of the Local Government Act 2020 by the General Manager Corporate Services on 6 May 2025 because it relates to the following grounds: (g)(ii) private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage and once this recommendation has been adopted the name of the successful tenderers can be made public.***

BACKGROUND

Council occasionally requires temporary staff to cover unexpected vacancies, short-term project needs, or roles that are difficult to fill through standard recruitment. The current agency staff contract has expired, and a new tender was undertaken to establish a refreshed panel of providers.

A public tender process was conducted, and eleven submissions were received. These were evaluated on price, capability, experience, and regional benefit. Based on the evaluation, 7 agencies are recommended for appointment to the new panel under a schedule of rates contract.

Establishing this panel will improve access to qualified temporary staff, ensure continuity of service delivery, and reduce risks related to workforce shortages.

ATTACHMENTS

1. Confidential Header May 2025 Panel of Suppliers Agency Recruitment [14.2.1 - 1 page]
2. CONFIDENTIAL REDACTED - Tender Evaluation Report - Tender no. 2025-000149 - Recruitment Agency Panel of Suppliers [14.2.2 - 10 pages]

OPTIONS

Council has the following options available:

1. To adopt the recommendations contained in the attached confidential Tender Evaluation Report for Contract 2025.000149 - Panel of Suppliers for Agency Staff; or
2. To not enter into a contract and not proceed with these works at this time.

PROPOSAL

That Council adopt the recommendations contained in the attached confidential Tender Evaluation Report for Contract 2025.000149 - Panel of Suppliers for Agency Staff.

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a conflict of interest.

FINANCIAL IMPACT

This impact has been assessed and there is no effect to consider at this time.

COMMUNICATION IMPACT

This impact has been assessed and there is no effect to consider at this time.

LEGISLATIVE IMPACT

Wellington Shire Council is committed to ensuring the Contract tendering process complies with the *Local Government Act 1989*, *Local Government Act 2020* and the Victorian Local Government Code of Tendering.

COUNCIL POLICY IMPACT

Temporary Agency Staff are required to familiarise themselves and adhere to required organisational policies including Occupational Health & Safety, Bullying & Harassment and Council's Employee Code of Conduct.

COUNCIL PLAN IMPACT

While this report does not meet a specific Council Plan strategic outcome, it aligns with good governance.

RESOURCES AND STAFF IMPACT

The use of temporary agency staff enables Council to maintain service continuity by backfilling short-term vacancies and supporting teams during periods of unplanned staffing gaps. It also provides access to a pool of qualified candidates for roles that are difficult to

recruit through standard processes, ensuring Council can continue to deliver high-quality services while seeking the most suitable long-term staffing solutions.

COMMUNITY IMPACT

The impact on the community has been assessed, and there are no direct effects identified at this time.

ENVIRONMENTAL IMPACT

There are no environmental impacts associated with this procurement activity.

ENGAGEMENT IMPACT

This impact has been assessed and there is no effect to consider at this time.

RISK MANAGEMENT IMPACT

Establishing a panel of multiple agency providers reduces the risk of critical vacancies remaining unfilled, which can lead to service interruptions and increased pressure on existing staff. This approach ensures Council can respond flexibly to workforce gaps while maintaining service continuity and supporting staff wellbeing.



WELLINGTON
SHIRE COUNCIL

The Heart of Gippsland

ORDINARY COUNCIL MEETING 20 MAY 2025

I declare that the information contained in the attached document **TENDER EVALUATION REPORT CONTRACT NO. 2025.000149 – PANEL OF SUPPLIERS FOR AGENCY STAFF** relating to **RECRUITMENT AGENCY PANEL TENDER** is confidential because it contains confidential information as defined in section 3(1) of the *Local Government Act 2020*;

(g) private commercial information, being information provided by a business, commercial or financial undertaking that - relates to trade secrets; or - if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage

.....
ARTHUR SKIPITARIS
General Manager Corporate Services
6/05/2025

14.3. CEO EMPLOYMENT AND REMUNERATION COMMITTEE MINUTES

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

PURPOSE

To receive the minutes of the CEO Employment and Remuneration Committee (CERC) meeting held on 6 May 2025 and approve the Committee's recommendations.

RECOMMENDATION

That Council:

1. ***Receive and note the minutes in brief of the CEO Employment and Remuneration Committee meeting of 6 May 2025 (as attached) and the confidential attachments including Attachment 14.3.4 - CEO Employment and Remuneration Committee Minutes of 6 May 2025 and approve the following CERC recommendation:***
 - a) ***for Council to approve the CEO Employment and Remuneration Policy (as attached); and***
2. ***Note that the information contained in the confidential attachments of this Council meeting report were designated confidential under Section 3(1) Confidential Information of the Local Government Act 2020 by the General Manager Corporate Services on 8 May 2025 because it relates to the following grounds:***
 - (f) ***personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.***

BACKGROUND

Council maintains a CEO Employment and Remuneration Committee (CERC) in accordance with section 45 of the *Local Government Act 2020*.

The CERC is an advisory Committee, and its primary objective is to oversee CEO recruitment and review of the CEO's performance as per the terms and conditions of the CEO's contract of employment. Minutes of the CEO Employment and Remuneration Committee are reported direct to Council.

Wellington Shire Council's CEO Employment and Remuneration Policy, meets all the requirements of the *Local Government Act 2020* and has been reviewed annually and updated accordingly and is considered best practice. It provides for the recruitment and appointment process, contract inclusions and performance monitoring, including the use of experienced and independent consultants to assist Council with both CEO recruitment and the CEO performance review process.

A copy of the minutes in brief from the CEO Employment and Remuneration Committee meeting of 6 May 2025 is attached and is provided for the information of Council and the public in general.

ATTACHMENTS

1. CEO Employment and Remuneration Committee Minutes in Brief - 6 May 2025 [**14.3.1** - 1 page]
2. CEO Employment and Remuneration Policy May 2025 [**14.3.2** - 9 pages]
3. Confidential Header CEO Employment and Performance Committee Minutes May 2025 [**14.3.3** - 1 page]
4. CONFIDENTIAL REDACTED - CEO Employment and Remuneration Committee Minutes 6 May 2025 [**14.3.4** - 2 pages]
5. CONFIDENTIAL REDACTED - CEO Performance Criteria 2024/25 [**14.3.5** - 10 pages]
6. CONFIDENTIAL REDACTED - Draft Timeline CEO Performance Reviews and KPIs 2024/25 and 2025/26 [**14.3.6** - 8 pages]

OPTIONS

Council has the following options available:

1. To receive and note the minutes from the CEO Employment and Remuneration Committee (CERC) meeting of 6 May 2025 and approve the recommendations from the committee; or
2. To seek further information and consider the minutes at a future meeting.

PROPOSAL

To receive and note the minutes from the CEO Employment and Remuneration Committee (CERC) meeting of 6 May 2025 and approve the recommendations from the committee.

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a conflict of interest.

FINANCIAL IMPACT

This impact has been assessed and there is no effect to consider at this time.

COMMUNICATION IMPACT

This impact has been assessed and there is no effect to consider at this time.

LEGISLATIVE IMPACT

This impact has been assessed and there is no effect to consider at this time.

COUNCIL POLICY IMPACT

This impact has been assessed and there is no effect to consider at this time.

COUNCIL PLAN IMPACT

While this report does not meet a specific Council Plan strategic outcome, it aligns with good governance.

RESOURCES AND STAFF IMPACT

This impact has been assessed and there is no effect to consider at this time.

COMMUNITY IMPACT

This impact has been assessed and there is no effect to consider at this time.

ENVIRONMENTAL IMPACT

This impact has been assessed and there is no effect to consider at this time.

ENGAGEMENT IMPACT

This impact has been assessed and there is no effect to consider at this time.

RISK MANAGEMENT IMPACT

This impact has been assessed and there is no effect to consider at this time.



CEO EMPLOYMENT AND REMUNERATION COMMITTEE (CERC) MEETING

Tuesday 6 May 2025 – 9.00am

MINUTES

PRESENT: Mayor Scott Rossetti
Deputy Mayor Councillor Cindy Madeley
Councillor Garry Stephens
Arthur Skipitaris (General Manager Corporate Services)
Viktoria Pope (Executive Assistant)

APOLOGIES: Nil

1. **Timeline – CEO 2024/25 Performance Review and 2025/26 KPI's**
 - High level timeline discussed, including key dates, responsibilities/actions.

2. **CEO Employment and Remuneration Policy Review**
 - Policy due for review May 2025.

Action: Committee recommends taking the proposed policy to Council meeting on 20 May for approval.

3. **Setting CEO's 2025/26 Performance Criteria and KPI's**
4. **CEO 24/25 Performance Review and TRP Outcomes**
5. **Other Business / Next Meeting**

The meeting closed at 9.45am

CEO EMPLOYMENT AND REMUNERATION POLICY

Policy Number:	2.4.11
Approved by:	Council
Date Approved:	May 2024 2025
Date of Next Review:	May 2025 2026
Applicable to:	Organisation
Responsible Officer:	General Manager Corporate Services
Statutory Reference:	<i>Local Government Act 2020 - Section 45</i> <i>The Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019 - section 21</i> <i>Victorian Charter of Human Rights and Responsibilities Act 2006</i> <i>Fair Work Act 2009</i> <i>Charter of Human Rights Act 2008</i> <i>Human Rights and Equal Opportunity Commission Act 1986 (Commonwealth)</i>

AUTHORISATION

This Policy was endorsed by resolution of Council at a Council Meeting on ~~7 May 2024~~ 20 May 2025.

1. Purpose of Policy

This is the Chief Executive Officer Employment and Remuneration Policy (**Policy**) of Wellington Shire Council (**Council**), made in accordance with section 45 of the Act.

This Policy provides for the following matters which Council is responsible for under the Act and/or as a requirement of this Policy:

- (a) the recruitment and appointment of the Chief Executive ensuring that:
 - (i) the recruitment decision is based on merit;
 - (ii) the recruitment processes support transparency in the recruitment process and, subject to Council's discretion to offer re-appointment in accordance with section 44 of the Act, the public advertising of the position; and
 - (iii) regard is had to gender equity, diversity and inclusiveness;
- (b) approving the Contract of Employment entered into between Council and the Chief Executive Officer;
- (c) the CEO will appoint the Acting CEO from one of the General Managers under advice to all councillors, and if this period of appointment is to exceed 2 weeks, it must be approved by the Mayor, and if it exceeds 4 weeks by all of Council.
- (d) the provision of independent professional advice in relation to the matters dealt with in the Policy;
- (e) the monitoring of the Chief Executive Officer's performance;
- (f) an annual review of the Chief Executive Officer's performance; and
- (g) determining the Chief Executive Officer's remuneration.

2. Date of Commencement

- 2.1 This Policy commences operation on ~~21 March 2023~~ 20 May 2025.

3. Definitions

- 3.1 In this Policy, unless the context suggests otherwise the following words and phrases mean:

Act means the *Local Government Act 2020*.

Annual Review Report has the meaning given in clause 12.1.

Chief Executive Officer or **CEO** means the Chief Executive Officer of Council.

Committee means the CEO Employment and Remuneration Committee established under this Policy.

Contract of Employment means the contract of employment between Council and the CEO, including any schedules.

Council means Wellington Shire Council.

Councillors means the individuals holding the office of a member of Wellington Shire Council.

Council meeting has the same meaning as in the Act.

Executive Search Consultant means an independent consultant with specialist expertise in sourcing and evaluating candidates for senior executive roles.

Independent Advisor means the consultant appointed by Council from time to time to provide independent advice in accordance with section 45(2)(a) of the Act.

KPIs means Key Performance Indicators or performance criteria however described.

Mayor means the Mayor of Council.

Performance Plan means the annual performance plan setting out KPIs for the CEO.

Policy means this CEO Employment and Remuneration Policy adopted in accordance with section 45 of the Act.

Public Sector Wages Determination means any Determination that is currently in effect under section 21 of the *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019* in relation to remuneration bands for executives employed in public service bodies.

Recruitment Policy means the recruitment policy adopted by the CEO under section 48(2) of the Act.

Regulations means the Regulations made under Division 7 of Part 2 of the Act.

Remuneration Package means the total gross remuneration package paid to the CEO pursuant to the Contract of Employment.

Resolution means a resolution of Council made at a properly constituted Council meeting.

4. Overview

- 4.1 This Policy outlines the mechanisms which support Council in fulfilling its obligations regarding the CEO's employment and under the Act.

- 4.2 The aims of the CEO in relation to this Policy are to:

- 4.2.1 work collaboratively with the Committee in determining the Performance Plan on an annual basis;
- 4.2.2 actively participate in the performance appraisal process as required by the Committee;

- 4.2.3 make use of constructive feedback from Councillors and Committee Members in relation to performance appraisals;
- 4.2.4 undertake professional development on an as needed basis, and/or as part of the Performance Plan; and
- 4.2.5 promptly draw the Committee's attention to any situation where any variation of the Performance Plan may be required in light of the current circumstances.
- 4.3 The aims of Council (including via the Committee) in relation to this Policy are to:
 - 4.3.1 establish the Committee;
 - 4.3.2 provide processes for the recruitment of a natural person, and their appointment, to the position of CEO;
 - 4.3.3 draft and approve the Contract of Employment entered into between Council and the CEO;
 - 4.3.4 seek and be guided by independent professional advice in relation to the matters dealt with in this Policy;
 - 4.3.5 provide processes for determining and reviewing the Remuneration Package;
 - 4.3.6 provide processes for the monitoring of the CEO's performance including setting the Performance Plan and conducting an annual review;
 - 4.3.7 determine, as required, any variations to the Remuneration Package and terms and conditions of employment of the CEO; and
 - 4.3.8 provide processes for the appointment of an Acting Chief Executive Officer and
 - 4.3.9 have regard to all legal, contractual and statutory obligations owed to the CEO.

5. CEO Employment and Remuneration Committee

- 5.1 Council will establish a CEO Employment and Remuneration Committee (**Committee**).
- 5.2 The Committee will be an advisory committee to Council and will meet at least twice per year.
- 5.3 The purposes of the Committee are to consider, and make recommendations to Council with respect to, the:
 - 5.3.1 selection and appointment of the Independent Advisor;
 - 5.3.2 receive independent advice from time to time from the Independent Advisor;
 - 5.3.3 performance monitoring of the CEO, including with respect to achievement of the KPIs;
 - 5.3.4 annual review of the CEO's performance, including against agreed KPIs;
 - 5.3.5 CEO's remuneration;
 - 5.3.6 recruitment and appointment of a CEO, if required;
 - 5.3.7 provisions to be included in the Contract of Employment from time to time;
 - 5.3.8 appointment of an Acting CEO; and
 - 5.3.9 implementation of this Policy.
- 5.4 The Committee will include the Mayor, Deputy Mayor and Remuneration Committee Chair.
- 5.5 The Committee is to hold meetings as often as is necessary to:
 - 5.5.1 prepare documentation relevant to the CEO's employment and remuneration, including Council reports and contractual documents, for the approval of Council;

- 5.5.2 conduct and maintain appropriate records regarding performance reviews of the CEO; and
- 5.5.3 review the Remuneration Package and conditions of employment of the CEO.
- 5.6 The Committee will provide a report to Council following each meeting describing its activities and making recommendations about any action to be taken by Council.
- 5.7 The Committee will determine its procedures at its first meeting, which will include:
 - 5.7.1 the rules for its meetings, noting that meetings should be conducted with as little formality and technicality as appropriate to fulfil the Committee's purposes;
 - 5.7.2 how often the Committee will meet, provided that the Committee meets at least twice in each year;
 - 5.7.3 quorum, provided that the quorum is not less than the Mayor and two Councillors or, if the Mayor is absent, three Councillors;
 - 5.7.4 means of attendance at Committee meetings (e.g. in person or electronically); and
 - 5.7.5 authorising administrative support, including the taking of the minutes of the Committee meetings,
 and will communicate the procedures to Council.
- 5.8 For the avoidance of doubt, nothing in this Policy requires Council to accept any or all of the Committee's recommendations.
- 6. Recruitment of CEO**
- 6.1 The Committee will establish and manage the process to recruit the CEO, designed to ensure that Council can select the best available candidate from a short list of preferred candidates (with or without a recommendation from the Committee).
- 6.2 The Committee will determine, and make a recommendation to Council, as to:
 - 6.2.1 whether there is a need to engage an Executive Search Consultant to run the recruitment process; and, if so
 - 6.2.2 the Executive Search Consultant to be appointed to run the recruitment process.
- 6.3 If an Executive Search Consultant is engaged, the Committee, the Chair of the Committee or a member of Council staff nominated by the Committee must liaise with the Executive Search Consultant in connection with the recruitment process.
- 6.4 When considering the recruitment of the position of CEO to, the Committee must:
 - 6.4.1 ensure that the recruitment decision is based on merit;
 - 6.4.2 support transparency in the recruitment process and the public advertising of the position; and
 - 6.4.3 ensure that regard is had to gender equity, diversity and inclusiveness.
- 6.5 The Committee must ensure that the Executive Search Consultant publicly advertises the CEO role.
- 6.6 The Executive Search Consultant will be appointed on the terms agreed by Council, including that the Executive Search Consultant will prepare, and provide to Council, a schedule of dates for key decisions to be made by Resolution throughout the recruitment process.
- 6.7 The Committee must provide a report and recommendation to Council so that each key decision identified in the schedule prepared under clause 6.6 can, if necessary, be made by Resolution. This may include recommendations as to:
 - 6.7.1 the preferred candidate; and

- 6.7.2 the proposed high level contract terms (including the term of employment and Remuneration Package).

7. Appointment of the CEO

- 7.1 Council will receive a report from the Committee on the completion of its role in the recruitment process, and Council will proceed to decide on a preferred candidate with the support of the Committee to negotiate and finalise the Contract of Employment.
- 7.2 The Committee will provide a recommendation to Council on the provisions to be contained in the proposed Contract of Employment.
- 7.3 The appointment of the CEO must be made by Council Resolution.

8. Reappointment of the CEO

- 8.1 Within 9 months and not less than 6 months prior to the expiry of the current CEO's Contract of Employment, the Committee will provide a recommendation to Council on:
- 8.1.1 whether the CEO should be reappointed under a new Contract of Employment; and
- 8.1.2 if the recommendation is to reappoint the CEO, the proposed provisions of the further Contract of Employment.
- 8.2 Any reappointment of the current CEO must be made by Council Resolution.
- 8.3 Where the Contract of Employment is for a term of 12 months or less, the period of months referred to in clause 8.1 shall be 2 months.

9. Contract of Employment

- 9.1 The Contract of Employment is to be read in conjunction with this Policy (but the terms of this Policy are not incorporated into the Contract of Employment).
- 9.2 The Contract of Employment will, at a minimum, outline the following:
- 9.2.1 the employment term, which must not exceed 5 years in accordance with section 44(2) of the Act;
- 9.2.2 the responsibilities and duties of the position, including compliance with the Act and the Code of Conduct for Council staff;
- 9.2.3 how conflicts of interest will be managed;
- 9.2.4 the CEO's Remuneration Package and other entitlements;
- 9.2.5 legislative and contractual obligations, including those during and continuing after appointment;
- 9.2.6 the CEO's leave entitlements;
- 9.2.7 processes for managing unsatisfactory performance;
- 9.2.8 This policy recognises the CEO's current contract's provisions for termination notice and this policy does not override this clause. However, in the absence of this current contract, the following applies. A notice of a minimum 4 months with notice of termination by Council will apply with a maximum of up to 6 months; and
- 9.2.9 any other matters required to be contained in the Contract of Employment by the Regulations.
- 9.3 The Contract of Employment may only be varied by a Council Resolution with the CEO's acceptance, with such variation to be recorded in a deed of variation.

10. Remuneration and Expenses

- 10.1 The Remuneration Package provided to the CEO will form part of the Committee's annual review, having regard to (in accordance with section 45(3) of the Act):
 - 10.1.1 any statement of policy issued by the Government of Victoria which is in force with respect to its wages policy (or equivalent);¹ and
 - 10.1.2 any Public Sector Wages Determination.²
- 10.2 Remuneration will be reviewed on an annual basis, in accordance with the CEO's Performance Plan and contractual requirements.
- 10.3 Council will meet expenses incurred by the CEO in relation to:
 - 10.3.1 membership and subscription fees payable to professional associations which are reasonably necessary in order to carry out duties;
 - 10.3.2 reasonable costs incurred where attending conferences, seminars or other networking functions; and
 - 10.3.3 reasonable costs incurred in performance of required duties.

11. Performance monitoring

- 11.1 Council will adopt an annual Performance Plan for the CEO, which will include KPIs. The Performance Plan must be developed by the Committee in consultation with the CEO.
- 11.2 The CEO is to provide progress reports against the Performance Plan to the Committee on a quarterly basis.
- 11.3 The Committee may meet with the CEO following each progress report to discuss the matters contained in the progress report and any feedback from Council.
- 11.4 Following the initial 6 months of the CEO's term, a workshop with Councillors and the CEO should be arranged quarterly so that:
 - 11.4.1 the CEO can prepare and present their views formed since their appointment on any related matters, and highlight any projections or forecasts of relevance to Council during their tenure;
 - 11.4.2 Councillors can provide feedback to the CEO on their perspective of the CEO's performance during the initial period of the CEO's employment; and
 - 11.4.3 Council and the CEO can consider projects and priorities for inclusion in the CEO's Performance Plan and KPIs.
- 11.5 Nothing in this Policy prevents the Committee and/or Council from monitoring the CEO's performance on an ongoing basis.

12. Annual review

- 12.1 In preparation for Council's review, the Committee is required to submit an annual review report (**Annual Review Report**) to Council which includes recommendations on the following:
 - 12.1.1 whether, and to what extent, the CEO has met the KPIs under the Performance Plan;
 - 12.1.2 whether, and to what extent or in what respect, any KPIs or other criteria ought to be varied under the Performance Plan;
 - 12.1.3 whether, and to what extent, the Remuneration Package ought to be varied; and

¹ Section 45(3)(a) of the Act requires Council to have regard to any statement of policy issued by Government of Victoria which is in force with respect to its wages policy (or equivalent). The current Victorian Government Wages Policy applies in the public sector from 1 January 2022. See: <https://www.vic.gov.au/moving-new-wages-policy-2022>.

² Section 45(3)(b) of the Act requires Council to have regard to the published remuneration bands for executives employed in public service bodies. See: <https://www.vic.gov.au/tribunals-determination-vps-executive-remuneration-bands>

12.1.4 any other necessary matters.

12.2 The Committee will submit the Annual Review Report to Council only after meeting with the CEO to discuss the Committee's proposed recommendations.

12.3 Council shall, after receipt of the Annual Review Report, review the recommendations in the Annual Review Report, resolve upon the matters described in clause 12.1 and advise the CEO of the terms or effect of the Resolution.

13. Acting CEO

13.1 Council must appoint an Acting CEO when there is a vacancy in the office of the CEO or the CEO is unable to perform their duties under the Contract of Employment for a period exceeding 28 days.

13.2 The appointment of the Acting CEO must be made by a Resolution unless the Acting CEO is appointed for a period not exceeding 28 days, in which case the CEO may appoint an Acting CEO under delegation from Council pursuant to section 11(3) of the Act.

13.3 Where applicable, the Committee may advise Council on the selection and appointment of an Acting CEO.

14. Independent advice

14.1 The Independent Advisor is responsible for providing independent professional advice in relation to the matters dealt with under this Policy in accordance with section 45(2)(a) of the Act.

14.2 Council will determine the:

14.2.1 term of appointment of the Independent Advisor; and

14.2.2 remuneration of the Independent Advisor,

and ensure the Independent Advisor keep confidential all information which the Independent Advisor acquires by virtue of the engagement.

14.3 Council, or the Committee with the approval of a Resolution, can, on an as needed basis, obtain additional independent professional advice in relation to the matters dealt with under this Policy.

15. Dispute Resolution

15.1 In relation to any matter under this Policy or the CEO's Contract of Employment that may be in dispute, either the CEO or Council may:

15.1.1 give written notice to each other of the particulars of any matter in dispute, and

15.1.2 within 14 days of receiving a notice specified in clause 15.1.1, a meeting will be convened between the Committee and the CEO in an attempt to resolve the dispute.

15.2 If the dispute is not resolved, Council (in consultation with the CEO and on the recommendation of the Committee) will either within 14 days:

15.2.1 refer the dispute to an independent mediator (as agreed by the CEO and Council, or if they cannot agree a mediator appointed by the Executive Director of Local Government Victoria) and the Committee/Council agree to participate in any mediation process in good faith; or

15.2.2 nominate one or more external persons for the purpose of conducting further investigation and discussion (including any consultation with the CEO, as required) and making a recommendation to Council. Persons nominated for this purpose will have had no prior involvement in the dispute.

15.3 The cost of any mediation or investigation will be met by Council.

- 15.4 Having regard to any proposed outcome from any mediation under clause 15.2.1, or the recommendation made in accordance with clause 15.2.2, Council will make a final decision regarding the dispute which shall be binding on the parties.
- 15.5 During this process, no party shall be prejudiced as to the final resolution of the dispute. The parties will co-operate to ensure that the steps required to reach a resolution are carried out as expeditiously as possible for the benefit of all concerned.
- 15.6 Council and/or the CEO may nominate a representative (including a legal representative) to assist it and/or the CEO in this process. The CEO and/or Council will each be responsible for meeting the cost of any nominated representative used by them or it.
- 15.7 Neither the Committee nor the Mayor can make any binding decision under any dispute resolution process, without a Council Resolution.
- 16. Administrative Support**
- 16.1 Council acknowledges that, in implementing this Policy, it, the Committee and/or the Independent Advisor will from time to time require the assistance of members of staff, including assistance in relation to governance and human resources matters, and (where relevant) procurement and contract management.
- 16.2 Council, the Committee and/or the Independent Advisor may from time to time request a member of staff to provide assistance in implementing this Policy, recognising that the position of the member of staff is made difficult because they are accountable to the CEO (or a person acting as CEO) and therefore requests for assistance need to be limited to no more than those which are reasonably necessary.
- 16.3 The CEO should be kept informed of any decisions made to utilise Council staff for the purposes outlined in this section.
- 17. Interaction with Act and Regulations**
- 17.1 This Policy applies subject to any inconsistent obligations in the Act or the Regulations.
- 18. Confidentiality**
- 18.1 Council is not required to disclose any personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.
- 19. Delegations**
- 19.1 As set out in clause 13.2, Council must not delegate the power to appoint the CEO, whether on a permanent or acting basis, however, it may delegate to the CEO the power to appoint an Acting CEO for a period not exceeding 28 days (sections 11(2)(d) and 11(3) of the Act).
- 19.2 Council must not delegate the power to make any decision in relation to the employment, dismissal or removal of the CEO (section 11(2)(e) of the Act).
- 20. Review of Policy**
- 20.1 This Policy will be reviewed within 12 months of its adoption by Council.
- 20.2 This Policy will thereafter be reviewed at least every 2 years by the Committee and within 6 months of each Council election, and the Committee will make a recommendation to Council with respect to any suggested changes.

REVISION HISTORY

VERSION	MAJOR / MINOR UPDATE	SUMMARY OF CHANGES
1.0	Not applicable	No review required as this policy is still valid
2.0 March 2023	Major update	Full review and rewrite of the policy to align with the legislative requirements as set out in the <i>Local Government Act 2020</i>
3.0 April 2024	Minor Update	Minor update to wording
<u>4.0</u> <u>May 2025</u>	<u>Minor Update</u>	<u>Update to review date</u>



ORDINARY COUNCIL MEETING 20 MAY 2025

I declare that the information contained in the attached documents; **CEO EMPLOYMENT AND REMUNERATION COMMITTEE MINUTES 6 MAY 2025, CEO PERFORMANCE CRITERIA 2024/25, DRAFT TIMELINE CEO PERFORMANCE REVIEWS AND KPIs 2024/25 AND 2025/26** relating to **CEO EMPLOYMENT AND PERFORMANCE COMMITTEE MINUTES** is confidential because it contains confidential information as defined in section 3(1) of the Local Government Act 2020;

(f) personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs



.....
ARTHUR SKIPITARIS
General Manager Corporate Services
08/05/2025

14.4. S6 INSTRUMENT OF DELEGATION – MEMBERS OF COUNCIL STAFF

ACTION OFFICER: MANAGER ORGANISATIONAL PERFORMANCE AND GOVERNANCE

PURPOSE

To present to Council an updated S6 Instrument of Delegation from Council to Members of Council Staff.

RECOMMENDATION

That Council, in the exercise of the powers conferred by the legislation referred to in the attached instrument of delegation, resolve that –

- 1. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached S6 Instrument of Delegation - Members of Council Staff, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that instrument as attached.***
- 2. The S6 Instrument of Delegation - Members of Council Staff come into force immediately upon this resolution being made and is to be signed by the Council's Chief Executive Officer.***
- 3. On the coming into force of the S6 Instrument of Delegation - Members of Council Staff, the current S6 Instrument of Delegation - Members of Council Staff dated 20 March 2025 is revoked.***
- 4. The duties and functions set out in the S6 Instrument of Delegation - Members of Council Staff must be performed, and the powers set out in the instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.***

BACKGROUND

The *Local Government Act 2020* provides for Council to delegate a power, duty or function of Council to members of Council staff. Delegations are essential to good governance as it is not practical for Council and the Chief Executive Officer alone to exercise the many statutory powers provided to Council.

The S6 delegation instrument largely contains delegations by Council of specific powers, duties and functions under various Acts (e.g. the *Domestic Animals Act 1994*; the *Food Act 1984*; the *Heritage Act 2017*; the *Planning and Environment Act 1987*; the *Residential Tenancies Act 1997*; the *Road Management Act 2004* and associated regulations). It is necessary for Council to delegate those functions to Council staff to fulfil regulatory functions

Council's Instruments of Delegation are based on regularly updated 'model delegations' which are provided through a legal firm. The S6 delegation instrument is regularly updated, with the last update approved by Council in March 2025.

Council is implementing a new management structure this month, with some changes to Council officer responsibilities and reporting lines. The updated S6 Instrument of Delegation from Council to Members of Council Staff reflects those changes as shown at Attachment 14.4.1 and updates are noted in Attachment 14.4.2.

ATTACHMENTS

1. S6 Instrument of Delegation - Members of Staff [14.4.1 - 123 pages]
2. Change Table S6 Management Restructure [14.4.2 - 2 pages]

OPTIONS

Council has the following options available:

1. That Council, in the exercise of the powers conferred by the legislation referred to in the attached instrument of delegation, resolve that –
 - i. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached *S6 Instrument of Delegation - Members of Council Staff*, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that instrument as attached.
 - ii. The S6 Instrument of Delegation - Members of Council Staff come into force immediately upon this resolution being made and is to be signed by the Council's Chief Executive Officer.
 - iii. On the coming into force of the *S6 Instrument of Delegation - Members of Council Staff*, the current *S6 Instrument of Delegation - Members of Council Staff* dated 20 March 2025 is revoked.
 - iv. The duties and functions set out in the *S6 Instrument of Delegation - Members of Council Staff* must be performed, and the powers set out in the instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt; or
2. That Council resolve not to update the *S6 Instrument of Delegation - Members of Council Staff* and seek further information for consideration at a future meeting of Council.

PROPOSAL

It is proposed that Council adopt the updated *S6 Instrument of Delegation - Members of Council Staff*.

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a conflict of interest.

FINANCIAL IMPACT

This impact has been assessed and there is no effect to consider at this time.

COMMUNICATION IMPACT

This impact has been assessed and there is no effect to consider at this time.

LEGISLATIVE IMPACT

Delegations reflect the powers, duties and functions that can be delegated under the legislation referred to in the Instrument and facilitates the daily operations of Council.

The S6 delegation instrument largely contains delegations by Council of specific powers, duties and functions under various Acts (e.g. the *Domestic Animals Act 1994*; the *Food Act 1984*; the *Heritage Act 2017*; the *Planning and Environment Act 1987*; the *Residential Tenancies Act 1997*; the *Road Management Act 2004* and associated regulations).

COUNCIL POLICY IMPACT

This impact has been assessed, and it aligns with Council's Delegations Policy.

COUNCIL PLAN IMPACT

While this report does not meet a specific Council Plan strategic outcome, it aligns with good governance.

RESOURCES AND STAFF IMPACT

Following adoption, all staff with altered or new delegations are notified.

COMMUNITY IMPACT

This impact has been assessed and there is no effect to consider at this time.

ENVIRONMENTAL IMPACT

This impact has been assessed and there is no effect to consider at this time.

ENGAGEMENT IMPACT

The instrument of delegation is a statutory document under the legislation referred to in the S6 Instrument of Delegation and is based on information supplied by Council's solicitors.

RISK MANAGEMENT IMPACT

The utilisation of Instruments of Delegation and Sub-Delegation allow for the provision of powers to be allocated to relevant council officers to allow them to carry out various duties and actions as an extension of Council.



WELLINGTON
SHIRE COUNCIL

INSTRUMENT OF DELEGATION

S6 Instrument of Delegation — Members of Council Staff

Preamble

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 a resolution of Council passed on 20 May 2025; and

2.2 the delegation:

- 2.2.1 comes into force immediately upon resolution and is to be signed by the Chief Executive Officer;
- 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 2.3, 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 if 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.

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

.....
Witness name:

DAVID MORCOM
Chief Executive Officer
Wellington Shire Council

Date: / 05 / 2025

Delegation Sources

- Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024
- Domestic Animals Act 1994
- Food Act 1984
- Heritage Act 2017
- Local Government Act 1989
- Planning and Environment Act 1987
- Residential Tenancies Act 1997
- Road Management Act 2004
- Planning and Environment Regulations 2015
- Planning and Environment (Fees) Regulations 2016
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015

S6 Instrument of Delegation - Members of Staff

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 7	Power to enter into a written agreement with a caravan park owner	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer, 1018 Manager Governance	
r 10	Function of receiving application for registration	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer, 1018 Manager Governance	
r 11	Function of receiving application for renewal of registration	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer, 1018 Manager Governance	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer, 1018 Manager Governance	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 12(1)	Power to refuse to grant the registration if not satisfied that the caravan park complies with these regulations	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer, 1018 Manager Governance	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer, 1018 Manager Governance	
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer, 1018 Manager Governance	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer, 1018 Manager Governance	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 12(4) & (5)	Duty to issue certificate of registration	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer, 1018 Manager Governance	
r 14(1)	Function of receiving notice of transfer of ownership.	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer, 1018 Manager Governance	
r 14(3)	Power to determine where notice of transfer is displayed	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer, 1018 Manager Governance	
r 15(1)	Duty to transfer registration to new caravan park owner	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer, 1018 Manager Governance	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 15(2)	Duty to issue a certificate of transfer of registration	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer, 1018 Manager Governance	
r 15(3)	Power to determine where certificate of transfer of registration is displayed	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer, 1018 Manager Governance	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer, 1018 Manager Governance	
r 17	Duty to keep register of caravan parks	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer, 1018 Manager Governance	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 21(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	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer, 1018 Manager Governance	
r 21(2)	Duty to consult with relevant emergency services agencies	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer, 1018 Manager Governance	
r 22	Power to determine places in which caravan park owner must display a copy of emergency procedures	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer, 1018 Manager Governance	
r 23	Power to determine places in which caravan park owner must display copy of public emergency warnings	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer, 1018 Manager Governance	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 24(2)	Power to consult with relevant floodplain management authority	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer, 1018 Manager Governance	
r 26(b)(i)	Power to approve system for the discharge of sewage and wastewater from a movable dwelling	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer, 1018 Manager Governance	
r 38	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer, 1018 Manager Governance	
r 38(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer, 1018 Manager Governance	

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 39(3)	Function of receiving installation certificate	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer, 1018 Manager Governance	
r 45(3)	Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer, 1018 Manager Governance	
r 45(5)	Power to determine places in which caravan park owner must display the certificate of registration or certificate of renewal of registration, the plan of the caravan park and a copy of the caravan park rules	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer, 1018 Manager Governance	

Domestic Animals Act 1994			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41A(1)	Power to declare a dog to be a menacing dog	723 General Manager Corporate Services, 198 Coordinator Local Laws, 1018 Manager Governance	Council may delegate this power to a Council authorised officer

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	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	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	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	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	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, (ia) displayed at any point of sale, (ib) be published on the food business's Internet site and (ii) inform the public by notice in a published newspaper, on the Internet site or otherwise	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	If s 19(1) applies

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	If s 19(1) applies
s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	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).	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	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	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	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 Only in relation to temporary food premises or mobile food premises

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority
s 19EA(3)	Function of receiving copy of revised food safety program	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19FA(1)	Power to direct a proprietor of a food premises to revise the food safety program for the premises or comply with any requirements specified in the food safety program	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority Subject to s 19FA(2), which requires a time limit for compliance to be specified
s 19FA(3)(a)	Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 19FA(3)(b)	Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority
s 19FA(3)(c)	Power to suspend the registration of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s 19IA(3))
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19N(2)	Function of receiving notice from the auditor	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	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	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	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	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	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	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority
	Power to register or renew the registration of a food premises	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 36A	Power to accept an application for registration or notification using online portal	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	144 Coordinator Environmental Health, 1018 Manager Governance	Where Council is the registration authority
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	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	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 s 38AB(1)	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38A(4)	Power to request a copy of a completed food safety program template	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	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	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority not exceeding the prescribed time limit defined under s 38E(5)

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38E(4)	Duty to register the food premises when conditions are satisfied	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority
s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority
s 39(2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	
s 39A	Power to register, or renew the registration of a food premises despite minor defects	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c)
s 39A (6)	Duty to comply with a direction of the Secretary	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 40E	Duty to comply with direction of the Secretary	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	
s 40F	Power to cancel registration of food premises	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority
s 43	Duty to maintain records of registration	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering or renewing registration of a component of a food business	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 45AC	Power to bring proceedings	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	
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	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	Where Council is the registration authority

Heritage Act 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 116	Power to sub-delegate Executive Director's functions, duties or powers	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner	<p>Must first obtain Executive Director's written consent</p> <p>Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation</p>

Local Government Act 1989			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 185L(4)	Power to declare and levy a cladding rectification charge	1 Chief Executive Officer	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	If authorised by the Minister

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	
s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	
s 4I(2)	Duty to make and copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 8A(5)	Function of receiving notice of the Minister's decision	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	
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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	
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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 499 Compliance Officer, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 640 Coordinator Strategic Planning, 746 Major Land Use Planning Project Coordinator	
s 12B(1)	Duty to review planning scheme	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 12B(2)	Duty to review planning scheme at direction of Minister	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 499 Compliance Officer, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 640 Coordinator Strategic Planning, 746 Major Land Use Planning Project Coordinator	
s 17(1)	Duty of giving copy amendment to the planning scheme	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	
s 17(2)	Duty of giving copy s 173 agreement	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	Until the proposed amendment is approved or lapsed
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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	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 Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	Where Council is a planning authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	Until the end of 2 months after the amendment comes into operation or lapses
s 21A(4)	Duty to publish notice	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	Except submissions which request a change to the items in s 22(5)(a) and (b)
s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	During the inspection period

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 27(2)	Power to apply for exemption if panel's report not received	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	
s 28(1)	Duty to notify the Minister if abandoning an amendment	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	Note: the power to make a decision to abandon an amendment cannot be delegated
s 28(2)	Duty to publish notice of the decision on Internet site	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	
s 30(4)(a)	Duty to say if amendment has lapsed	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	
s 30(4)(b)	Duty to provide information in writing upon request	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	
s 32(2)	Duty to give more notice if required	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	
s 33(1)	Duty to give more notice of changes to an amendment	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	
s 36(2)	Duty to give notice of approval of amendment	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	
s 38(5)	Duty to give notice of revocation of an amendment	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 40(1)	Function of lodging copy of approved amendment	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	
s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	
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	N/A	Where Council is a responsible public entity and is a planning authority

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46AW	Function of being consulted by the Minister	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner	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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner	Where Council is a responsible public entity
s 46AZC(2)	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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 499 Compliance Officer, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	Where Council is a responsible public entity

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning	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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GP	Function of receiving a notice under s 46GO	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	
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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning	
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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	
s 46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 640	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	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	Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	
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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	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)	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory	Where Council is the development agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	
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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	Where Council is the collecting agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	Where Council is the collecting agency
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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22	Where Council is the collecting agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	
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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	Where the Council is the planning authority This duty does not apply where Council is also the collecting agency
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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640	Where Council is the collecting agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	responsible for those works, services or facilities	Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	This provision does not apply where Council is also the relevant development agency
s 46GZ(2)(b)	Function of receiving the monetary component	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	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)	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640	Where Council is the collecting agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	contributions plan to that development agency	Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	This provision does not apply where Council is also the relevant development agency
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory	If any inner public purpose land is vested in Council under the Subdivision Act 1988 or acquired by Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	responsible for the use and development of that land	Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	<p>before the time it is required to be provided to Council under s 46GV(4)</p> <p>Where Council is the collecting agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the development agency</p>
s 46GZ(9)	Function of receiving the fee simple in the land	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	<p>Where Council is the development agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the collecting agency</p>
s 46GZA(1)	Duty to keep proper and separate accounts and records	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory	Where Council is the development agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	
s 46GZA(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	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)	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	Where Council is a development agency under an approved infrastructure contributions plan
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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 552 Senior Statutory Planner, 640 Coordinator Strategic 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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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)	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 552 Senior Statutory Planner, 640 Coordinator Strategic Planning	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)	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 552 Senior Statutory Planner, 640 Coordinator Strategic Planning	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)	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 552 Senior Statutory Planner, 640 Coordinator Strategic Planning	Where Council is the collecting agency under an approved infrastructure contributions plan
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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 552 Senior Statutory Planner, 640 Coordinator Strategic Planning	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 552 Senior Statutory Planner, 640 Coordinator Strategic Planning	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)	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 552 Senior Statutory Planner, 640 Coordinator Strategic Planning	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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 552 Senior Statutory Planner, 640 Coordinator Strategic Planning	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)	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 552 Senior Statutory Planner, 640 Coordinator Strategic Planning	Where Council is the development agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZF(3)	Function of receiving proceeds of sale	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 552 Senior Statutory Planner, 640 Coordinator Strategic Planning	Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency
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)	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 552 Senior Statutory Planner, 640 Coordinator Strategic Planning	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)	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 552 Senior Statutory Planner, 640 Coordinator Strategic Planning	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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 552 Senior Statutory Planner, 640 Coordinator Strategic Planning	Where Council is the collecting agency under an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner	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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	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)	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 640 Coordinator Strategic Planning	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 524	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory 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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner	
s 46Q(1)	Duty to keep proper accounts of levies paid	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner	
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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning	
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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner	Only applies when levy is paid to Council as a 'development agency'

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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)	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner	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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner	Must be done in accordance with Part 3
s46Q(4)(e)	Duty to expend that amount on other works etc.	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner	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	724 General Manager Development, 420 Manager Corporate Finance, 723 General Manager Corporate Services, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner	
s 46QD	Duty to prepare report and give a report to the Minister	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner	Where Council is a collecting agency or development agency

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 in accordance with the public availability requirements, during the inspection period	N/A	
s 46V(4)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with s 197B of the Act and on payment of the prescribe fee, after the inspection period	N/A	
s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it	N/A	
s 46V(6)	Duty to make a copy of the approved strategy plan incorporating all amendments to it available in accordance with the public available requirements	N/A	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46Y	Duty to carry out works in conformity with the approved strategy plan	N/A	
s 47	Power to decide that an application for a planning permit does not comply with that Act	730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 50(4)	Duty to amend application	730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 50(5)	Power to refuse to amend application	730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 50(6)	Duty to make note of amendment to application in register	730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 50A(1)	Power to make amendment to application	730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 50A(4)	Duty to note amendment to application in register	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 52(3)	Power to give any further notice of an application where appropriate	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 54(1)	Power to require the applicant to provide more information	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54(1B)	Duty to specify the lapse date for an application	730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 57A(5)	Power to refuse to amend application	730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 57A(6)	Duty to note amendments to application in register	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 57B(1)	Duty to determine whether and to whom notice should be given	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 57C(1)	Duty to give copy of amended application to referral authority	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 58	Duty to consider every application for a permit	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 58A	Power to request advice from the Planning Application Committee	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 60	Duty to consider certain matters	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 60(1A)	Duty to consider certain matters	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	
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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory 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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 62(2)	Power to include other conditions	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
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 s 173 agreement	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	This provision applies also to a decision to grant an amendment to a permit - see s 75

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 64(5)	Duty to give each objector a copy of an exempt decision	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	This provision applies also to a decision to grant an amendment to a permit - see s 75
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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	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 person who objected under s 57	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	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 s 64 or 65	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 69(1)	Function of receiving application for extension of time of permit	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 69(1A)	Function of receiving application for extension of time to complete development	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 69(2)	Power to extend time	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 70	Duty to make copy permit available for inspection in accordance with the public availability requirements	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 71(1)	Power to correct certain mistakes	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 71(2)	Duty to note corrections in register	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 73	Power to decide to grant amendment subject to conditions	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 74	Duty to issue amended permit to applicant if no objectors	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	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
s 76D	Duty to comply with direction of Minister to issue amended permit	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 83	Function of being respondent to an appeal	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 83B	Duty to give or publish notice of application for review	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 84AB	Power to agree to confining a review by the Tribunal	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 499 Compliance Officer, 573 Coordinator Statutory Planning, 142	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 86	Duty to issue a permit at order of Tribunal within 3 business days	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 91(2)	Duty to comply with the directions of VCAT	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 93(2)	Duty to give notice of VCAT order to stop development	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 95(3)	Function of referring certain applications to the Minister	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 95(4)	Duty to comply with an order or direction	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	
s 96F	Duty to consider the panel's report under s 96E	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	
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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	
s 96H(3)	Power to give notice in compliance with Minister's direction	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 96J	Duty to issue permit as directed by the Minister	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	
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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 97C	Power to request Minister to decide the application	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	
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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with the public availability requirements	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	1 Chief Executive Officer	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	1 Chief Executive Officer	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 97Q(4)	Duty to comply with directions of VCAT	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 101	Function of receiving claim for expenses in conjunction with claim	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 103	Power to reject a claim for compensation in certain circumstances	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 524	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s.107(1)	Function of receiving claim for compensation	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 107(3)	Power to agree to extend time for making claim	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 499 Compliance Officer, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner	
s 114(1)	Power to apply to the VCAT for an enforcement order	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 499 Compliance Officer, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 499 Compliance Officer, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 499 Compliance Officer, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 123(1)	Power to carry out work required by enforcement order and recover costs	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 499 Compliance Officer, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	724 General Manager Development	Except Crown Land
s 125(1)	Power to apply to any court of competent jurisdiction or to the tribunal for an injunction restraining any person from contravening an	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 499 Compliance Officer, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate	Section 123 of the Victorian Civil and Administrative Tribunal Act 1998 applies on an application to the Tribunal.

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	enforcement order or an interim enforcement order.	Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	
s 129	Function of recovering penalties	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 499 Compliance Officer, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 130(5)	Power to allow person served with an infringement notice further time	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 499 Compliance Officer, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 149A(1)	Power to refer a matter to the VCAT for determination	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 499 Compliance Officer, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 499 Compliance Officer, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 149B	Power to apply to the Tribunal for a declaration.	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 499 Compliance Officer, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	
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)	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 640 Coordinator Strategic Planning	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 171(2)(g)	Power to grant and reserve easements	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner, 746 Major Land Use Planning Project Coordinator	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner	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)	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner	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)	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner	Where Council is the development agency specified in an approved infrastructure contributions plan

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 173(1)	Power to enter into agreement covering matters set out in s 174	1 Chief Executive Officer	
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	1 Chief Executive Officer	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 Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
	Power to give consent on behalf of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 178A(1)	Function of receiving application to amend or end an agreement	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178A(5)	Power to propose to amend or end an agreement	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 178C(4)	Function of determining how to give notice under s 178C(2)	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	If no objections are made under s 178D Must consider matters in s 178B

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	After considering objections, submissions and matters in s.178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	After considering objections, submissions and matters in s 178B
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 179(2)	Duty to make copy of each agreement available in accordance with the public availability requirements	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 181	Duty to apply to the Registrar of Titles to record the agreement	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 182	Power to enforce an agreement	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 499 Compliance Officer, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory 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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 184G(2)	Duty to comply with a direction of the Tribunal	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 184G(3)	Duty to give notice as directed by the Tribunal	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	any person to whom the Minister is required to give notice	Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 198(1)	Function to receive application for planning certificate	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 199(1)	Duty to give planning certificate to applicant	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 201(1)	Function of receiving application for declaration of underlying zoning	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 201(3)	Duty to make declaration	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	
	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	
	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
	Power to give written authorisation in accordance with a provision of a planning scheme	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	

Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	723 General Manager Corporate Services, 144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer, 1018 Manager Governance	
s 522(1)	Power to give a compliance notice to a person	723 General Manager Corporate Services, 144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer, 1018 Manager Governance	

Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	723 General Manager Corporate Services, 144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer, 1018 Manager Governance	
s 525(4)	Duty to issue identity card to authorised officers	967 Governance Officer, 1018 Manager Governance, 965 Coordinator Governance and Risk	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	723 General Manager Corporate Services, 144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer, 1018 Manager Governance	
s 526A(3)	Function of receiving report of inspection	723 General Manager Corporate Services, 144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer, 1018 Manager Governance	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	723 General Manager Corporate Services, 144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer, 1018 Manager Governance	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	725 General Manager Built & Natural Environment, 489 Manager Assets & Projects, 433 Coordinator Asset Management	Obtain consent in circumstances specified in s 11(2)
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	725 General Manager Built & Natural Environment, 489 Manager Assets & Projects, 433 Coordinator Asset Management	
s 11(9)(b)	Duty to advise Registrar	725 General Manager Built & Natural Environment, 489 Manager Assets & Projects, 433 Coordinator Asset Management	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	725 General Manager Built & Natural Environment, 489 Manager Assets & Projects, 733 Manager Built Environment, 433 Coordinator Asset Management	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	725 General Manager Built & Natural Environment, 489 Manager Assets & Projects, 733 Manager Built Environment, 433 Coordinator Asset Management	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 12(2)(b)	Function of providing consent to the Head, Transport for Victoria for the discontinuance of a road or part of a road	725 General Manager Built & Natural Environment, 489 Manager Assets & Projects, 733 Manager Built Environment, 433 Coordinator Asset Management	
s 12(10)	Duty to notify of decision made	725 General Manager Built & Natural Environment, 489 Manager Assets & Projects, 733 Manager Built Environment, 433 Coordinator Asset Management	Duty 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	725 General Manager Built & Natural Environment, 489 Manager Assets & Projects, 733 Manager Built Environment, 433 Coordinator Asset Management	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	725 General Manager Built & Natural Environment, 489 Manager Assets & Projects, 733 Manager Built Environment, 433 Coordinator Asset Management	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	725 General Manager Built & Natural Environment, 489 Manager Assets & Projects	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	725 General Manager Built & Natural Environment, 489 Manager Assets & Projects, 433 Coordinator Asset Management	
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	725 General Manager Built & Natural Environment, 489 Manager Assets & Projects, 733 Manager Built Environment	
s 15(2)	Duty to include details of arrangement in public roads register	733 Manager Built Environment, 617 Coordinator Road Planning	
s 16(7)	Power to enter into an arrangement under s 15	725 General Manager Built & Natural Environment	
s 16(8)	Duty to enter details of determination in public roads register	733 Manager Built Environment, 617 Coordinator Road Planning	
s 17(2)	Duty to register public road in public roads register	733 Manager Built Environment, 617 Coordinator Road Planning	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	733 Manager Built Environment, 617 Coordinator Road Planning	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	725 General Manager Built & Natural Environment, 733 Manager Built Environment	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	725 General Manager Built & Natural Environment, 733 Manager Built Environment	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	725 General Manager Built & Natural Environment, 733 Manager Built Environment	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	725 General Manager Built & Natural Environment, 733 Manager Built Environment	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	733 Manager Built Environment, 617 Coordinator Road Planning	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	733 Manager Built Environment, 617 Coordinator Road Planning	
s 19(4)	Duty to specify details of discontinuance in public roads register	725 General Manager Built & Natural Environment, 489 Manager Assets & Projects, 36 Coordinator Infrastructure Development, 733 Manager Built Environment	
s 19(5)	Duty to ensure public roads register is available for public inspection	733 Manager Built Environment, 617 Coordinator Road Planning	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 21	Function of replying to request for information or advice	725 General Manager Built & Natural Environment, 733 Manager Built Environment	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	725 General Manager Built & Natural Environment, 733 Manager Built Environment	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	725 General Manager Built & Natural Environment, 733 Manager Built Environment	
s 22(5)	Duty to give effect to a direction under s 22	725 General Manager Built & Natural Environment, 733 Manager Built Environment	
s 40(1)	Duty to inspect, maintain and repair a public road.	725 General Manager Built & Natural Environment, 733 Manager Built Environment	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	725 General Manager Built & Natural Environment, 733 Manager Built Environment	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	725 General Manager Built & Natural Environment, 489 Manager Assets & Projects, 733 Manager Built Environment	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 42(1)	Power to declare a public road as a controlled access road	725 General Manager Built & Natural Environment, 733 Manager Built Environment	Power of coordinating road authority and sch 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	725 General Manager Built & Natural Environment, 733 Manager Built Environment	Power of coordinating road authority and sch 2 also applies
s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	725 General Manager Built & Natural Environment, 733 Manager Built Environment	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	725 General Manager Built & Natural Environment, 733 Manager Built Environment	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
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)	725 General Manager Built & Natural Environment, 733 Manager Built Environment	Where Council is the responsible road authority, infrastructure manager or works manager

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	725 General Manager Built & Natural Environment, 733 Manager Built Environment	
s 49	Power to develop and publish a road management plan	725 General Manager Built & Natural Environment, 733 Manager Built Environment	
s 51	Power to determine standards by incorporating the standards in a road management plan	725 General Manager Built & Natural Environment, 733 Manager Built Environment	
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	725 General Manager Built & Natural Environment, 733 Manager Built Environment, 617 Coordinator Road Planning	
s 54(2)	Duty to give notice of proposal to make a road management plan	725 General Manager Built & Natural Environment, 733 Manager Built Environment, 617 Coordinator Road Planning	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	725 General Manager Built & Natural Environment, 733 Manager Built Environment, 617 Coordinator Road Planning	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54(6)	Power to amend road management plan	725 General Manager Built & Natural Environment, 733 Manager Built Environment, 617 Coordinator Road Planning	
s 54(7)	Duty to incorporate the amendments into the road management plan	725 General Manager Built & Natural Environment, 733 Manager Built Environment, 617 Coordinator Road Planning	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	725 General Manager Built & Natural Environment, 733 Manager Built Environment, 617 Coordinator Road Planning	
s 63(1)	Power to consent to conduct of works on road	725 General Manager Built & Natural Environment, 733 Manager Built Environment, 617 Coordinator Road Planning	Where Council is the coordinating road authority
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	725 General Manager Built & Natural Environment, 733 Manager Built Environment, 617 Coordinator Road Planning	Where Council is the infrastructure manager

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 64(1)	Duty to comply with cl 13 of sch 7	725 General Manager Built & Natural Environment, 733 Manager Built Environment	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	723 General Manager Corporate Services, 198 Coordinator Local Laws, 1018 Manager Governance	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	723 General Manager Corporate Services, 198 Coordinator Local Laws, 1018 Manager Governance	Where Council is the coordinating road authority
s 67(3)	Power to request information	723 General Manager Corporate Services, 198 Coordinator Local Laws, 1018 Manager Governance	Where Council is the coordinating road authority
s 68(2)	Power to request information	723 General Manager Corporate Services, 198 Coordinator Local Laws, 1018 Manager Governance	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	1 Chief Executive Officer	
s 72	Duty to issue an identity card to each authorised officer	1 Chief Executive Officer	
s 85	Function of receiving report from authorised officer	725 General Manager Built & Natural Environment, 733 Manager Built	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Environment, 617 Coordinator Road Planning	
s 86	Duty to keep register re s 85 matters	1 Chief Executive Officer	
s 87(1)	Function of receiving complaints	725 General Manager Built & Natural Environment, 733 Manager Built Environment, 617 Coordinator Road Planning	
s 87(2)	Duty to investigate complaint and provide report	1 Chief Executive Officer	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	1 Chief Executive Officer	
s 112(2)	Power to recover damages in court	725 General Manager Built & Natural Environment, 733 Manager Built Environment	
s 116	Power to cause or carry out inspection	725 General Manager Built & Natural Environment, 733 Manager Built Environment, 617 Coordinator Road Planning, 661 Built Environment Planning Systems Officer	
s 119(2)	Function of consulting with the Head, Transport for Victoria	1 Chief Executive Officer	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	725 General Manager Built & Natural Environment, 439 Manager Natural Environment & Parks, 489 Manager Assets & Projects	
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)	36 Coordinator Infrastructure Development, 617 Coordinator Road Planning	
s 121(1)	Power to enter into an agreement in respect of works	725 General Manager Built & Natural Environment, 489 Manager Assets & Projects, 733 Manager Built Environment	
s 122(1)	Power to charge and recover fees	1 Chief Executive Officer	
s 123(1)	Power to charge for any service	1 Chief Executive Officer	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	1 Chief Executive Officer	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	1 Chief Executive Officer	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	1 Chief Executive Officer	
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	1 Chief Executive Officer	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 2 cl 5	Duty to publish notice of declaration	1 Chief Executive Officer	
sch 7 cl 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	725 General Manager Built & Natural Environment, 733 Manager Built Environment	Where Council is the infrastructure manager or works manager
sch 7 cl 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	725 General Manager Built & Natural Environment, 733 Manager Built Environment, 617 Coordinator Road Planning	Where Council is the infrastructure manager or works manager
sch 7 cl 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	725 General Manager Built & Natural Environment, 733 Manager Built Environment, 617 Coordinator Road Planning	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
sch 7 cl 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	725 General Manager Built & Natural Environment, 733 Manager Built Environment, 617 Coordinator Road Planning	Where Council is the infrastructure manager or works manager

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	725 General Manager Built & Natural Environment, 36 Coordinator Infrastructure Development, 733 Manager Built Environment, 617 Coordinator Road Planning	Where Council is the infrastructure manager or works manager
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	725 General Manager Built & Natural Environment, 36 Coordinator Infrastructure Development, 733 Manager Built Environment, 617 Coordinator Road Planning	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	725 General Manager Built & Natural Environment, 36 Coordinator Infrastructure Development, 733 Manager Built Environment, 617 Coordinator Road Planning	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	725 General Manager Built & Natural Environment, 36 Coordinator Infrastructure Development, 733 Manager Built Environment, 617 Coordinator Road Planning	Where Council is the coordinating road authority
sch 7 cl 12(5)	Power to recover costs	725 General Manager Built & Natural Environment, 36 Coordinator Infrastructure Development, 733 Manager Built	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Environment, 617 Coordinator Road Planning	
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	725 General Manager Built & Natural Environment, 733 Manager Built Environment, 617 Coordinator Road Planning	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	725 General Manager Built & Natural Environment, 733 Manager Built Environment, 617 Coordinator Road Planning	Where Council is the coordinating road authority
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	725 General Manager Built & Natural Environment, 733 Manager Built Environment, 617 Coordinator Road Planning	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	725 General Manager Built & Natural Environment, 36 Coordinator Infrastructure Development, 733 Manager Built Environment, 617 Coordinator Road Planning	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	725 General Manager Built & Natural Environment, 36 Coordinator Infrastructure Development, 733 Manager Built	Where Council is the coordinating road authority, responsible authority or infrastructure manager

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Environment, 617 Coordinator Road Planning	
sch 7 cl 16(5)	Power to consent to proposed works	725 General Manager Built & Natural Environment, 36 Coordinator Infrastructure Development, 733 Manager Built Environment, 617 Coordinator Road Planning	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	725 General Manager Built & Natural Environment, 36 Coordinator Infrastructure Development, 733 Manager Built Environment, 617 Coordinator Road Planning	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	725 General Manager Built & Natural Environment, 36 Coordinator Infrastructure Development, 733 Manager Built Environment, 617 Coordinator Road Planning	Where Council is the coordinating road authority
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	725 General Manager Built & Natural Environment, 36 Coordinator Infrastructure Development, 733 Manager Built Environment, 617 Coordinator Road Planning	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl18(1)	Power to enter into an agreement	725 General Manager Built & Natural Environment, 36 Coordinator Infrastructure Development, 733 Manager Built Environment, 617 Coordinator Road Planning	Where Council is the coordinating road authority
sch7 cl 19(1)	Power to give notice requiring rectification of works	725 General Manager Built & Natural Environment, 36 Coordinator Infrastructure Development, 733 Manager Built Environment, 617 Coordinator Road Planning	Where Council is the coordinating road authority
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	725 General Manager Built & Natural Environment, 733 Manager Built Environment	Where Council is the coordinating road authority
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	725 General Manager Built & Natural Environment, 36 Coordinator Infrastructure Development, 733 Manager Built Environment, 617 Coordinator Road Planning	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	725 General Manager Built & Natural Environment, 489 Manager Assets & Projects, 36 Coordinator Infrastructure Development, 733 Manager Built	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Environment, 617 Coordinator Road Planning	
sch 7 cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	725 General Manager Built & Natural Environment, 489 Manager Assets & Projects, 36 Coordinator Infrastructure Development, 733 Manager Built Environment, 617 Coordinator Road Planning	Where Council is the responsible road authority
sch 7A cl 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	725 General Manager Built & Natural Environment, 489 Manager Assets & Projects, 36 Coordinator Infrastructure Development, 733 Manager Built Environment, 617 Coordinator Road Planning	Where Council is the responsible road authority
sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with cls 3(2) and 4	725 General Manager Built & Natural Environment, 489 Manager Assets & Projects, 36 Coordinator Infrastructure Development, 733 Manager Built Environment, 617 Coordinator Road Planning	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)

Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r.6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	1 Chief Executive 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.
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 section 54 of the Act	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner	
r.25(a)	Duty to make copy of matter considered under section 60(1A)(g) in accordance with the public availability requirements	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	Where Council is the responsible authority

Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r.25(b)	Function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available in accordance with the public availability requirements	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 22 Environmental Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	Where Council is not the responsible authority but the relevant land is within Council's municipal district
r.42	function of receiving notice under section 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	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning, 142 Graduate Statutory Planner, 524 Statutory Planner, 552 Senior Statutory Planner, 541 Graduate Statutory Planner/Statutory Planner, 640 Coordinator Strategic Planning, 656 Strategic Planner, 706 Strategic Planner	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			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner	

Planning and Environment (Fees) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning	
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 20	724 General Manager Development, 730 Manager Planning and Building, 971 Major Projects and Principal Strategic Planner, 573 Coordinator Statutory Planning	

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 8(1)	Duty to conduct reviews of road management plan	725 General Manager Built & Natural Environment, 733 Manager Built Environment	
r 9(2)	Duty to produce written report of review of road management plan and make report available	725 General Manager Built & Natural Environment, 733 Manager Built Environment	
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)	725 General Manager Built & Natural Environment, 733 Manager Built Environment	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	725 General Manager Built & Natural Environment, 733 Manager Built Environment	

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 13(1)	Duty to publish notice of amendments to road management plan	725 General Manager Built & Natural Environment, 733 Manager Built Environment	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	725 General Manager Built & Natural Environment, 733 Manager Built Environment, 617 Coordinator Road Planning	
r 16(3)	Power to issue permit	725 General Manager Built & Natural Environment, 733 Manager Built Environment, 617 Coordinator Road Planning	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	725 General Manager Built & Natural Environment, 733 Manager Built Environment, 617 Coordinator Road Planning	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	725 General Manager Built & Natural Environment, 489 Manager Assets & Projects, 733 Manager Built Environment	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	725 General Manager Built & Natural Environment, 733 Manager Built Environment, 617 Coordinator Road Planning	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	725 General Manager Built & Natural Environment, 36 Coordinator Infrastructure Development, 733 Manager Built Environment, 617 Coordinator Road Planning	Where Council is the responsible road authority

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	723 General Manager Corporate Services, 198 Coordinator Local Laws, 1018 Manager Governance	Where Council is the responsible road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	725 General Manager Built & Natural Environment, 733 Manager Built Environment	

Road Management (Works and Infrastructure) Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 15	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	725 General Manager Built & Natural Environment, 733 Manager Built Environment	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	725 General Manager Built & Natural Environment, 733 Manager Built Environment	Where Council is the coordinating road authority

S6 Instrument of Delegation – Council to Members of Council staff
May 2025 Update – Management Restructure

Amendments as a result of operational requirements:

<u>Delegation Source</u>	<u>Provision</u>	<u>Item Delegated</u>	<u>Delegate</u>	<u>Conditions & Limitations</u>
<i>Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024</i> <i>Domestic Animals Act 1994</i> <i>Residential Tenancies Act 1997</i> <i>Road Management Act 2004</i> <i>Road Management (General) Regulations 2016</i>	N/A	Various	All delegations under these delegation sources referencing <u>740 Manager Regulatory Services</u> replaced with <u>1018 Manager Governance</u>	N/A
<i>Domestic Animals Act 1994</i> <i>Residential Tenancies Act 1997</i> <i>Road Management Act 2004</i> <i>Road Management (General) Regulations 2016</i>	N/A	Various	All delegations under these delegation sources referencing <u>724 General Manager Development</u> replaced with <u>723 General Manager Corporate Services</u>	N/A
<i>Heritage Act 2017</i> <i>Planning and Environment Act 1987</i> <i>Planning and Environment Regulations 2015</i> <i>Planning and Environment (Fees) Regulations 2016</i>	N/A	Various	<u>724 Manager Land Use Planning</u> updated to <u>724 Manager Planning and Building</u>	N/A

<u>Delegation Source</u>	<u>Provision</u>	<u>Item Delegated</u>	<u>Delegate</u>	<u>Conditions & Limitations</u>
<i>Food Act 1984</i>	s 36B	Duty to pay the charge for use of online portal	<p>Removed:</p> <p><u>145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer</u></p> <p>Added:</p> <p><u>1018 Manager Governance</u></p>	N/A
<i>Residential Tenancies Act 1997</i>	s 525(4)	Duty to issue identity card to authorised officers	<p>Removed:</p> <p><u>421 Manager People and Capability, 730 Manager Land Use Planning, 971 Major Projects and Principal Strategic Planner.</u></p> <p>Inserted:</p> <p><u>1018 Manager Governance</u></p> <p><i>For consistency with S7 Delegation under Local Government Act 1989 s 224(2)</i></p>	N/A

Amendments as recommended by council's solicitors:

<u>Delegation Source</u>	<u>Provision</u>	<u>Item Delegated</u>	<u>Delegate</u>	<u>Conditions & Limitations</u>
<i>Road Management Act</i>	ss 12(2), 12(4), 12(5), 12(6) and 12(7)	Power to discontinue road or part of road and associated provisions	Provisions removed as it is recommended Council uses the powers under the <i>Local Government Act 1989</i> instead to discontinue a road.	N/A

14.5. S18 INSTRUMENT OF SUB-DELEGATION UNDER THE ENVIRONMENT PROTECTION ACT 2017

ACTION OFFICER: MANAGER ORGANISATIONAL PERFORMANCE AND GOVERNANCE

PURPOSE

To present to Council an updated S18 Instrument of Sub-Delegation under the *Environment Protection Act 2017*.

RECOMMENDATION

That Council, in the exercise of the powers conferred by the legislation referred to in the attached instrument of delegation, resolve that –

- 1. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached S18 Instrument of Sub-Delegation under the Environment Protection Act 2017, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that instrument as attached.***
- 2. The S18 Instrument of Sub-Delegation under the Environment Protection Act 2017 comes into force immediately upon this resolution being made and is to be signed by the Council's Chief Executive Officer.***
- 3. On the coming into force of the S18 Instrument of Sub-Delegation under the Environment Protection Act 2017, the current S18 Instrument of Sub-Delegation under the Environment Protection Act 2017 dated 9 June 2022 is revoked.***
- 4. The duties and functions set out in the S18 Instrument of Sub-Delegation under the Environment Protection Act 2017 must be performed, and the powers set out in the instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.***

BACKGROUND

The *Local Government Act 2020* provides for Council to delegate a power, duty or function of Council to members of Council staff. Delegations are essential to good governance as it is not practical for Council and the Chief Executive Officer alone to exercise the many statutory powers provided to Council.

The S18 Instrument of Sub-Delegation under the *Environment Protection Act 2017* is a sub-delegation of powers of the Environmental Protection Agency (EPA). The governing board of the EPA formally delegated the powers, which relate to the regulation of onsite wastewater management systems and noise from construction, demolition and removal of residential premises, to Councils by a delegation instrument made on 4 June 2021. The EPA's delegation is exercisable for an unlimited period from 1 July 2021, unless revoked. It is necessary for Council to delegate those functions to Council staff to fulfil regulatory functions under the *Environment Protection Act 2017*.

Council's Instruments of Delegation are based on regularly updated 'model delegations' which are provided through a legal firm. A requirement of the *Local Government Act 2020* is that a Council must review delegations within the period of 12 months after a general election. The S18 Instrument of Sub-Delegation was last reviewed in 2022, making it both timely and a legislative requirement to conduct this review.

The updated S18 Instrument of Sub-Delegation under the *Environment Protection Act 2017* is shown at Attachment 14.5.1 and updates are noted in Attachment 14.5.2. The update is that a position has been removed from the list of delegated officers.

ATTACHMENTS

1. S18 Instrument of Sub- Delegation under the Environment Protection Act 2017 [**14.5.1** - 6 pages]
2. Change Table S18 Instrument of Sub-Delegation [**14.5.2** - 1 page]

OPTIONS

Council has the following options available:

1. That Council, in the exercise of the powers conferred by the legislation referred to in the attached instrument of delegation, resolve that –
 - i. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached S18 Instrument of Sub-Delegation under the *Environment Protection Act 2017*, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that instrument as attached.
 - ii. The S18 Instrument of Sub-Delegation under the *Environment Protection Act 2017* comes into force immediately upon this resolution being made and is to be signed by the Council's Chief Executive Officer.
 - iii. On the coming into force of the S18 Instrument of Sub-Delegation under the *Environment Protection Act 2017*, the current S18 Instrument of Sub-Delegation under the *Environment Protection Act 2017* dated 9 June 2022 is revoked.
 - iv. The duties and functions set out in the S18 Instrument of Sub-Delegation under the *Environment Protection Act 2017* must be performed, and the powers set out in the instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt; or
2. That Council resolve not to update the S18 Instrument of Sub-Delegation under the *Environment Protection Act 2017* and seek further information for consideration at a future meeting of Council.

PROPOSAL

It is proposed that Council adopt the updated *S18 Instrument of Delegation - Members of Council Staff*.

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a conflict of interest.

FINANCIAL IMPACT

This impact has been assessed and there is no effect to consider at this time.

COMMUNICATION IMPACT

This impact has been assessed and there is no effect to consider at this time.

LEGISLATIVE IMPACT

Delegations reflect the powers, duties and functions that can be delegated under the legislation referred to in the Instrument and facilitates the daily operations of Council.

The S18 Instrument of Sub-Delegation under the *Environment Protection Act 2017* is a sub-delegation of powers of the Environmental Protection Agency (EPA).

COUNCIL POLICY IMPACT

This impact has been assessed, and it aligns with Council's Delegations Policy.

COUNCIL PLAN IMPACT

While this report does not meet a specific Council Plan strategic outcome, it aligns with good governance.

RESOURCES AND STAFF IMPACT

Following adoption, all staff with altered or new delegations are notified.

COMMUNITY IMPACT

This impact has been assessed and there is no effect to consider at this time.

ENVIRONMENTAL IMPACT

The S18 Instrument of Sub-Delegation under the *Environment Protection Act 2017* relates to the regulation of onsite wastewater management systems and noise from construction, demolition and removal of residential premises for the protection of the environment and community amenity.

ENGAGEMENT IMPACT

The instrument of delegation is a statutory document under the legislation referred to in the S18 Instrument of Sub-Delegation and is based on information supplied by Council's solicitors.

RISK MANAGEMENT IMPACT

The utilisation of Instruments of Delegation and Sub-Delegation allow for the provision of powers to be allocated to relevant council officers to allow them to carry out various duties and actions as an extension of Council.



WELLINGTON
SHIRE COUNCIL

INSTRUMENT OF DELEGATION

S18

Instrument Of Sub- Delegation Under the Environment Protection Act 2017

Preamble Instrument of Sub-Delegation

By this Instrument of Sub-Delegation, in exercise of the power conferred by s 437(2) of the *Environment Protection Act 2017* ('Act') and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described in column 3 of the Schedule;
2. this Instrument of Sub-Delegation is authorised by a resolution of Council passed on 20 May 2025 pursuant to a power of sub-delegation conferred by the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021;
3. the delegation:
 - 3.1. comes into force immediately the common seal of Council is affixed to this Instrument of Sub-Delegation;
 - 3.2. remains in force until varied or revoked;
 - 3.3. is subject to any conditions and limitations set out in sub-paragraph 5, and the Schedule; and
 - 3.4. must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
4. this Instrument of Sub-Delegation is subject to the following limitations:
 - 4.1. the powers, duties and functions described in column and summarised in column 2 of the Schedule are only delegated for the purpose of regulating:
 - 4.2. onsite wastewater management systems with a design or actual flow rate of sewage not exceeding 5000 litres on any day; and
 - 4.3. noise from the construction, demolition or removal of residential premises;
5. the delegate must not determine the issue, take the action or do the act or thing:
 - 5.1. 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;
 - 5.2. if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategy
 adopted by Council;
 - 5.3. 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

5.4. 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.

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

.....
Witness name:

DAVID MORCOM
Chief Executive Officer
Wellington Shire Council

Date: / 05 / 2025

Delegation Sources

- Environment Protection Act 2017

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

Environment Protection Act 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 271	Power to issue improvement notice	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	
s 272	Power to issue prohibition notice	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	
s 279	Power to amend a notice	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	
s 358	Functions of the Environment Protection Authority	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	

Environment Protection Act 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 359(1)(b)	Power to do all things that are necessary or convenient to be done for or in connection with the performance of the Environment Protection Authority's functions and duties and to enable the Authority to achieve its objective.	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	
s 359(2)	Power to give advice to persons with duties or obligations	144 Coordinator Environmental Health, 145 Environmental Health Officer, 146 Environmental Health Officer, 559 Environmental Health Officer, 830 Environmental Health Officer	

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

May 2025 Update – Council review

Amendments as a result of operational requirements:

<u>Delegation Source</u>	<u>Provision</u>	<u>Item Delegated</u>	<u>Delegate</u>	<u>Conditions & Limitations</u>
<i>Environment Protection Act 2017</i>	N/A	N/A	<p>The following removed from all delegations due to the position being vacant:</p> <p><u>845 Wastewater Project Officer</u></p>	N/A

14.6. S11B INSTRUMENT OF APPOINTMENT AND AUTHORISATION (ENVIRONMENT PROTECTION ACT 2017)

ACTION OFFICER: MANAGER ORGANISATIONAL PERFORMANCE AND GOVERNANCE

PURPOSE

To seek Council's approval for the designated Council Officers responsible for administration and enforcement of the *Environment Protection Act 2017* to be appointed and authorised as an Authorised Officer under the *Environment Protection Act 2017*.

RECOMMENDATION

- 1. That Council appoint and authorise the Council Officers referred to in the attached instrument titled 'S11B Instrument of Appointment and Authorisation (Environment Protection Act 2017)' as set out in the instrument.**
- 2. That the instrument come into force immediately upon being signed by Council's Chief Executive Officer and remain in force until Council determines to vary or revoke the instrument.**
- 3. That Council revoke the S11B Instrument of Appointment and Authorisation (Environment Protection Act 2017) dated 18 February 2025.**

BACKGROUND

Authorised Officers are Council Officers appointed under section 242(2) of the *Environment Protection Act 2017* and authorised under section 313 of the *Local Government Act 2020*, either generally or in a particular case, to institute proceedings for offences against the Acts and regulations described in the attached instrument of authorisation.

The instrument of authorisation has been updated to include Council Officer Alan Armitage, who will assume the role of Local Laws Officer in May 2025. The position requires appointment and authorisation pursuant to section 242(2) of the *Environment Protection Act 2017*.

ATTACHMENTS

1. S11B - Instrument of Appointment and Authorisation (Environment Protection Act 2017) [14.6.1 - 2 pages]

OPTIONS

Council has the following options available:

1. Appoint and authorise the Council Officers referred to in the attached 'S11B Instrument of Appointment and Authorisation (*Environment Protection Act 2017*)' and revoke the S11B Instrument of Appointment and Authorisation (*Environment Protection Act 2017*) dated 18 February 2025; or;
2. Not appoint and authorise the Council Officers referred to in the attached S11B Instrument of Appointment and Authorisation and seek further clarification and information to be provided in a report at a future meeting.

PROPOSAL

It is proposed that Council appoint and authorise the Council Officers referred to in the attached 'S11B Instrument of Appointment and Authorisation (*Environment Protection Act 2017*)' and revoke the S11B Instrument of Appointment and Authorisation (*Environment Protection Act 2017*) dated 18 February 2025.

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a conflict of interest.

FINANCIAL IMPACT

This impact has been assessed and there is no effect to consider at this time.

COMMUNICATION IMPACT

This impact has been assessed and there is no effect to consider at this time.

LEGISLATIVE IMPACT

Section 242(2) of the *Environment Protection Act 2017* provides Council with the authority to approve the S11B Instrument of Appointment and Authorisation.

COUNCIL POLICY IMPACT

This impact has been assessed, and it aligns with Council's Authorisation and Appointments Policy.

COUNCIL PLAN IMPACT

While this report does not meet a specific Council Plan strategic outcome, it aligns with good governance.

RESOURCES AND STAFF IMPACT

Following adoption, our processes ensure that affected Council Officers are notified and Council procedures updated as required.

COMMUNITY IMPACT

This impact has been assessed and there is no effect to consider at this time.

ENVIRONMENTAL IMPACT

This impact has been assessed and there is no effect to consider at this time.

ENGAGEMENT IMPACT

This impact has been assessed and there is no effect to consider at this time.

RISK MANAGEMENT IMPACT

Authorised Officers must act within their authorisation and in accordance with all Council policies and procedures and any relevant legislation.



WELLINGTON
SHIRE COUNCIL

S11B Instrument of Appointment and Authorisation (Environment Protection Act 2017 only)



Instrument of Appointment and Authorisation (*Environment Protection Act 2017*)

In this Instrument 'officer' means –

Aimee Holt
Alan Armitage
Alishia Maddaluno
Andrew Fairhall
Candice Coles
Craig Stewart
Kane Oliver
Klaus Schneider
Peter Thompson
Richard Smith
Samantha King
Sean Drifill
Wayne Craft

By this Instrument of Appointment and Authorisation Wellington Shire Council –

under s 242(2) of the *Environment Protection Act 2017* ('Act') and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021 - appoints the officers to be authorised officers for the purposes of exercising the powers and functions set out in the Instrument of Direction of the Environment Protection Authority under the Act dated 4 June 2021.

It is declared that this Instrument -

- revokes all previous S11B Instruments of Appointment and Authorisation (*Environment Protection Act 2017*);
- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This Instrument is made by the Chief Executive Officer of Wellington Shire Council in the exercise of his authority to act on Council's behalf, which includes the authority conferred by resolution of Council made on **20 May 2025**.

DAVID MORCOM
Chief Executive Officer
Wellington Shire Council

Date: / / 2025

14.7. REMUNERATION COMMITTEE MINUTES

ACTION OFFICER: GENERAL MANAGER CORPORATE SERVICES

PURPOSE

For Council to note and receive the minutes and endorse the actions of the Remuneration Committee meeting held on 6 May 2025.

RECOMMENDATION

That Council –

- 1. Note and receive the minutes from the Remuneration Committee meeting held on 6 May 2025 as attached; and*
- 2. Endorse the actions from the Remuneration Committee meeting held on 6 May 2025 as detailed in the attached minutes.*

ATTACHMENTS

1. Remuneration Committee minutes - 6 May 2025 [**14.7.1** - 2 pages]

OPTIONS

Council has the following options available:

1. Note and receive the minutes from the Remuneration Committee meeting held on 6 May 2025 and endorse the actions from the meeting; or
2. Not note and receive the minutes from the Remuneration Committee meeting held on 6 May 2025 or endorse the actions from the meeting and seek further information for consideration at a future Council meeting.

PROPOSAL

It is proposed that Council:

1. Note and receive the minutes from the Remuneration Committee meeting held on 6 May 2025 as attached; and
2. Endorse the actions from the Remuneration Committee meeting held on 6 May 2025 as detailed in the attached minutes.

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a conflict of interest.

FINANCIAL IMPACT

This impact has been assessed and there is no effect to consider at this time.

COMMUNICATION IMPACT

This impact has been assessed and there is no effect to consider at this time.

LEGISLATIVE IMPACT

This impact has been assessed and there is no effect to consider at this time.

COUNCIL POLICY IMPACT

The Remuneration Committee reviews Councillor entitlements, expenses, reimbursements and gifts and ensures alignment with Council policy direction and governance in relation to Councillor benefits.

COUNCIL PLAN IMPACT

While this report does not meet a specific Council Plan strategic outcome, it aligns with good governance.

RESOURCES AND STAFF IMPACT

This impact has been assessed and there is no effect to consider at this time.

COMMUNITY IMPACT

This impact has been assessed and there is no effect to consider at this time.

ENVIRONMENTAL IMPACT

This impact has been assessed and there is no effect to consider at this time.

ENGAGEMENT IMPACT

This impact has been assessed and there is no effect to consider at this time.

RISK MANAGEMENT IMPACT

This impact has been assessed and there is no effect to consider at this time.



REMUNERATION COMMITTEE

Tuesday 6 May 2025 – 8.30am

MINUTES

PRESENT: Councillor Scott Rossetti
Councillor Carmel Ripper
Councillor Catherine Bannerman
David Morcom (Chief Executive Officer)
Arthur Skipitaris (General Manager Corporate Services)

APOLOGIES: Nil

1. **Declaration of Conflicts of Interest:**
No Conflicts of Interest were declared.
2. **Minutes of Previous Meeting:**
The minutes of the previous meeting on 4 March 2025 were accepted.
3. **Actions from previous minutes**
Nil.
4. **Councillor Costs and Reimbursements**
Councillor Costs and Reimbursements spreadsheets were reviewed, discussed and accepted.
 - Councillor Expense Summary Report YTD – 31 March 2025 (Attachment 1)
5. **General Business**
Nil.

The meeting closed at 8.40am

Attachment 1 – Councillor Expense Summary Report YTD – 31 March 2025

Councillor Expenses and Reimbursements - Period 01 July 2024 to 31 March 2025					
	2024/25 Actuals	Commitments	Left to spend/ receive after commitments	2024/25 Adopted Budget	2024/25 Adjusted Budget
Councillor and Mayoral Allowances	311,621.20	-	63,363.80	374,985.00	374,985.00
Other Councillor expenses	69,344.99	552.27	40,777.74	110,675.00	110,675.00
Grand Total	380,966.19	552.27	104,141.54	485,660.00	485,660.00

15. GENERAL MANAGER DEVELOPMENT

15.1. QUARTERLY BUILDING REPORT - JANUARY TO MARCH 2025

ACTION OFFICER: GENERAL MANAGER DEVELOPMENT

PURPOSE

To provide a report to Council on building permits issued in the Wellington Shire between 1 January 2025 and 31 March 2025.

RECOMMENDATION

That Council note the report of building permits issued from 1 January to 31 March 2025.

BACKGROUND

Building permits are issued by private building surveyors, and copies of permits are provided to Council. The permits, plans and other documents, are filed by Council and recorded on a register of building permits. Building permits are issued for a range of developments, including dwellings, extensions and fences, as well as commercial and industrial buildings.

In this report, Attachment 15.1.1 - Wellington Permits Issued, provides an overview by township, of the number of permits issued along with the estimated value of construction, for the three-month period ending 31 March 2025.

Attachments 15.1.2 and 15.1.3 provide an historical representation of the number and value of permits issued in Wellington Shire and compares this data against the broader Gippsland region – refer Attachment 15.1.2 - Graph 1 Number of Building Permits and Attachment 15.1.3 - Graph 2 Value of Building Permits.

For the period 1 January to 31 March 2025 there were 178 permits issued with an estimated value of work at \$27,585,358.

The major projects include:

BOISDALE:

- Alterations & additions to school buildings, Boisdale Consolidated School

MAFFRA:

- Warehouse Development, Station St.

SALE:

- New Bunnings Warehouse – Stage 1, Cobains Rd.
- New residential care buildings (NDIS), Trood St and Raglan St.
- New Brewery/Tavern, Wellington Park Way.

YARRAM:

- New specialist disability accommodation building, James St.

In the previous quarter, 1 October to 31 December 2024, there were 221 permits issued with an estimated value of work at \$26,370,403.

ATTACHMENTS

1. Wellington Permits Issued [**15.1.1** - 3 pages]
2. Graph 1 Number of Building Permits [**15.1.2** - 1 page]
3. Graph 2 Value of Building Works [**15.1.3** - 1 page]

OPTIONS

Council has the following options available:

1. To receive the Building Permits report; or
2. To not receive the Building Permits report and seek further information for consideration at a future Council meeting.

PROPOSAL

That Council note the report on building permits issued within Wellington Shire from 1 January to 31 March 2025.

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a conflict of interest.

FINANCIAL IMPACT

This impact has been assessed and there is no effect to consider at this time.

COMMUNICATION IMPACT

The quarterly report provides information on the number of building permits, and cost of development per town, within the Wellington Shire. Gippsland-wide building activity is also provided to demonstrate how the Wellington Shire area performs in comparison.

LEGISLATIVE IMPACT

Building permits are issued in accordance with *Building Act 1993*, Building Regulations 2006 and the Wellington Planning Scheme.

COUNCIL POLICY IMPACT

All building permits issued by private building surveyors are registered and filed as per the timelines set out in the Municipal Services Business Plan.

COUNCIL PLAN IMPACT

The Council Plan 2021-25 Theme 4 “Services and Infrastructure” states the following strategic outcome:

Strategic Outcome 4.3: *“Well planned and sustainable towns, facilities, and infrastructure that service community need.”*

This report supports the above Council Plan strategic outcome.

RESOURCES AND STAFF IMPACT

This impact has been assessed and there is no effect to consider at this time.

COMMUNITY IMPACT

This impact has been assessed and there is no effect to consider at this time.

ENVIRONMENTAL IMPACT

This impact has been assessed and there is no effect to consider at this time.

ENGAGEMENT IMPACT

This impact has been assessed and there is no effect to consider at this time.

RISK MANAGEMENT IMPACT

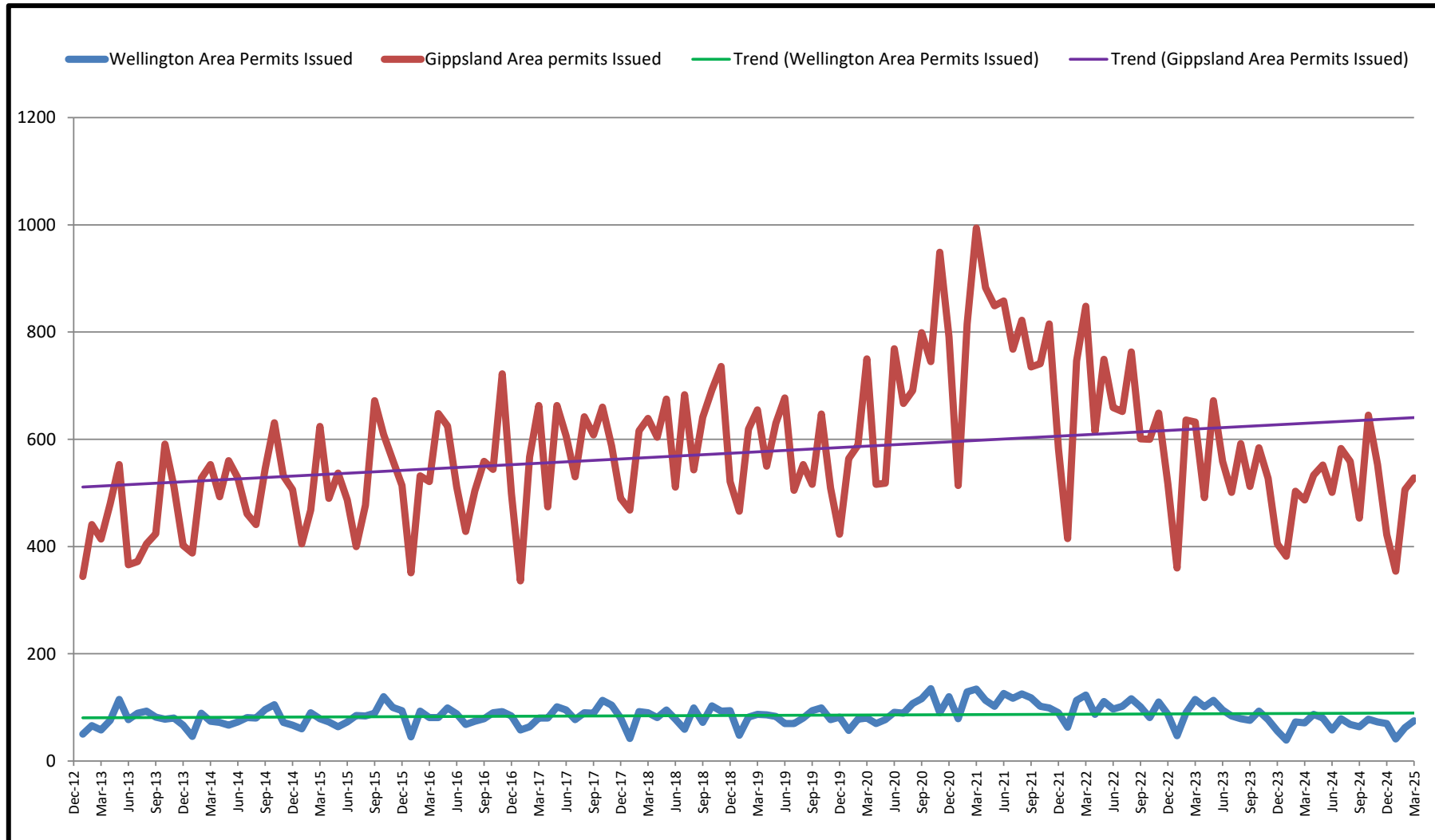
This impact has been assessed and there is no effect to consider at this time.

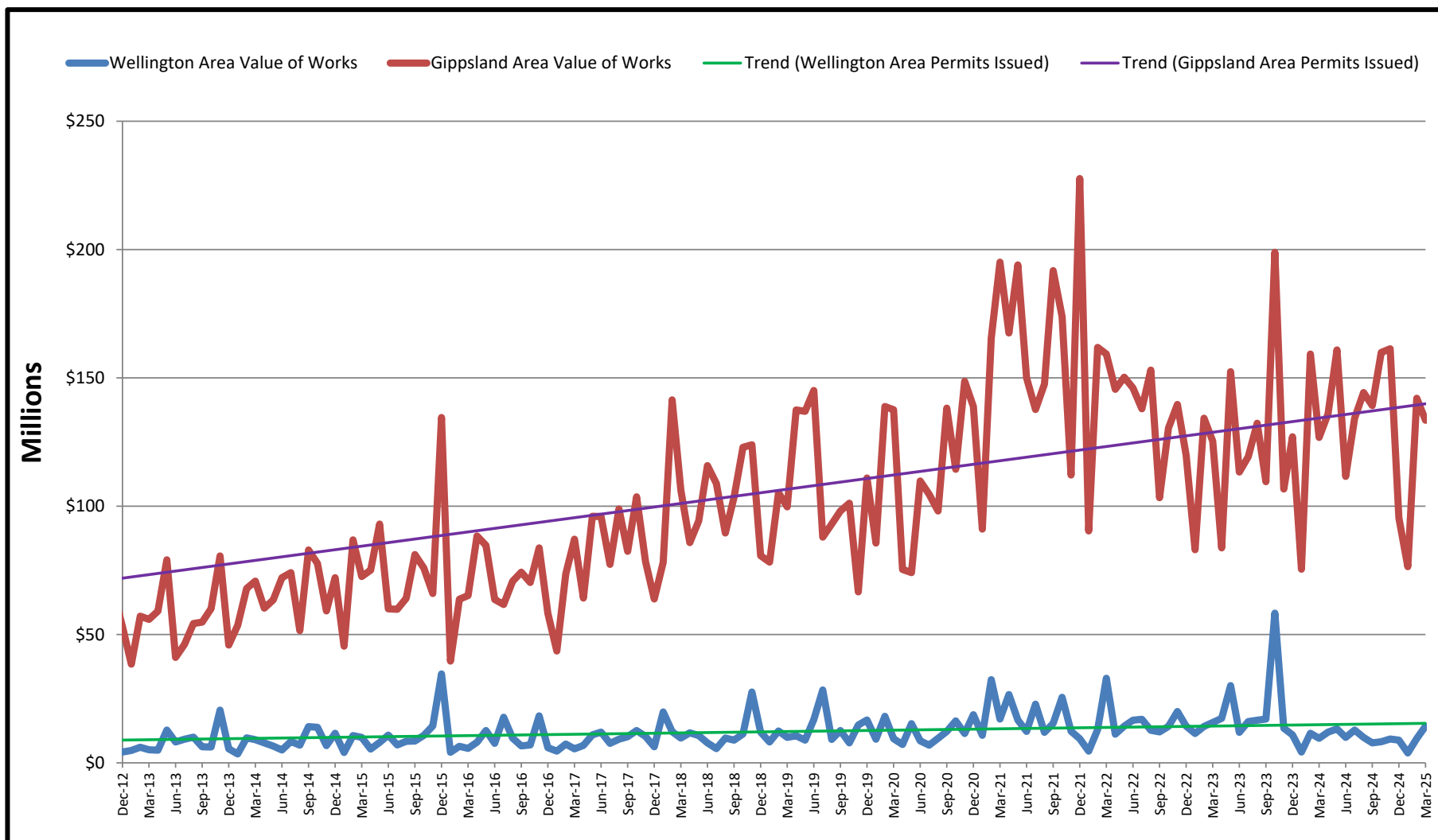
WELLINGTON PERMITS ISSUED
Number of Applications and their Estimated Value Each Month

	January	February	March	Total
ALBERTON	2 \$131,230	0 \$0	0 \$0	2 \$131,230
BOISDALE	0 \$0	2 \$1,119,366	0 \$0	2 \$1,119,366
BRIAGOLONG	0 \$0	1 \$610,000	5 \$1,438,693	6 \$2,048,693
BUNDALAGUAH	1 \$30,050	0 \$0	0 \$0	1 \$30,050
CARRAJUNG LOWER	0 \$0	1 \$12,220	0 \$0	1 \$12,220
COONGULLA	0 \$0	0 \$0	1 \$6,650	1 \$6,650
COWWARR	0 \$0	0 \$0	1 \$35,000	1 \$35,000
DARGO	1 \$52,000	0 \$0	0 \$0	1 \$52,000
DENISON	1 \$168,388	0 \$0	2 \$100,200	3 \$268,588
DEVON NORTH	1 \$29,000	0 \$0	0 \$0	1 \$29,000
FERNBANK	0 \$0	0 \$0	1 \$20,000	1 \$20,000
FULHAM	1 \$54,273	1 \$18,500	0 \$0	2 \$72,773
GLENGARRY	1 \$91,700	1 \$86,190	1 \$55,000	3 \$232,890
GLENMAGGIE	0 \$0	0 \$0	2 \$32,770	2 \$32,770
GOLDEN BEACH	2 \$55,600	0 \$0	2 \$403,000	4 \$458,600
GORMANDALE	0 \$0	0 \$0	1 \$25,448	1 \$25,448
HEYFIELD	3 \$58,435	5 \$307,419	3 \$852,421	11 \$1,218,275
JACK RIVER	0 \$0	0 \$0	1 \$88,809	1 \$88,809

	January	February	March	Total
LLOWALONG	1 \$64,900	1 \$89,375	0 \$0	2 \$154,275
LOCH SPORT	1 \$14,000	3 \$61,954	5 \$255,750	9 \$331,704
LONGFORD	1 \$58,410	4 \$77,144	4 \$114,700	9 \$250,254
MAFFRA	6 \$246,605	5 \$690,670	10 \$2,868,366	21 \$3,805,641
MANNS BEACH	0 \$0	2 \$33,100	0 \$0	2 \$33,100
NEWRY	0 \$0	0 \$0	2 \$93,450	2 \$93,450
PARADISE BEACH	0 \$0	2 \$374,557	0 \$0	2 \$374,557
PERRY BRIDGE	0 \$0	0 \$0	1 \$15,000	1 \$15,000
PORT ALBERT	1 \$6,500	0 \$0	0 \$0	1 \$6,500
ROSEDALE	2 \$96,982	6 \$388,440	1 \$15,660	9 \$501,082
SALE	7 \$905,636	21 \$3,978,752	12 \$4,732,462	40 \$9,616,850
SEASPRAY	0 \$0	1 \$163,600	0 \$0	1 \$163,600
SEATON	1 \$38,835	0 \$0	1 \$11,564	2 \$50,399
STRADBROKE	0 \$0	1 \$614,465	1 \$15,650	2 \$630,115
STRATFORD	4 \$875,000	1 \$570,770	12 \$1,997,896	17 \$3,443,666
TARRAVILLE	0 \$0	0 \$0	1 \$80,556	1 \$80,556
THE HONEYSUCKLES	0 \$0	0 \$0	1 \$29,850	1 \$29,850
TINAMBA	2 \$83,460	0 \$0	0 \$0	2 \$83,460
VALENCIA CREEK	1 \$7,550	0 \$0	0 \$0	1 \$7,550
WINNINDOO	0 \$0	0 \$0	1 \$105,100	1 \$105,100

	January	February	March	Total
WOODSIDE	0 \$0	1 \$150,000	1 \$542,596	2 \$692,596
WURRUK	0 \$0	1 \$10,750	0 \$0	1 \$10,750
YARRAM	1 \$800,646	2 \$83,000	2 \$339,295	5 \$1,222,941
Total	41.00 3,869,200	62.00 9,440,272	75.00 14,275,886	178.00 27,585,358

GRAPH 1: NUMBER OF BUILDING PERMITS

GRAPH 2: VALUE OF BUILDING WORKS

15.2. MONTHLY PLANNING DECISIONS - MARCH 2025

ACTION OFFICER: MANAGER LAND USE PLANNING

PURPOSE

To provide a report to Council on recent planning permit trends and planning decisions made under delegation by Statutory Planners during the month of March 2025.

RECOMMENDATION

That Council note the report on recent Planning Permit trends and Planning Application determinations between 1 and 31 March 2025.

BACKGROUND

Statutory Planners have delegated authority under the *Planning and Environment Act 1987* to make planning decisions in accordance with the *Planning and Environment Act 1987* and the Wellington Planning Scheme, including the issue of planning permits, amended permits, extensions of time, refusal of planning permits and notices of decision to grant a planning permit.

A copy of planning permit decisions made between 1 and 31 March 2025 is included in Attachment 15.2.1 - Planning Decisions Report - March 2025.

An overview of recent planning permit trends including decisions made, efficiency of decision making and the estimated value of approved development (derived from monthly planning permit activity reporting data) is included in Attachment 15.2.2 Planning Trends Report - March 2025.

ATTACHMENTS

1. Planning Decisions Report - March 2025 [**15.2.1** - 4 pages]
2. Planning Trends Report - March 2025 [**15.2.2** - 3 pages]

OPTIONS

Council has the following options available:

1. To receive the 1 to 31 March 2025 planning decisions report; or
2. To not receive the 1 to 31 March 2025 planning decisions report and seek further information for consideration at a future Council meeting.

PROPOSAL

That Council note the report of recent planning permit trends and planning application determinations between the 1 and 31 March 2025.

CONFLICT OF INTEREST

No staff and/or contractors involved in the compilation of this report have declared a conflict of interest.

FINANCIAL IMPACT

This impact has been assessed and there is no effect to consider at this time.

COMMUNICATION IMPACT

The monthly report communicates information about planning trends and determinations including the issue of planning permits, amended permits, refusal of planning permits, and notices of decision to grant a planning permit.

LEGISLATIVE IMPACT

All planning decisions have been processed and issued in accordance with the *Planning and Environment Act 1987* and the Wellington Planning Scheme.

COUNCIL POLICY IMPACT

All planning decisions have been issued after due consideration of relevant Council policy, including Council's Heritage Policy, and the requirements of the Planning Policy Framework in the Wellington Planning Scheme.

COUNCIL PLAN IMPACT

The Council Plan 2021-25 Theme 2 "Economy and Sustainable Growth" states the following strategic outcome:

Strategic Outcome 2.1: *"A diverse economy that creates jobs and opportunities."*

Strategic Outcome 2.3: *"An increase in variety of housing choice to support equitable access to housing."*

This report supports the above Council Plan strategic outcomes.

RESOURCES AND STAFF IMPACT

This impact has been assessed and there is no effect to consider at this time.

COMMUNITY IMPACT

This impact has been assessed and there is no effect to consider at this time.

ENVIRONMENTAL IMPACT

Planning decisions are made in accordance with the relevant environmental standards to ensure that environmental impacts are minimised.

ENGAGEMENT IMPACT

This impact has been assessed and there is no effect to consider at this time.

RISK MANAGEMENT IMPACT

This impact has been assessed and there is no effect to consider at this time.

**PLANNING APPLICATION DETERMINATIONS
BETWEEN 1/03/2025 AND 31/03/2025**

Application No/Year	Date Received	Property Title & Address	Proposal	Status
237-3.00/2007	11/03/2025	Assessment No. 63339 PPC: 370677J 398 RAYMOND ST SALE	Use & development for supermarket (ALDI)/ display business ID signage.	Withdrawn 27/03/2025
251-2.00/2012	6/01/2025	Assessment No. 376848 PCA: 10 SEC: 1 1/12 FORBES ST BRIAGOLONG	Use of the land for a cafe.	Permit Issued by Delegate of Resp/Auth 21/03/2025
465-1.00/2022	10/10/2022	Assessment No. 277632 LOT: 1 TP: 770355A 14 PIER ST PORT ALBERT	B & W associated with construction of a boat ramp & retaining wall.	Withdrawn 7/03/2025
563-2.00/2022	2/01/2025	Assessment No. 287896 LOT: 2 PS: 111946 30A GLOSTERS RD WONYIP	Buildings and works associated with the construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 28/03/2025
94-1.00/2023	23/03/2023	Assessment No. 288753 LOT: 1 LP: 3874 POUND RD YARRAM	Use and development of the land for a new dwelling.	Lapsed 6/03/2025
244-1.00/2024	25/07/2024	Assessment No. 21543 LOT: 3 LP: 90917 DAWSON ST SALE	B & W associated with the const of a telecommunications facility.	NOD issued by Delegate of Respon/Auth 28/03/2025
254-1.00/2024	7/08/2024	Assessment No. 86637 LOT: 1 PS: 135732 209 YUILL RD BUNDALAGUAH	S/D of the land from 2 lots into 2 new lots (house excision).	Permit Issued by Delegate of Resp/Auth 26/03/2025
312-1.00/2024	3/10/2024	Assessment No. 191122 LOT: 1 PS: 500991T 39 LYONS ST ROSEDALE	Installation of an electronic sign.	Permit Issued by Delegate of Resp/Auth 14/03/2025
353-2.00/2024	17/03/2025	Assessment No. 102616 CA: 15 SEC: B 913 SETTLEMENT RD FULHAM	2 Lot Subdivision of the land.	Permit Issued by Delegate of Resp/Auth 31/03/2025
355-1.00/2024	24/10/2024	Assessment No. 351726 PC: 375356D 283-285 RYANS RD COONGULLA	Two lot subdivision of the land.	Permit Issued by Delegate of Resp/Auth 11/03/2025
362-1.00/2024	7/11/2024	Assessment No. 455014 CA: 9 SEC: 13 93 QUEEN ST ROSEDALE	Buildings and works associated with the construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 28/03/2025

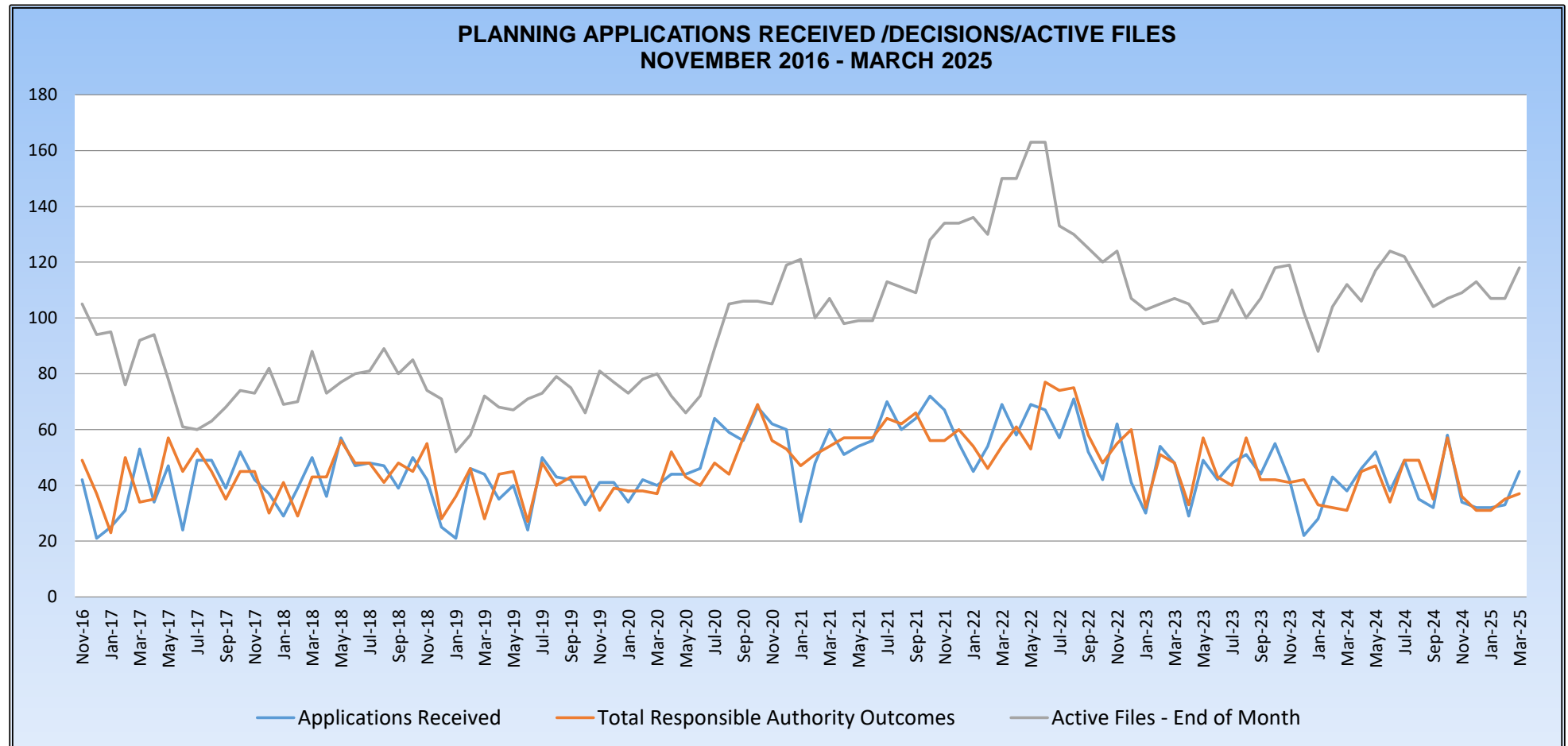
ATTACHMENT 15.2.1

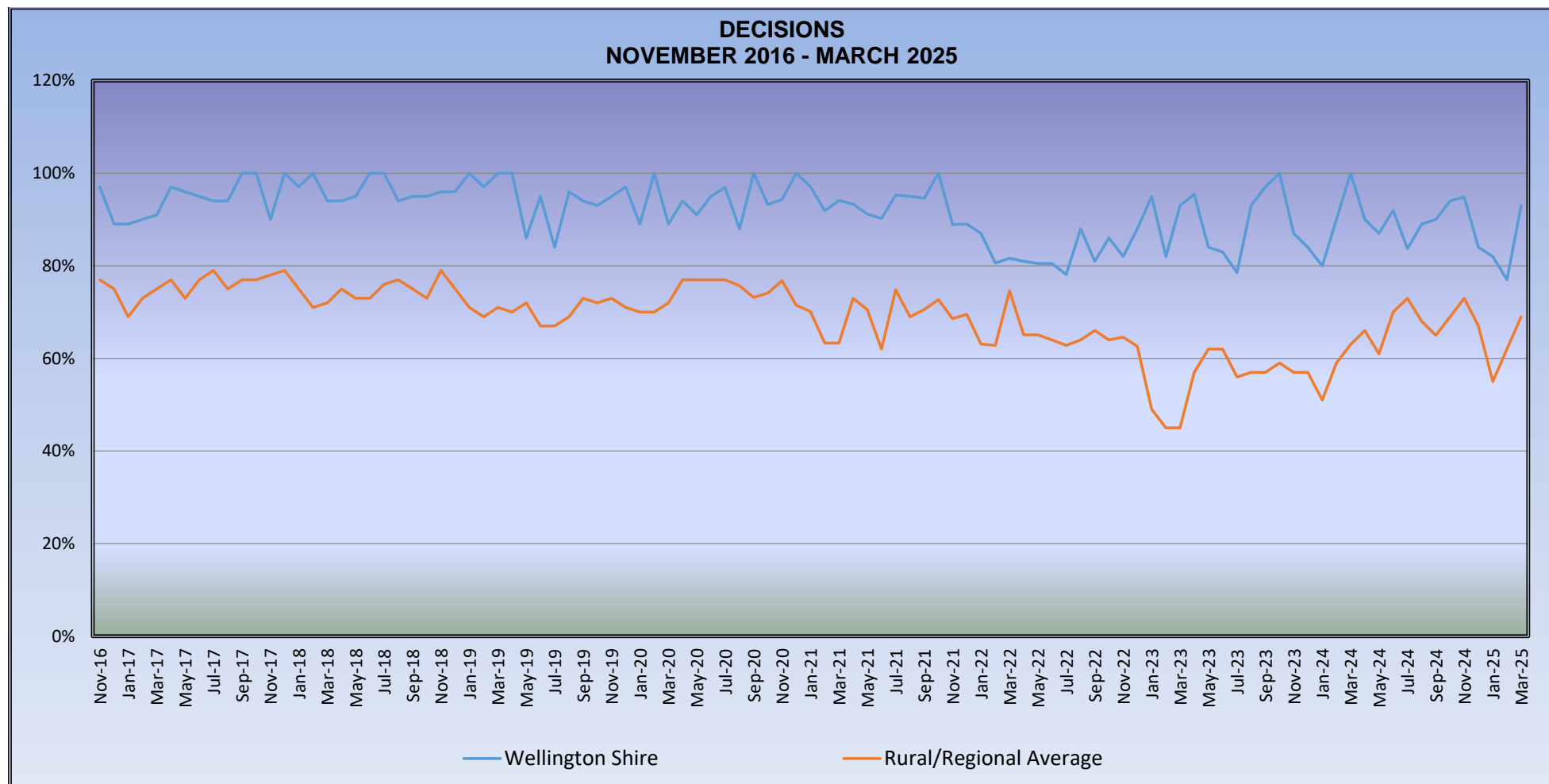
Application No/Year	Date Received	Property Title & Address	Proposal	Status
379-1.00/2024	27/11/2024	Assessment No. 330365 LOT: 3 PS: 62307 112 WEIR RD HEYFIELD	Use of the land for a Home Based Business.	Permit Issued by Delegate of Resp/Auth 12/03/2025
406-1.00/2024	19/12/2024	Assessment No. 109199 LOT: 1 BLK: 1 PS: 9309 35 MAIN ST COWWARR	Use of the land for a Warehouse (Fertiliser Depot).	Withdrawn 20/03/2025
409-1.00/2024	19/12/2024	Assessment No. 205849 CA: 37 131 ROSEDALE-LONGFORD ROSEDALE	Two lot subdivision of the land.	Withdrawn 11/03/2025
3-1.00/2025	9/01/2025	Assessment No. 215319 LOT: 446 LP: 52647 51 FAIRWAY AVE GOLDEN BEACH	Buildings & works associated with the construction of a dwelling.	NOD issued by Delegate of Respon/Auth 4/03/2025
5-1.00/2025	13/01/2025	Assessment No. 231019 LOT: 2629 LP: 70942 38 GOODLETT AVE LOCH SPORT	Buildings & works associated with the construction of 17 dwellings.	Withdrawn 3/03/2025
9-1.00/2025	14/01/2025	Assessment No. 94714 CA: 14 SEC: 4 592 LLOWALONG RD STRATFORD	Two lot subdivision of the land.	Permit Issued by Delegate of Resp/Auth 26/03/2025
10-1.00/2025	15/01/2025	Assessment No. 344036 LOT: 2 PS: 113305 BOISDALE-VALENCIA BOISDALE	Two lot subdivision of the land (boundary realignment).	Permit Issued by Delegate of Resp/Auth 25/03/2025
15-1.00/2025	21/01/2025	Assessment No. 357632 CA: 71J 17 TRARALGON-MAFFRA TINAMBA	B&W associated with construction of extension to an existing building.	Permit Issued by Delegate of Resp/Auth 17/03/2025
20-1.00/2025	23/01/2025	Assessment No. 405993 LOT: 3 PS: 546211R 684 BALLOONG RD WOODSIDE	Buildings and works / construction of an agricultural building.	Permit Issued by Delegate of Resp/Auth 6/03/2025
23-1.00/2025	28/01/2025	Assessment No. 39859 LOT: 28 LP: 147043B 22 HELEN CRES SALE	Variation to restrictive covenant / subdivision into 2 lots.	Withdrawn 20/03/2025
25-1.00/2025	29/01/2025	Assessment No. 210310 PC: 171231 15 COOGEE ST PARADISE BEACH	Buildings & works associated with the construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth 12/03/2025
31-1.00/2025	3/02/2025	Assessment No. 11114 LOT: 6 LP: 18957 78 RAGLAN ST SALE	B&W associated with the construction of three dwellings.	Permit Issued by Delegate of Resp/Auth 20/03/2025

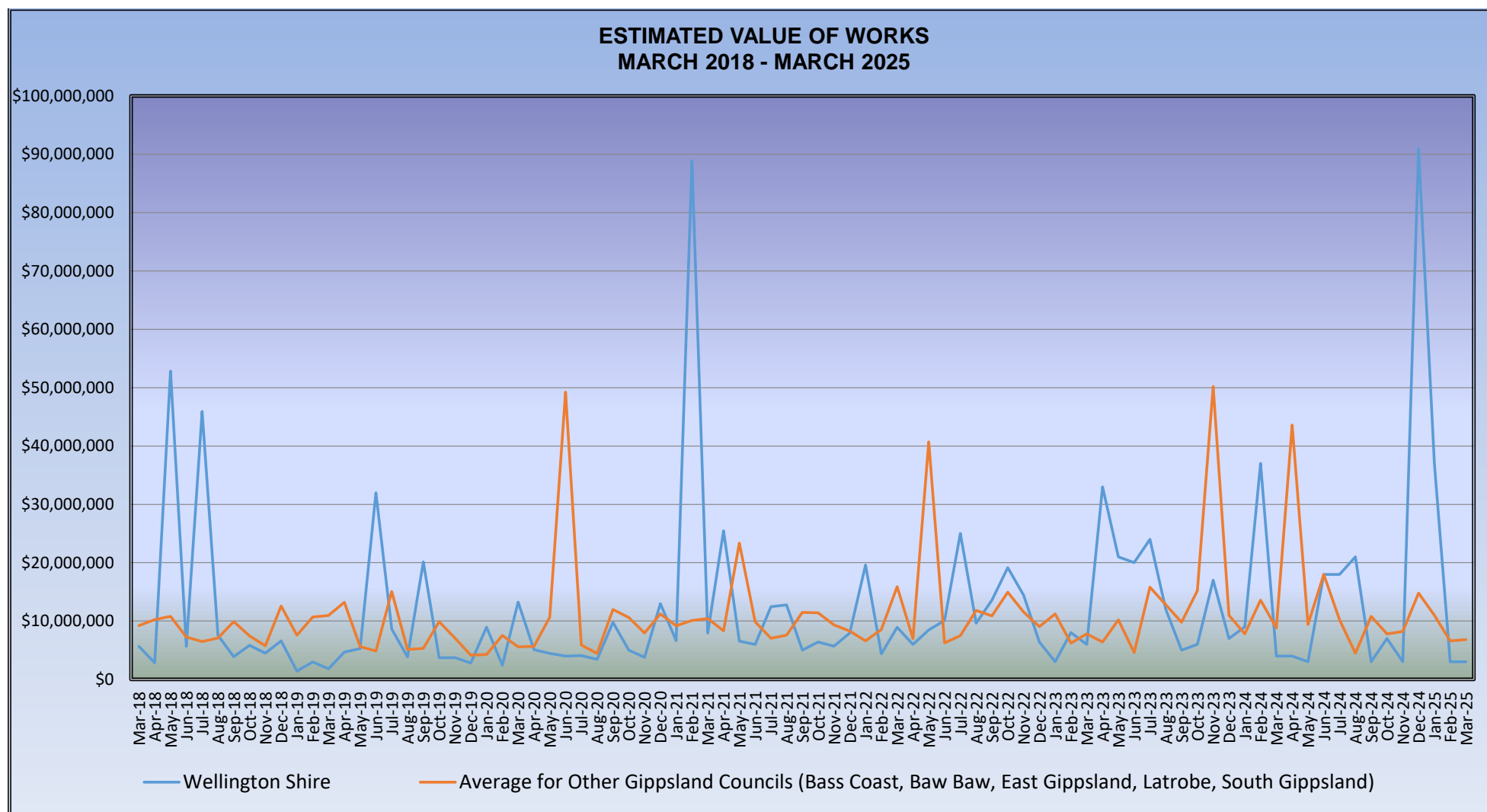
Application No/Year	Date Received	Property Title & Address	Proposal	Status
35-1.00/2025	4/02/2025	Assessment No. 361188 LOT: 1 PS: 644815K 508 LOWER NEWRY RD NEWRY	B&W associated with the construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth 17/03/2025
38-1.00/2025	11/02/2025	Assessment No. 430470 LOT: 2 PS: 924084P 105 SETTLEMENT RD MONTGOMERY	Buildings and works associated with the construction of a dwelling.	Permit Issued by Delegate of Resp/Auth 21/03/2025
49-1.00/2025	18/02/2025	Assessment No. 462788 LOT: 1 PS: 918093X 1/65 WELLINGTON PARK SALE	Use of the land for a gym.	Permit Issued by Delegate of Resp/Auth 27/03/2025
50-1.00/2025	19/02/2025	Assessment No. 327643 LOT: 1 TP: 745635 82 OLD LICOLA RD GLENMAGGIE	Buildings and works associated with the extension of a dwelling.	No Permit Required 3/03/2025
51-1.00/2025	20/02/2025	Assessment No. 299776 LOT: 4 PS: 305416T 445 BOLGERS RD DEVON NORTH	Buildings and works associated with the construction of an outbuilding	Permit Issued by Delegate of Resp/Auth 18/03/2025
53-1.00/2025	24/02/2025	Assessment No. 105403 PTL: 106 PS: 833210 16 SALE-COWWARR RD FULHAM	Buildings & works / alterations & extensions to a training facility.	Permit Issued by Delegate of Resp/Auth 6/03/2025
56-1.00/2025	25/02/2025	Assessment No. 391854 LOT: 1000 LP: 55692 20 WILHELM ST LOCH SPORT	Buildings & works associated with the construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth 4/03/2025
57-1.00/2025	25/02/2025	Assessment No. 42523 LOT: 1 TP: 533592 152 MACALISTER ST SALE	Buildings and works associated with the reconstruction of a roof.	Permit Issued by Delegate of Resp/Auth 21/03/2025
58-1.00/2025	28/02/2025	Assessment No. 436469 CA: 13 624 YARRAM-MORWELL RD JACK RIVER	Buildings & works / construction of 2 agricultural sheds.	Permit Issued by Delegate of Resp/Auth 6/03/2025
59-1.00/2025	28/02/2025	Assessment No. 106658 LOT: 1 PS: 605969B 979 SALE-HEYFIELD RD DENISON	Buildings & works associated with the construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth 13/03/2025
62-1.00/2025	3/03/2025	Assessment No. 406173 LOT: 1 PS: 813875A 28 LOWER HEART RD SALE	B&W associated with extension to existing dwelling (alfresco/verandah)	Permit Issued by Delegate of Resp/Auth 12/03/2025
66-1.00/2025	7/03/2025	Assessment No. 380907 LOT: 1 TP: 575869 GEORGE ST MAFFRA	Buildings & works/ construction of extension to the existing building.	Permit Issued by Delegate of Resp/Auth 27/03/2025

ATTACHMENT 15.2.1

Application No/Year	Date Received	Property Title & Address	Proposal	Status
69-1.00/2025	11/03/2025	Assessment No. 103556 CA: 25 SEC: A 139 MALVERN PARK RD DENISON	Buildings & works / construction of an agricultural building.	Permit Issued by Delegate of Resp/Auth 25/03/2025
87-1.00/2025	20/03/2025	Assessment No. 14118 LOT: 1 LP: 74475 1,350 MAFFRA-SALE RD SALE	Buildings & works associated with the construction of an outbuilding.	Permit Issued by Delegate of Resp/Auth 26/03/2025
Total No of Decisions Made: 37				







16. GENERAL MANAGER COMMUNITY AND CULTURE

16.1. COMMUNITY ASSISTANCE GRANTS MARCH 2025

ACTION OFFICER: GENERAL MANAGER COMMUNITY AND CULTURE

PURPOSE

For Council to approve the allocation round of Community Assistance Grants March 2025, as detailed in the confidential attachment 16.1.2 - Community Assistance Grants March 2025 Recommendations, with applicants being notified of the outcome of their applications.

RECOMMENDATION

That Council –

- 1. Receive and note this report;***
- 2. Approve the allocation of Community Assistance Grants March 2025, as detailed in the confidential attachment 16.1.2 - Community Assistance Grants March 2025 Recommendations, with applicants being notified of the outcome of their applications; and***
- 3. Note that the information contained in the confidential attachment 16.1.2 - Community Assistance Grants March 2025 Recommendations was designated confidential under section 3(1) of the Local Government Act 2020 by the General Manager Built and Natural Environment on 8 May 2025 because it relates to the following grounds:
(f) personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs except that once this recommendation has been adopted the name of the successful applicants can be made public.***

BACKGROUND

Our Community Assistance Grants Scheme encourages community outcomes in line with the Council's Wellington 2031 vision, the Council Plan 2021-25 and Healthy Wellington 2021-25.

It aims to build community capacity by encouraging participation, promoting inclusion, growing partnerships, providing learning opportunities, and supporting social connectedness by utilising and activating our open spaces, community, and cultural facilities.

Not for profit community groups operating in the Wellington Shire can apply for a Community Assistance Grant of \$2,501 to \$6,000. There are annually two Community Assistance Grant rounds in March and August.

Applications which successfully meet the criteria are eligible to be prioritised for funding.

For the March 2025 round, 44 applications totalling \$238,556.56 were received, 27 applications are recommended for funding of \$151,065.71. For full application and recommendation details refer Attachment 16.1.2 - Community Assistance Grants March 2025 Recommendations.

Applications are assessed by a panel made up of staff from Council's leadership team. The applications are initially assessed against guidelines and then prioritised using assessment criteria, as outlined in Attachment 16.1.3 - Community Assistance Grants March 2025 Guidelines and Assessment Criteria.

Each application is assessed on its benefit to the community, ability to fulfill a community need, project planning and capacity of the applicant to deliver the project.

The panel provides advice and recommendations to Council based on assessment criteria and funding guidelines.

ATTACHMENTS

1. Confidential Header Community Assistance Grants March 2025 [**16.1.1** - 1 page]
2. CONFIDENTIAL REDACTED - Community Assistance Grants March 2025 Recommendations [**16.1.2** - 7 pages]
3. Community Assistance Grants March 2025 Guidelines and Assessment Criteria [**16.1.3** - 6 pages]

OPTIONS

Council has the following options available:

1. Approve the recommendations to allocate Community Assistance Grants March 2025 funds as detailed in the confidential Attachment 16.1.2 - Community Assistance Grants March 2025 Recommendations with applicants being notified of the outcome of their applications; or
2. Seek further information for consideration at a future meeting of Council.

PROPOSAL

That Council approve the allocation of Community Assistance Grants March 2025 round, as detailed in the confidential Attachment 16.1.2 - Community Assistance Grants March 2025 Recommendations with applicants being notified of the outcome of their applications.

CONFLICT OF INTEREST

Emilie Davine, Manager of People and Capability had declared a conflict of interest for the Sale Golf Club Inc application. Sam Pye, Manager Bulit Environment completed the assessment of this application on her behalf.

FINANCIAL IMPACT

Funding will be through the Community Assistance Grant Scheme within the Community, Facilities and Emergencies budget. The total available budget for the 2024/25 Community Assistance Grant and the Quick Response Grant Scheme is \$382,000. Total Quick Response Grant funding that has been distributed is \$118,890.96. The July 2024 round allocated \$126,661.02 in funding.

There are 27 applications recommended for the Community Assistance Grants March 2025 for funding of a total \$151,065.71, in this round.

COMMUNICATION IMPACT

The funding of these events and projects will facilitate positive community relationships for the Wellington Shire, highlighting Council's commitment to supporting not for profit community organisations in the delivery of their activities, projects and events that benefit the wider community.

LEGISLATIVE IMPACT

This impact has been assessed and there is no effect to consider at this time.

COUNCIL POLICY IMPACT

This impact has been assessed and there is no effect to consider at this time.

COUNCIL PLAN IMPACT

The Council Plan 2021-25 Theme 3 "Liveability and Wellbeing" states the following strategic outcome:

Strategic Outcome 3.1: *"An inclusive, diverse, and resilient community."*

Strategic Outcome 3.2: *"An actively engaged community."*

Strategic Outcome 3.3: *"Opportunities for everyone to work, learn, create, play, and share."*

This report supports the above Council Plan strategic outcomes.

RESOURCES AND STAFF IMPACT

This impact has been assessed and there is no effect to consider at this time.

COMMUNITY IMPACT

The funding of these activities will have a significant positive impact on the community and provide assistance to increase the range of activities that the wider Wellington community can access and be a part of. Successful applicants have demonstrated a community need that will be filled through receiving the funding and show a community benefit through activity outcomes.

ENVIRONMENTAL IMPACT

All Community Assistance Grant applicants are encouraged to consider the environmental impacts that will be produced through delivering their grant outcomes and have appropriate measures in place to manage them.

ENGAGEMENT IMPACT

Council officers were involved in consultation with grant applicants to provide advice and assistance in the completion of event grant applications.

RISK MANAGEMENT IMPACT

The events industry is strongly legislated and all events are encouraged to comply with current occupational health and safety legislative and best practice safety standards. It is the responsibility of applicants to ensure that their projects comply with all current rules and regulations.



WELLINGTON
SHIRE COUNCIL

The Heart of Gippsland

ORDINARY COUNCIL MEETING 20 May 2025

I declare that the information contained in the attached document **COMMUNITY ASSISTANCE GRANTS MARCH 2025 RECOMMENDATIONS** relating to **COMMUNITY ASSISTANCE GRANTS MARCH 2025** is confidential because it contains confidential information as defined in section 3(1) of the *Local Government Act 2020*;

(f) personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs except that once this recommendation has been adopted the name of the successful applicants can be made public.

.....
CHRIS HASTIE
General Manager Built and Natural Environment
8/05/2025

Community Assistance Grants March 2025

Guidelines and Assessment Criteria



Introduction

Our Community Assistance Grants Scheme encourages community outcomes in line with Council's Wellington 2031 vision, the Council Plan 2021-25, and Healthy Wellington 2021-25.

It aims to build community capacity by encouraging:

- Participation and inclusion
- Growing community partnerships
- Providing learning opportunities
- Supporting social connectedness, and
- Activating our community spaces such as parks, halls and other facilities.

Overview

Not-for-profit community groups operating in the Wellington Shire can apply for a Community Assistance Grant of \$2,501 to \$6,000.

Applications Open: **9.00am Thursday 9 January 2025**

Applications Close: **4.00pm Tuesday 4 March 2025**

Important things to note

- What will not be funded:
 - Scholarships, awards, trophies or prizes for participating and/or attending.
 - Activities that deliver a direct and focused religious or political party message.
 - Activities associated with or hosted at areas/facilities with or designed for gaming machines, gambling and betting.
 - Requests for ongoing operational costs such as but not limited to, insurance, salaries, electricity, water and other utilities.
 - Appliances that do not meet minimum 4-star energy rating; consideration can be made for specialised appliances/equipment - see Climate Change and Sustainability Guidance Sheet.
 - Activities which focus on or promote unhealthy food, sugary drinks, alcohol consumption, gambling or tobacco, e-cigarette or vaping industries.
- Wages will not be funded but can be used as evidence of contribution towards the project.
- The not-for-profit community group applying for the grant will be referred to as the 'organisation' throughout the application.
- The applicant is the organisation, not the individual representative or person completing the application form.
- The event or project will be referred to as 'activity' in the Assessment Criteria and Guidelines, Application Form, Funding Agreement and Acquittal Report

Criteria – General

After reading the funding guidelines, please contact the **Grants Officer 1300 366 244** to seek feedback on your proposal. This will ensure you are eligible to apply, and your application meets the guidelines.

1. Grants are available to not-for-profit community groups operating in the Wellington Shire.
2. Schools are not eligible to be an applicant, however, can be a community partner in project proposal.
 - a. Grants are available to Volunteer groups associated with Schools who are eligible to apply and applicants will be required to demonstrate the benefits and outcomes to the broad community outside the school community.
3. Applicants must be incorporated bodies or have an established legal entity. If your organisation is not incorporated or doesn't have an ABN, you will be required to provide the details of an auspice organisation. The auspice organisation will receive the grant funding on your behalf and will ultimately be responsible for the Acquittal Report.
4. Sub-groups of umbrella organisations are eligible to apply. Umbrella organisation definition: An umbrella organisation is a centralised entity that oversees and coordinates the activities of multiple affiliated sub-groups, typically sharing a common purpose, mission, or interest. An organisation that consolidates administrative duties and expenses while still maintaining separate roles and functions within the community.
5. If your organisation is incorporated but does not have an ABN, a 'Statement by a Supplier – Reason for Not Quoting an ABN' form must be included with your funding agreement. This form is available from the Australian Tax Office website.
6. Grants are subject to GST. If your club/organisation is registered for GST, you will be paid the grant amount, plus GST. If your club/organisation is not registered for GST, you will be paid the grant amount only (no GST applies). Please take this into consideration when calculating your funding request.
7. In December 2023 the Wellington Shire Council adopted a Fair Access Policy (the Policy) that seeks to address known barriers experienced by women and girls in accessing and using community and sporting infrastructure. The Policy aims to progressively build capacity and capabilities of Wellington Shire Council in the identification, and elimination of systemic causes of gender inequality in policy, programs, communications, and delivery of services in relation to community sports infrastructure. The Policy is designed to comply with the Gender Equality Act 2020, and the wider Victorian Government gender equality strategy and the Wellington Shire Council Gender Equality Action Plan (GEAP). Council will undertake take the necessary and proportionate steps towards implementation of the Fair Access Policy which includes collecting and analysing data to ensure diverse representation on Committee's. The community group/committee purpose and committee numbers questions are mandatory, remaining gender and diversity questions are optional. Responses are not used as part of the application assessment but will help inform industry training to committees and sporting clubs in partnership with key stakeholder including Change Our Game, GippSport and Gippsland Women's Health to inform them of Council's Fair Access Policy.
8. Activities must be administered in the Wellington Shire, please note activities at licensed venues, applicants will be asked to demonstrate that there is no appropriate alternative venue and that they have considered the potential impact to participants.

9. **Applicants who have previously been successful in receiving funding MUST have completed all Acquittal Reports and complied with Council requirements prior to being considered for the current funding round.**
10. All applicants must provide a copy of a current Public Liability Insurance certificate of currency with activity/event details, where applicable. (For an event the P/L certificate of currency must include the event name, date and location).
11. All activities **MUST** align with Key Council Plans and Strategies:
 - a. Wellington Shire Council's Plan 2021-25
 - b. Healthy Wellington 2021-2025
 - c. Sustainability Strategy 2020-25
12. All activities must ensure inclusivity, social connectedness and accessibility has been considered. This includes improved opportunities for inclusion for groups who can sometimes be excluded due to gender, age, cultural background, sexual orientation, financial vulnerability, or disability.
13. All activities are encouraged to consider the waste that will be produced through delivering their grant outcomes and have appropriate measures in place to manage waste.
14. All activities are encouraged to consider the waste that will be produced through delivering their grant outcomes and have appropriate measures in place to manage waste.
15. Multiple applications for the same activity will not be accepted.
16. A limit of two Community Assistance Grant applications per round (2 rounds per financial year) for different activities will be accepted, although applicants must prioritise applications before submission.
 - a. Each demonstrated sub-group of an umbrella organisation may apply for a limit of two Community Assistance Grant applications per round (2 rounds per financial year) for different activities will be accepted, although applicants must prioritise applications before submission.
17. Priority will be given to groups who haven't received Council funding during the current financial year.
18. Applications must be completed in full and have sufficient evidence to make a reasonable assessment of the application. Council reserves the right to further investigate aspects of the application. Applications and Acquittal Reports must be on the correct form.
19. Where possible, the goods and services used in the funded activity (suppliers and contractors) be sourced from within the Wellington Shire.
20. Activities that are primarily for the purpose of fundraising will be required to demonstrate the Community benefits in addition to the fundraising outcome.
21. No set amount of contribution will be required. A contribution (monetary, donated or volunteer labour) will assist with assessment. Applicants will be required to identify their contribution capacity.
22. For all expenditure items of \$1,000 or more you must include a quote or evidence of the item cost.
23. Applications deemed to be for commercial benefit will not be considered. This will be determined on a case-by-case basis. This will include applications where the main beneficiary is a business.
24. Funding must not be regarded as a recurrent commitment from Council. There is no guarantee a recurring activity will be funded in the future. Funding is limited.
25. The applicant is responsible for all ongoing maintenance and running costs of any equipment purchases resulting from a successful application.
26. Council may reduce the amount allocated to you if the funding applied for is considered unsubstantiated and/or excessive.

27. Council may reduce the amount allocated to you if the funding round is oversubscribed; additionally, if Council is aware of an alternative option available to you, it will recommend it as an alternative to funding.
28. Successful applicants will be required to complete a Funding Agreement, which includes the conditions of grant funding. You may also be asked to comply with additional conditions.
29. You are required to acknowledge Wellington Shire Council's support of your activity as specified in the Funding Agreement
30. Funding must be returned if the activity is not completed in line with the Funding Agreement. Any excess funding must be returned.
31. Wellington Shire Council is committed to upholding the Human Rights principles as outlined in the Charter of Human Rights and Responsibilities Act 2006 (Vic) and has referred to Council's Human Rights Policy to develop the WSC CAG program Guidelines and Assessment Criteria.
32. Applications must be completed and returned by 4.00pm on Tuesday 4 March 2025. The closing date will apply for all applications. No late applications will be accepted.
33. You will be notified via SmartyGrants of the outcome of your grant by 21 May 2025. You are welcome to contact the Grants Officer for further feedback. Please note once a completed Funding Agreement is received it can take up to six weeks for the funding to arrive in your bank.
34. Activities must commence after 1 June 2025 and take place by 30 June 2026. Acquittal Report forms must be submitted to Council within 8 weeks of the activity completion.
35. Applicants must complete a harmful Industries Declaration as part of their application. Harmful industries include any businesses deriving significant benefit or income from any one or more of the following: unhealthy foods (high in saturated fats, sugar, salt and/or energy), sugary drinks, alcohol, tobacco, e-cigarettes and vaping, and gambling. Council is collecting this information to help form educational opportunities on the impacts of harmful industries for wellington shire community groups.

Assessment Process

Applications undergo an initial eligibility check to determine whether they meet the funding guidelines and will then be scored against the criteria.

Criteria	Maximum Points 100%
Planning and Capacity	45%
Benefits to the Community	45%
Contribution	10%

Based on the score received against the assessment criteria, applications are prioritised by a panel from the Wellington Shire Council. This panel provides advice and recommendations to Council. During a Council meeting, Councillors make the final decision on which applications will be funded under the scheme.

Applicants can have special funding conditions placed on their application. These conditions will be included on the Funding Agreement form. These can be conditions that must be met prior to receiving funding and included in the Acquittal Report phase of the activity to ensure compliance.

Assessment Criteria and Assessment scoring details

Planning, Capacity and Benefit to the Community 90% of the application assessment	
Organisation and/or Committee details	
Poor details and information provided about the organisation.	1
Limited details and information provided about the organisation.	2
Standard details and information provided about the organisation.	3
Above standard details and information provided about the organisation	4
Very high standard of details and information provided about the organisation. Detailed evidence provided, additional information provided eg strategic plan, alignment with strategic plan, participation plan, governance overview, succession plan, copies of articles, etc.	5
Activity details	
Poor demonstration of activity details and how the activity will benefit the community.	1
Limited demonstration of activity details and how the activity will benefit the community.	2
Standard demonstration of activity details and how the activity will benefit the community.	3
Above standard demonstration of activity details and how the activity will benefit the community.	4
Very high standard demonstrated of activity details and how the activity will benefit the community. Detailed evidence provided; additional information provided eg project or event plan, activity risk management plan, volunteer, ABS data, letter/s of support from beneficiaries, etc.	5
Marketing	
Poor details of promotion and marketing initiatives.	1
Limited details of promotion and marketing initiatives.	2
Adequate details of promotion and marketing initiatives.	3
Above standard details of promotion and marketing initiatives.	4
Very high standard of detail provided of promotion and marketing initiatives. Detailed evidence provided, additional information provided eg draft media articles, copies of previous marketing, marketing or promotion strategy, etc.	5
Evaluation	
Poor details of evaluation planning have been presented and considered.	1
Limited details of evaluation planning have been presented and considered.	2
Standard details of evaluation planning have been presented and considered.	3
Above standard details of evaluation planning have been presented and considered.	4
Very high standard of detail of evaluation planning have been presented and considered. Detailed evidence provided; additional information provided eg. Survey examples, previous survey results, committee review meeting notes, etc	5
Accessibility and Inclusivity	
Poor demonstration of Access and Inclusion considerations.	1
Limited demonstration of Access and Inclusion considerations.	2
Standard demonstration of Access and Inclusion considerations.	3
Above standard demonstration of Access and Inclusion considerations.	4
Very high demonstration of Access and Inclusion considerations. Detailed and evidence provided, additional information provided eg accessible action plan, images, signage, etc	5

Contribution	
10% of the application assessment	
Has the applicant:	
<ul style="list-style-type: none"> • Demonstrated other contributions towards the activity? (Contributions can be monetary, volunteer hours, in-kind support, and/or sponsorship. • Demonstrated sufficiently the restricted access to funds towards the activity. • Sourced goods and services for the delivery of the activity (suppliers and contractors) from within the Wellington Shire, where possible. • Demonstrated why local suppliers were not used? (Quotes supplied, evidence the service or expertise is not supported in Wellington Shire and/or limited availability). 	
Contribution Assessment questions	
Poor details provided about contribution capacity.	1
Limited details provided about contribution capacity.	2
Standard details provided about contribution capacity.	3
Above standard details provided about contribution capacity.	4
Very high details provided about contribution capacity. Detailed evidence provided, additional information provided eg financial report, documentation provided, etc	5

Contact

For general grant enquiries or if you require assistance in completing the application form please contact:

Community Facilities Planning and Grants Officer

Phone: 1300 366 244

Email: grants@wellington.vic.gov.au

17. FURTHER GALLERY AND ONLINE COMMENTS

Gallery comments are an opportunity for members of the public to raise any particular matter they wish. This allows those in the gallery to speak directly to Councillors but is not a forum designed for open discussion or debate. We will listen respectfully to what you have to say and make the commitment that if your query requires a written response, we will advise you that a response will be forthcoming, and a copy of that response will be circulated to all Councillors.

This is not a forum for members of the public to lodge complaints against individuals, including Councillors and staff, particularly as that individual gets no public right of reply to any matter raised. We take complaints seriously, and in line with the guidance from the Victorian Ombudsman and the local Government Inspectorate, we request that any specific complaint against an individual be put in writing. This way, your concern can be properly dealt with while ensuring fairness to all parties concerned.

If you wish to speak, we remind you that this part of the meeting is being recorded and broadcast on our website. Council's official Minutes will record that you have spoken to Council and the subject you spoke to Council about but will not record specific comments. We ask you to state your name in full, where you are from, and you have three minutes.

ONLINE COMMENTS –

FURTHER GALLERY COMMENTS –

Meeting declared closed at:

The live streaming of this Council meeting will now come to a close.

18. IN CLOSED SESSION

COUNCILLOR

That the meeting be closed to the public pursuant to section 66(2) of the Local Government Act 2020 to consider confidential matters under section 66(5)(b) as defined by section 3(1) being:

- a) Council business information*
- b) Security information*
- c) Land use planning information*
- d) Law enforcement information*
- e) Legal privileged information*
- f) Personal information*
- g) Private commercial information*
- h) Confidential meeting information*
- i) Internal arbitration information*
- j) Councillor Conduct Panel confidential information*
- k) Information prescribed by the regulations to be confidential information*
- l) Information that was confidential information for the purposes of section 77 of the Local Government Act 1989*

IN CLOSED SESSION

COUNCILLOR

That Council move into open session and ratify the decision made in closed session.