

12.4	Governance Report September 2024
Directorate	People, Partnerships and Performance
Director	Georgie Hill
Manager	Danny Bilaver
Attachment(s)	1. Record of Informal Meeting of Councillors [12.4.1 - 8 pages] 2. Delegates and Representatives Report [12.4.2 - 4 pages] 3. Draft S6 Instrument of Delegation Council to Staff - September 2024 [12.4.3 - 128 pages] 4. Audit and Risk Committee Annual Activity Report - September 2024 [12.4.4 - 7 pages]

Purpose

For Council to consider:

- A summary of recent Governance activity.
- Councillor Declarations of Representations by Members of Parliament.
- Review of Council's S6 Instrument of Delegation from Council to Members of Council Staff.
- Annual Audit and Risk Committee Activity Report 2023-2024.

Council Recommendation

That Council:

- Notes the:**
 - Governance Report September 2024.**
 - Records of Informal Meetings of Councillors, at Attachment 1 to this report, for incorporation in the minutes of this meeting.**
 - Delegate's and Representative's Reports, at Attachment 2 to this report, for incorporation in the minutes of this meeting.**
 - Councillor Declarations of Representations by Members of Parliament.**
- In the exercise of the powers conferred by the legislation referred to in the S6 Instrument of Delegation, at Attachment 3 to this report, resolves that:**
 - 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 S6 Instrument of Delegation, at Attachment 3 to this report, the powers, duties and functions set out in that Instrument, subject to the conditions and limitations specified in that Instrument.**
 - Comes into force immediately upon this resolution being made and is to be signed by the Council's Chief Executive Officer.**
 - The duties and functions set out in the Instrument 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.**
- Notes the Annual Audit and Risk Committee Activity Report 2023-2024, at Attachment 4 to this report.**

Background

The monthly governance report is a standing report to Council, in accordance with best practice and good governance principles, and to ensure compliance with the requirements of the *Local Government Act 2020 (the Act)*, Councillor Code of Conduct 2021 (Code), and Councillor Support (Major) Policy 2020.

Matters for Consideration

Exercise of Delegated Authority

Council delegates powers, duties and functions to the Chief Executive Officer in order to support efficient operation and delivery of Council services. The Chief Executive Officer has sub-delegated some authority to Directors (and other Council officers). Significant decisions made, or actions undertaken exercising delegated authority, are reported to Council as a transparency and accountability measure.

The Chief Executive Officer has been delegated authority by Council to award contracts up to \$2,000,000 (exclusive of GST) through an Instrument of Delegation made on 23 April 2024 (S5 Instrument of Delegation to the Chief Executive Officer). The Chief Executive Officer has sub-delegated authority to Directors to award contracts up to \$200,000 (inclusive of GST) through an Instrument of Delegation made on 12 December 2023 (S7 Instrument of Sub-Delegation by the Chief Executive Officer).

Contracts entered into, and works orders approved, in accordance with S7 Instrument of Sub-Delegation

There were no contracts entered into, and works orders approved, under delegation since reporting to the last Council Meeting.

Records of Informal Meetings of Councillors

An Informal Meeting of Councillors includes meetings that are:

- Scheduled or planned for the purpose of discussing the business of Council or briefing Councillors,
- Attended by at least one member of Council staff, and
- Not Council meetings, Delegated Committee meetings or Community Asset Committee meetings.

Written records of Informal Meetings of Councillors are kept and include the names of all Councillors and Council officers attending, the matters considered, any conflict of interest disclosures made, and whether a Councillor who has disclosed a conflict of interest leaves the meeting.

These records, as soon as practicable, will be reported at a Council Meeting, and incorporated in the minutes of that Council Meeting.

Records of Informal Meetings of Councillors (**Attachment 1**) were received for the following meetings:

Date	Event
14 August 2024	Brimbank Youth Advisory Committee
27 August 2024	Disability Advisory Committee
28 August 2024	Brimbank Economic and Employment Advisory Group
3 September 2024	Council Meeting Briefing

Delegate's and Representative's Reports

The participation on a range of local, specific issues, committees established by Council, peak body/sector associations, and local and regional forums, is an essential part of the representative role Council plays. Council nominates Councillors as delegates and representatives to these committees annually.

The role, as the Council delegate or Council representative on these committees, is to represent the position of Council, and report back to Council at a Council Meeting on the issues or progress of the committees, and any recommendations made by the committees.

Delegate's and Representative's Reports (**Attachment 2**) were received for the following meetings:

Date	Event	Councillor/s
14 August 2024	Brimbank Youth Advisory Committee	Cr Nguyen Cr O'Reilly
28 August 2024	Brimbank Economic and Employment Advisory Group	Cr Tachos

Councillor Declarations of Representations by Members of Parliament

Councillors have a legitimate role in advocating on behalf of their communities. At times, this may include the receiving of representations by a Member of State or Federal Parliament, to Council or Councillors. Councillors will declare and record any representations made to a Councillor by a Member of Parliament or their staff representative.

Councillor Declarations of Representations by Members of Parliament were received for the following meetings.

Date	Councillor	Member of Parliament	Matter Discussed
23 August 2024	Cr Papalia	Ingrid Stitt MP	Vietnamese Museum Australia Welcome Plaza Mental Health Support for CALD Communities Improving Social Cohesion amongst CALD Communities
26 August 2024	Cr Rasic	Hon. Lizzie Blandthorn MP	Calder Freeway Melbourne Airport Rail Sunshine Precinct Sunshine Energy Park Climate Emergency Better Buses for Melbourne's West
30 August 2024	Cr Rasic	Natalie Suleyman MP	Sunshine Precinct / Albion Station Sunshine Energy Park Tree Planting Addressing Unemployment Youth Crime Prevention Calder Freeway

			Errington Reserve Outdoor Pool at BAWC
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Review of Council's S6 Instrument of Delegation from Council to Members of Council Staff

Instruments of Delegation (Delegations) allow a Council to give its powers to members of staff, who then act and make decisions on behalf of the Council. Council's Delegations are generally updated twice a year. The current review incorporates legislative updates reported to Council by Maddocks Lawyers.

Additionally, the current review reflects changes to officer titles following recent operational realignments.

The S6 Instrument of Delegation from Council to Members of Council Staff (**Attachment 3**) has been updated in consultation with Council's Executive Leadership Team and is presented to Council for endorsement.

Reviewed Delegations are uploaded to Council's website, as per Council's resolution at the Ordinary Council Meeting on 21 April 2020.

Annual Audit and Risk Committee Activity Report 2023-2024

The Annual Audit and Risk Committee (ARC) Activity Report was presented during the 3 September 2024 ARC meeting. The final report is presented to Council for noting (**Attachment 4**).

Resource And Risk Implications

Resource requirements can be met within the Annual Budget 2024/2025.

Regulatory: legal, legislative or regulatory implications including the rights/obligations of stakeholders

- This report fulfils legislative governance obligations, to provide transparent and accountable reporting of governance activity.

There are no Community, Safety, Environmental or Financial risks identified.

Legislation/Council Plan/Policy Context

This report supports the Council Plan 2021-2025 strategic direction and objective of:

4. Leadership and Governance - A high performing organisation that enacts the vision and decisions of Council through the delivery of quality and innovative services - A fairer place for all

- High Performing and Accountable - Our workforce strives to enhance services and liveability for the Brimbank community.

This report complies with the *Local Government Act 2020*, *Local Government (Governance and Integrity) Regulations 2020*, Council Plan 2021-2025, S5 Instrument of Delegation to the Chief Executive Officer, S7 Instrument of Sub-Delegation by the Chief Executive Officer, Councillor Code of Conduct 2024 and Procurement Policy.

Council officers contributing to the preparation and approval of this report, have no conflicts of interests to declare.



Record of Informal Meeting of Councillors

Meeting details

Title:	Brimbank Youth Council 2024 Official Meeting Term 3		
Date:	14 August 2024	Time:	5:30PM to 7:00PM
Location:	Council Chambers		
Councillors in attendance:	☐ Cr Victoria Borg ☐ Cr Sarah Branton ☐ Cr Thuy Dang ☐ Cr Sam David JP ☐ Cr Maria Kerr ☐ Cr Bruce Lancashire, ☒ Cr Jasmine Nguyen ☒ Cr Thomas O'Reilly ☐ Cr Jae Papalia ☐ Cr Ranka Rasic, Mayor ☐ Cr Virginia Tachos		
Council Officers in attendance:	Ayaan Qani - Youth Development Officer, Youth Services Nicole Andrew - Youth Development and Wellbeing Officer, Youth Services Damir Lendich - Coordinator, Youth Services		
Other attendees:	Brimbank Youth Council members x 9 Leading Senior Constable, Victoria Police Fethullah Sergeant, Victoria Police		
Name of Council Officer completing Record of Informal Meeting:	Ayaan Qani - Youth Development Officer		

Issues considered (if no conflicts of interest were disclosed, enter "nil" in name column. Add and delete rows as required)

No.	Brief description of issue/agenda item	Name of person(s) who disclosed a conflict of interest	Did the person(s) leave the meeting?
1.	Welcome, Acknowledgement of Country	Nil	No
2.	Council Update	Nil	No
3.	Brimbank Youth Council Update	Nil	No
4.	Break	Nil	No
5.	BYC Non-Project Update	Nil	No
6.	Victoria Police Presentation		
7.	Open floor for BYC to raise issues to present	Nil	No
8.	Correspondence and Requests for BYC	Nil	No
9.	Upcoming dates and meetings for BYC	Nil	No
10.	Questions, Close and Thank you	Nil	No

Forward completed *Record of Informal Meeting of Councillors* to Governance within 48 hours of the meeting for Reporting to Council.

Record of Informal Meeting of Councillors

Meeting details

Title:	Brimbank Disability Advisory Committee (DAC)		
Date:	27 August 2024	Time:	10.00am-12.00pm
Location:	Brimbank Community & Civic Centre, Level 6, 301 Hampshire Road, Sunshine And Zoom		
Councillors in attendance:	☐ Cr Ranka Rasic, Mayor ☐ Cr Jae Papalia, Deputy Mayor ☒ Cr Victoria Borg ☐ Cr Sarah Branton ☐ Cr Thuy Dang ☐ Cr Sam David JP ☐ Cr Maria Kerr ☐ Cr Bruce Lancashire ☐ Cr Jasmine Nguyen ☐ Cr Thomas O'Reilly ☐ Cr Virginia Tachos		
Council Officers in attendance:	Raewyn Afu - Strengthening Communities Coordinator Simone Shirkey - Senior Diversity, Equity, Access and Inclusion Officer		
Other attendees:	Community members x4		
Name of Council Officer completing Record of Informal Meeting:	Simone Shirkey - Senior Diversity, Equity, Access and Inclusion Officer		

Issues considered (if no conflicts of interest were disclosed, enter "nil" in name column. Add and delete rows as required)

No.	Brief description of issue/agenda item	Name of person(s) who disclosed a conflict of interest	Did the person(s) leave the meeting?
1.	Previous minutes	Nil	No
2.	DAC and Disability Action Plan Reflections	Nil	No
3.	Disability Action Plan (DAP) update	Nil	No
4.	Draft Accessible and Inclusive Events Guide update	Nil	No
5.	Brimbank Disability Network Group update	Nil	No
6.	Other business - International Day of People with Disabilities - Community Listening Post	Nil	No



Record of Informal Meeting of Councillors

Meeting details

Title:	Brimbank Economic & Employment Advisory Group		
Date:	28 August 2024	Time:	3:30pm to 5:43 pm
Location:	Brimbank Community & Civic Centre - 301 Hampshire Road, Sunshine		
Councillors in attendance:	☐ Cr Victoria Borg ☐ Cr Sarah Branton ☐ Cr Thuy Dang ☐ Cr Sam David JP ☐ Cr Maria Kerr ☐ Cr Bruce Lancashire ☐ Cr Jasmine Nguyen ☐ Cr Thomas O'Reilly ☐ Cr Jae Papalia, Deputy Mayor ☐ Cr Ranka Rasic, Mayor ☒ Cr Virginia Tachos		
Council Officers in attendance:	Peter Forbes: Coordinator Economic Development Leanne Deans: Manager City Strategy Jenny Mitten: Senior Economic Development Officer - Tourism Zoe Ennis: Sunshine Town Centre Place Manager Christine Thomas: Business Support Officer, City Strategy		
Other attendees:	Business Members x 9, Vietnamese Museum Australia Representative x 1		
Name of Council Officer completing Record of Informal Meeting:	Peter Forbes: Coordinator Economic Development		

Issues considered (if no conflicts of interest were disclosed, enter "nil" in name column. Add and delete rows as required)

No.	Brief description of issue/agenda item	Name of person(s) who disclosed a conflict of interest	Did the person(s) leave the meeting?
1.	Vietnamese Museum Australia Presentation	None	No
2.	Visitor Economy Research Presentation	None	No
3.	Visitor Economy Discussion and Feedback Session	None	No
4.	Future Meetings Update	None	No

Forward completed *Record of Informal Meeting of Councillors* to Governance within 48 hours of the meeting for Reporting to Council.



Record of Informal Meeting of Councillors

Meeting details

Title:	Council Meeting Briefing		
Date:	3 September 2024	Time:	6.00pm to 7:30pm
Location:	Zoom		
Councillors in attendance:	☒ Cr Victoria Borg ☒ Cr Sarah Branton ☒ Cr Thuy Dang ☒ Cr Sam David JP ☐ Cr Maria Kerr ☐ Cr Bruce Lancashire ☒ Cr Jasmine Nguyen ☒ Cr Thomas O'Reilly ☒ Cr Jae Papalia, Deputy Mayor ☒ Cr Ranka Rasic, Mayor ☒ Cr Virginia Tachos		
Council Officers in attendance:	Fiona Blair, Chief Executive Officer Ashley Fleming, Acting Director Community Wellbeing Georgie Hill, Director People Partnerships and Performance Chris Leivers, Director Infrastructure and City Services Mark Stoermer, Director Corporate Services Leanne Deans, Acting Director City Futures Danny Bilaver, Manager Governance and Risk		
Other attendees:	Municipal Monitors; Penny Holloway, Janet Dore		
Name of Council Officer completing Record of Informal Meeting:	Georgie Hill, Director People Partnerships and Performance		

Issues considered (if no conflicts of interest were disclosed, enter "nil" in name column. Add and delete rows as required)

No.	Brief description of issue/agenda item	Name of person(s) who disclosed a conflict of interest	Did the person(s) leave the meeting?
1.	Climate Emergency Report Card	Nil	<Select one>
2.	Financial Statements 2023-2024 and Performance Statement 2023-2024	Nil	<Select one>
3.	Governance Report September 2024	Nil	<Select one>
4.	Quarterly Advocacy Report September 2024	Nil	<Select one>
5.	Annual Report Cards Sports Facility Development Plan and Community Services Infrastructure Plan	Nil	<Select one>
6.	Annual Community Report Cards for Community Learning and Participation	Nil	<Select one>
7.	Annual Report Cards Community Strengthening and Social Planning Combined Community Reconciliation Action Plan 2019 – 2022	Nil	<Select one>
8.	Confidential Report – Personnel Matter	Nil	<Select one>
9.	Councillor Action Plan	Nil	<Select one>

Forward completed *Record of Informal Meeting of Councillors* to Governance within 48 hours of the meeting for Reporting to Council.



Council Representative's Report

Report details

Representative/s: Cr Nguyen

Committee/Event: Brimbank Youth Council 2024 Official Meeting Term 3

Meeting date: 14 August 2024

Report author: Ayaan Qani

Report

The Brimbank Youth Council (Committee) met in person at BCCC on 14 August 2024.

Council Update

Council plan 2021-2025 will be revised by the new Councillors in 2025.

Youth Job Strategy is moving into the Brimbank Learning Futures.

New budget can not be passed until after Caretaker and new Councillors are in office.

Council term ends in October - encouragement for young people to campaign.

Brimbank Youth Council Update

Member spoke about the two safety workshops the BYC attended. They learned about ways they can keep safe by having situational awareness and use of verbal and non-verbal communication.

Member from the social media group shared their social media campaign will bring awareness safety resources in lead up to their event in October. This will include sharing what they learned from the safety workshops and amplifying existing resources.

Member from the event committee shared that event purpose is to support and promote pro-social behaviour through building connections. Event will be on Friday 4 October.

Members provided update on Neighbourhood House Strategy. Consultation looked at statistics of who uses these community centres and explored how centres can better engage with the community, especially with young people.

Member shared that she and other members attended the State Government Treaty Information Session with Minister for Treaty and First Peoples. Session addressed the gaps in health, employment, high incarceration rates in Aboriginal and Torres Strait communities how said gaps were intentional. Importance to work towards repair, reconciliation, and treaty.

Work towards a Treaty has been occurring over last 5-8 years. First nations group in parliament involved in treat.

Victoria Police Presentation

Edge-weapons been a big issue in Brimbank. Education required regarding the risks related to carrying weapons.

VicPol and Crimestoppers deliver Cut the Violence campaign to reduce knife and edge-weapon crimes through education/awareness.

On 19 October 10am-3pm VicPol are running community event in Watergardens as it's priority location for police. Ambulance, emergency services will also be attending. Last year's event had 5000 people last year, was mostly young families/little kids. Interest for young people to be part of the event. Request for BYC to participate.

VicPol delivering Halloween event with primary students at STACC - in need of volunteers. Requests for BYC to participate.

Discussion of recent police activities in Sunshine in response to groups participating in anti-social behaviour such as drinking in public. Changes to laws related to intoxication in public so increase in police presence to maintain safety.

Sharing of STOP IT initiative - text report of unwanted sexual behaviour on transit. This is to support victims to report in an anonymous and discreet way.

Open floor for BYC to raise issues to present.

BYC asked VicPol representatives about their proposed events in October, specifically how it will be promoted. Member advised promoting via schools.

BYC asked Councillors regarding priority of community safety, specifically youth violence for Brimbank. Response is that it is an area of priority for Council and is working with stakeholders to respond to this issue.

Correspondence and Requests for BYC

Brimbank Youth Council have been invited to the Welcome Plaza consultation, which will be held on Monday 2 September.

Updates

BYC to proceed with weekly meetings to plan social media campaign and event.

Recommendations

There were no matters to be considered by Council.

Next meeting:

This is the last formal meeting for BYC. The October meeting has been cancelled as it is during Caretaker period.



Council Representative's Report

Report details

Representative/s: Councillor Virginia Tachos

Committee/Event: Brimbank Economic and Employment Advisory Group

Meeting date: 28 August 2024

Report author: Peter Forbes, Coordinator Economic Development

Report

The Advisory Group were provided a presentation about the Vietnamese Museum Australia (VMA) project proposed for Sunshine by VMA board member.

Senior Economic Development officer (Tourism), Jenny Mitten, – presented some research findings which will inform a future Visitor Economy Strategy for Brimbank. The Advisory Group discussed the research findings and provided feedback.

The next meeting of the Advisory Group will be confirmed after the Council election and the announcement of representative Councillors to advisory and other groups.

Recommendations

There were no matters to be considered by Council.

Next meeting: TBC.



S6 Instrument of Delegation to Members of Council Staff

**NOTE: This Instrument should be read in conjunction
with the primary legislation.**

September 2024

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 10 September 2024, and
 - 2.2 the delegation:
 - 2.2.1 comes into force immediately upon this resolution being made and is to be signed by the Council's 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; or
 - 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) major policy, as designated under the Governance (Major Policy Consultation) Local Law No.3; or
 - (b) policy; or
 - (c) strategy
 adopted by Council; or
 - 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.
3. records that on the coming into force of this Instrument of Delegation, each delegation under the Instruments of Delegation dated 12 December 2023 is revoked.

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

.....
Witness

Date:

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DOMESTIC ANIMALS ACT 1994			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	COMMENTS
s.41A(1)	Power to declare a dog to be a menacing dog	Director City Futures Manager City Regulatory Services Coordinator City Compliance	Council may delegate this Power to a Council authorised officer

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19(2)(a)	Power to direct by written order that the food premises be put into a clean sanitary condition.	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	if s 19(1) applies (ie. If premises found to be unclean or unsanitary, or if food unsafe or unsuitable)
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.	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	if s 19(1) applies (ie. If premises found to be unclean or unsanitary, or if food unsafe or unsuitable)
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	Director City Futures Manager City Regulatory Services Team Leader Environmental Health 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 section 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.	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	if s 19(1) applies
s.19(6)(a)	Duty to revoke any order under s.19 if satisfied that an order has been complied with.	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	if s 19(1) applies

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	If section 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).	Director City Futures Manager City Regulatory Services Team Leader Environmental Health 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	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Note: the Power to direct the matters , under s.19AA(4)(a) and (b) are not capable of delegation and so such directions must be made by Council resolution Only in relation to temporary food premises or mobile food premises
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	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s.19CB(4)(b)	Power to request copy of records	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19E(1)(d)	Power to request a copy of the food safety program	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s. 19EA(3)	Function of receiving copy of revised food safety program	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
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	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority Only in relation to temporary food premises or mobile food premises 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)	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority Only in relation to temporary food premises or mobile food premises 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)	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority Only in relation to temporary food premises or mobile food premises

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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)	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority Only in relation to temporary food premises or mobile food premises
s.19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s. 19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s. 19IA(2)	Duty to give written notice to the proprietor of the premises	Director City Futures Manager City Regulatory Services Team Leader Environmental Health 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	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19NA(1)	Power to request food safety audit reports	Director City Futures Manager City Regulatory Services Team Leader Environmental Health 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	Director City Futures Manager City Regulatory Services Team Leader Environmental Health	
s.19UA	Power to charge fees for conducting a food safety assessment or inspection	Director City Futures Manager City Regulatory Services Team Leader Environmental Health	Subject to approved Schedule of Fees and Charges set through the budget process Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.
s.19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	Director City Futures Manager City Regulatory Services Team Leader Environmental Health 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	Director City Futures Manager City Regulatory Services Team Leader Environmental Health 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 of food safety program of the premises	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
---	Power to register or renew the registration of a food premises	Director City Futures Manager City Regulatory Services Team Leader Environmental Health 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 CEO (see section 58A(2))
s. 36A	Power to accept an application for registration or notification using online portal	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	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	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s.38AB(4)	Power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under s (1)	Not delegated	Where Council is the registration authority
s.38A(4)	Power to request a copy of a completed food safety template	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.38B(1)(a)	Duty to assess the application and determine which class of food premises under section 19C the food premises belongs	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s.38B(1)(b)	Duty to ensure proprietor has complied with requirements of section 38A	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s.38B(2)	Duty to be satisfied of the matters in section 38B(2)(a)-(b) a – food safety programs b – requirements of the Food Act	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s.38D(1)	Duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s.38D(2)	Duty to be satisfied of the matters in section 38D(2)(a)-(d) a – food safety program template correct b – correct fee paid c – all requirements of Act complied with d – no other grounds for refusal	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.38D(3)	Power to request copies of any audit reports	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s.38E(2)	Power to register the food premises on a conditional basis	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority Not exceeding the prescribed time limit defined under s. 38E(5)
s.38E(4)	Duty to register the food premises when conditions are satisfied	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s.38F(3)(b)	Power to require proprietor to comply with requirements of this Act	Director City Futures Manager City Regulatory Services Team Leader Environmental Health 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	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	Director City Futures Manager City Regulatory Services Team Leader Environmental Health 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	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s.39A	Power to register, renew or transfer food premises despite minor defects	Director City Futures Manager City Regulatory Services Team Leader Environmental Health 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	Director City Futures Manager City Regulatory Services Team Leader Environmental Health	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	
s.40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s.40D(1)	Power to suspend or revoke the registration of food premises	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s. 40E	Duty to comply with direction of the Secretary	Director City Futures Manager City Regulatory Services	
s. 40F	Power to cancel registration of food premises	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 43	Duty to maintain records of registration	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s.43F(7)	Power to register the components of the food business that meet requirements in Division 3 and Power to refuse to register the components that do not meet the requirements	Director City Futures Manager City Regulatory Services Team Leader Environmental Health 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	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer Prosecutions 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	Director City Futures Manager City Regulatory Services Team Leader Environmental Health Environmental Health Officer Prosecutions Officer	Where Council is the registration authority

HERITAGE ACT 2017			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.116	Power to sub-delegate Executive Director's Functions, duties or Powers	Director City Futures	1. Subject to the condition that the Executive Director employed under Part 3 of the <i>Public Administration Act 2004</i> for the purposes of the <i>Heritage Act 2017</i> has: a) delegated to Brimbank City Council under section 116(1) of the <i>Heritage Act 2017</i> for the area in which a registered place or registered object is situated any of the Executive Director's Functions, duties or Powers under this Part in relation to that place or object; b) obtained the consent of the Minister to the delegation under section 116(1) of the <i>Heritage Act 2017</i>; c) authorised Brimbank City Council to sub-delegate certain Functions, duties or Powers to an officer of Brimbank City Council; d) provided consent to Brimbank City Council sub-delegating certain Functions, duties or Powers to the officer of Brimbank City Council.

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s. 185L(4)	Power to declare and levy a cladding rectification charge	Chief Executive Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.4B	Power to prepare an amendment to the Victorian Planning Provisions	Not delegated	if authorised by the Minister, subject to the restrictions and Powers relating to the preparation of amendments in section 10.
S.4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	Director City Futures Manager City Strategy Coordinator Strategic Planning	
s.4H	Duty to make amendment to Victorian Planning Provisions available in accordance with public availability requirements	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner	
s.4I(2)	Duty to make a copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner	
s.8A(2)	Power to prepare amendment to the planning scheme Where the Minister has given consent under s.8A	Not delegated	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	Not delegated	Subject to any policy, protocol or eligibility criteria set by Council
s.8A(5)	Function of receiving notice of the Minister's decision	Director City Futures Manager City Development Services Manager City Strategy	
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	Director City Futures Manager City Strategy	
s.8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	Director City Futures Manager City Strategy	
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	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner	
s.12B(1)	Duty to review planning scheme	Director City Futures	Subject to report to Council
s.12B(2)	Duty to review planning scheme at direction of Minister	Director City Futures	Subject to report to Council
s.12B(5)	Duty to report findings of review of planning scheme to Minister without delay	Director City Futures	Subject to any policy, protocol or eligibility criteria set by Council

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.14	Duties of a Responsible Authority as set out in subsections (a) to (d)	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Principal Planner Senior Development Planner Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Development Planner A Development Planner B Strategic Planner Subdivision Officer Planning Assistant Manager City Regulatory Services Municipal Building Surveyor Coordinator Planning Compliance Team Leader Development and Compliance Senior Development Compliance Officer Development Compliance Officer E-Planning Implementation Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.17(1)	Duty of giving copy of amendment to the planning scheme	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner	Subject to any policy, protocol or eligibility criteria set by Council
s.17(2)	Duty of giving copy of s.173 agreement	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Principal Planner Principal Strategic Planner Senior Development Planner Senior Strategic Planner Strategic Sites Officer Coordinator Planning Compliance E-Planning Implementation Officer	Subject to any policy, protocol or eligibility criteria set by Council
s.17(3)	Duty of giving copy of amendment, explanatory report and relevant documents to the Minister within 10 business days	Director City Futures Manager City Strategy Coordinator Strategic Planning	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.18	Duty to make amendment etc. available in accordance with public availability requirements	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer	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 section 19 to a planning scheme	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner	Subject to any policy, protocol or eligibility criteria set by Council Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
s.19	Function of receiving notice of preparation of an amendment to a planning scheme	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal 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.
s.20(1)	Power to apply to Minister for exemption from the requirements of section 19	Director City Futures	Subject to any policy, protocol or eligibility criteria set by Council Where Council is a planning authority

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.21 (2)	Duty to make submissions available in accordance with public availability requirements	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner	Until the end of 2 months after the amendment comes into operation or lapses
s.21A(4)	Duty to publish notice in accordance with section	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner	
s.22(1)	Duty to consider all submissions received before the date specified in the notice	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner	Subject to report to Council except submissions which request a change to the items in s.22(5)(a) and (b)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner	
s.23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	Director City Futures Manager City Strategy Coordinator Strategic Planning	Subject to report to Council
s.23(2)	Power to refer to a panel submissions which do not require a change to the amendment	Director City Futures Manager City Strategy Coordinator Strategic Planning	Subject to report to Council
s.24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in section 96D)	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner	
s.26(1)	Power to make report available for inspection in accordance with public availability requirements set out in s 197B of the Act	Director City Futures Manager City Strategy Coordinator Strategic Planning	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.26(2) s.26(3)(b)	Duty to keep report of panel available for inspection for 2 months in accordance with public availability requirements	Director City Futures- Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer	During the inspection period
s.27(2)	Power to apply for exemption if panel's report not received	Director City Futures	
s.28(1)	Duty to notify the Minister if abandoning an amendment	Director City Futures Manager City Strategy	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	Director City Futures Manager City Strategy Coordinator Strategic Planning	
s. 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	Director City Futures Manager City Strategy Coordinator Strategic Planning	
s. 29	Power, after complying with Divisions 1 and 2 (public notice and submissions process) in respect of an amendment or any part of it, to adopt the amendment or that part with or without changes	Not delegated	Decision to adopt amendment to be made by Council resolution

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.30(4)(a)	Duty to say if amendment has lapsed	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner	
s.30(4)(b)	Duty to provide information in writing upon request	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner	
s.32(2)	Duty to give more notice if required	Director City Futures Manager City Strategy Coordinator Strategic Planning	
s.33(1)	Duty to give more notice of changes to an amendment	Director City Futures Manager City Strategy Coordinator Strategic Planning	
s.36(2)	Duty to give notice of approval of amendment	Director City Futures Manager City Strategy Coordinator Strategic Planning	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.38(5)	Duty to give notice of revocation of an amendment	Director City Futures Manager City Strategy Coordinator Strategic Planning	
s.39	Function of being a party to a proceeding commenced under section 39 and Duty to comply with determination by VCAT	Director City Futures Manager City Strategy	
s.40(1)	Function of lodging copy of approved amendment	Director City Futures- Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner	
s.41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner Senior Strategic Planner Strategic Planner	
s.42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner	
s.46AW	Function of being consulted by the Minister	Chief Executive Officer Director City Futures	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	Chief Executive Officer Director City Futures	Where Council is a responsible public entity

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer 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	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Principal Planner Principal Strategic Planner Senior Development Planner Senior Strategic Planner Strategic Sites Officer Coordinator Planning Compliance E-Planning Implementation Officer	Where Council is a responsible public entity
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	Director City Futures	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	Chief Executive Officer Director City Futures	
s.46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	Chief Executive Officer Director City Futures	
s. 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	Chief Executive Officer Director City Futures	
s.46GO(1)	Duty to give notice to owners of certain inner public purpose land	Chief Executive Officer Director City Futures	
s.46GP	Function of receiving a notice under s.46GO	Chief Executive Officer Director City Futures	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	Chief Executive Officer Director City Futures	
s.46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s.46GO	Chief Executive Officer Director City Futures	
s.46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	Chief Executive Officer Director City Futures	
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	Chief Executive Officer Director City Futures	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & 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	Chief Executive Officer Director City Futures	
s.46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	Chief Executive Officer Director City Futures	
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	Chief Executive Officer Director City Futures	
s.46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s.46GT(5)	Chief Executive Officer Director City Futures	
s.46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s.46GU(1)(a) and (b) are met	Chief Executive Officer Director City Futures	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	Chief Executive Officer Director City Futures	Where Council is the collecting agency
s.46GV(3)(b)	Power to enter into an agreement with the applicant	Chief Executive Officer Director City Futures	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)	Chief Executive Officer Director City Futures	Where Council is the development agency
s.46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s.46GV(5) and (6)	Chief Executive Officer Director City Futures	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	Chief Executive Officer Director City Futures	
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	Chief Executive Officer Director City Futures	Where Council is the collecting agency
46GX(1)	Power to accept, works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning	Where Council is the collecting agency

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s.46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	Chief Executive Officer Director City Futures	Where Council is the collecting agency
s.46GY(1)	Duty to keep proper and separate accounts and records	Chief Executive Officer Director City Futures	Where Council is the collecting agency
s.46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	Chief Executive Officer Director City Futures	Where Council is the collecting agency
s.46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	Chief Executive Officer Director City Futures	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	Chief Executive Officer Director City Futures	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 plan preparation costs to the planning authority that incurred those costs	Director City Futures Manager City Development Services Director Corporate Services Finance Manager	Where Council is a the collecting agency under an approved infrastructure contributions plan This provision does not apply Where Council is also the relevant development agency

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GZ(2)(b)	Function of receiving the monetary component	Chief Executive Officer Director City Futures	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)	Chief Executive Officer Director City Futures	Where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	Director City Futures Manager City Development Services Director Corporate Services Finance Manager	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply Where Council is also the relevant development agency
s.46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	Chief Executive Officer Director City Futures	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	Chief Executive Officer Director City Futures	Where Council is the collecting agency under an approved infrastructure contributions plan

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s. 46GZ(9)	Duty to transfer the estate in fee simple in the land to a the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	Director City Futures Manager City Development Services Manager City Strategy Director Corporate Services Finance Manager	if any inner public purpose land is vested in Council under the Subdivision Act 1988 or acquired by Council before the time it is required to be provided to Council under s.46GV(4) Where Council is the collecting agency under an approved infrastructure contributions plan this Duty does not apply Where Council is also the development agency
s.46GZ(9)	Function of receiving the fee simple in the land	Chief Executive Officer Director City Futures	Where Council is the development agency under an approved infrastructure contributions plan This Duty does not apply Where Council is also the collecting agency
s.46GZA(1)	Duty to keep proper and separate accounts and records	Chief Executive Officer Director City Futures	Where Council is a development agency under an approved infrastructure contributions plan approved infrastructure contributions plan
s. 46GZA(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	Director City Futures Manager City Development Services	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)	Chief Executive Officer Director City Futures	Where Council is a development agency under an approved infrastructure contributions plan

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s46GZB(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	Director City Futures Manager City Development Services Director Corporate Services Finance Manager	if the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan
s.46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s.46GZD(2)(a) and (b)	Chief Executive Officer Director City Futures	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)	Chief Executive Officer Director City Futures	Where Council is the collecting agency under an approved infrastructure contributions plans 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)	Director City Futures Manager City Development Services Director Corporate Services Finance Manager	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	Director City Futures Manager City Development Services Director Corporate Services Finance Manager	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			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
46GZE(2)	Function of receiving the unexpended land equalisation amount	Chief Executive Officer Director City Futures	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)	Chief Executive Officer Director City Futures	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	Chief Executive Officer Director City Futures	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)	Chief Executive Officer Director City Futures	Where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	Function of receiving proceeds of sale	Chief Executive Officer Director City Futures	Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply Where Council is also the development agency this provision does not apply Where Council is also the development agency

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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)	Chief Executive Officer Director City Futures	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)	Chief Executive Officer Director City Futures	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	Chief Executive Officer Director City Futures	Where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	Director City Futures Manager City Development Services Director Corporate Services Finance Manager	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	Chief Executive Officer Director City Futures	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)	Director City Futures Manager City Development Services Development Contributions Plans Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Coordinator Planning Compliance E-Planning Implementation Officer	
s.46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	Director City Futures Manager City Development Services Coordinator City Planning Development Contributions Plan Officer	
s.46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	Director City Futures Manager City Development Services	
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	Director City Futures Manager City Development Services	
s.46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	Director City Futures Manager City Development Services	
s.46P(1)	Power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured	Director City Futures Manager City Development Services	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	Director City Futures Manager City Development Services	
s.46Q(1)	Duty to keep proper accounts of levies paid	Director City Futures Manager City Development Services Director Corporate Services Finance Manager Development Contributions Plan Officer	
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	Director City Futures Manager City Development Services Director Corporate Services Finance Manager Development Contributions Plan Officer	
s.46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation cost or the works, services and facilities in respect of which the levy was paid etc.	Director City Futures Manager City Development Services	
s.46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	Director City Futures Manager City Development Services	Only applies when levy is paid to Council as a 'development agency'

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)	Director City Futures Manager City Development Services	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	Director City Futures Manager City Development Services Manager City Strategy	Must be done in accordance with Part 3
s.46Q(4)(e)	Duty to expend that amount on other works etc.	Director City Futures Manager City Development Services Manager City Strategy	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	Director City Futures Manager City Development Services	
s.46QD	Duty to prepare report and give a report to the Minister	Director City Futures Manager City Development Services Director Corporate Services Finance Manager	Where council is a collecting agency or development agency

s.46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with the public availability requirements, during the inspection period	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Principal Planner Principal Strategic Planner Senior Development Planner Senior Strategic Planner Strategic Sites Officer Development Planner A Development Planner B Strategic Planner Subdivision Officer Planning Assistant Coordinator Planning Compliance E-Planning Implementation Officer	
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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	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Principal Planner Principal Strategic Planner Senior Development Planner Senior Strategic Planner Strategic Sites Officer Development Planner A Development Planner B Strategic Planner Subdivision Officer Planning Assistant Coordinator Planning Compliance E-Planning Implementation Officer	
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s.46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Principal Planner Principal Strategic Planner Senior Development Planner Senior Strategic Planner Strategic Sites Officer Development Planner A Development Planner B Strategic Planner Subdivision Officer Planning Assistant Coordinator Planning Compliance E-Planning Implementation Officer	
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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	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Principal Planner Principal Strategic Planner Senior Development Planner Senior Strategic Planner Strategic Sites Officer Development Planner A Development Planner B Strategic Planner Subdivision Officer Planning Assistant Coordinator Planning Compliance E-Planning Implementation Officer	
s.46Y	Duty to carry out works in conformity with the approved strategy plan	Director City Futures Manager City Development Services Manager City Strategy	

s.47	Power to decide that an application for a planning permit does not comply with that Act	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Senior Subdivision Officer Planning Assistant Coordinator Planning Compliance E-Planning Implementation Officer	
s.49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner E-Planning Implementation Officer	
s.49(2)	Duty to make register available for inspection in accordance with the public availability requirements	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner E-Planning Implementation Officer	

s.50(4)	Duty to amend application	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Senior Subdivision Officer Planning Assistant Coordinator Planning Compliance E-Planning Implementation Officer	
s.50(5)	Power to refuse to amend application	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Coordinator Planning Compliance	
s.50(6)	Duty to make note of amendment to application in register	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner E-Planning Implementation Officer	

s.50A(1)	Power to make amendment to application	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner E-Planning Implementation Officer Coordinator Planning Compliance	
s.50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	
s.50A(4)	Duty to note amendment to application in register	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner E-Planning Implementation Officer	

s.51	Duty to make copy of application available for inspection in accordance with the public availability requirements	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance	
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	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	

s.52(1)(b)	Duty to give notice of the application to other municipal Councils Where appropriate	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	
s.52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	

s.52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	
s.52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	

s.52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally affected	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	

s.52(3)	Power to give any further notice of an application where appropriate	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	
s.53(1)	Power to require the applicant to give notice under section 52(1) to persons specified by it	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	

s.53(1A)	Power to require the applicant to give the notice under section 52(1AA)	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	
s.54(1)	Power to require the applicant to provide more information	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	

s.54(1A)	Duty to give notice in writing of information required under s.54(1)	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	
s.54(1B)	Duty to specify the lapse date for an application	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	
s.54A(3)	Power to decide to extend time or refuse to extend time to give required information	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	

s.54A(4)	Duty to give written notice of decision to extend or refuse to extend time under section 54A(3)	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	
s.55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	
s.57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	Director City Futures Manager City Development Services Coordinator City Planning	

s.57(3)	Function of receiving name and address of persons to whom notice of decision is to go	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	
s.57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	

s.57A(4)	Duty to amend application in accordance with applicant's request, subject to section 57A(5)	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	
s.57A(5)	Power to refuse to amend application	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.57A(6)	Duty to note amendments to application in register	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner E-Planning Implementation Officer	

s.57B(1)	Duty to determine whether and to whom notice should be given	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	
s.57B(2)	Duty to consider certain matters in determining whether notice should be given	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.57C(1)	Duty to give copy of amended application to referral authority	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	

s.58	Duty to consider every application for a permit	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	
s.58A	Power to request advice from the Planning Application Committee	Director City Futures Manager City Development Services	
s.60	Duty to consider certain matters	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	

s60(1A)	Power to consider certain matters before deciding on application	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	
s.60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Coordinator Planning Compliance	
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.	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Coordinator Planning Compliance E-Planning Implementation Officer	to grant/grant with conditions - if less than 10 objections to refuse – no limit on objections The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>
s.61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	Director City Futures Manager City Development Services Coordinator City Planning Principal 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	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Coordinator Planning Compliance	
s.61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	Director City Futures Manager City Development Services	
s.61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	Director City Futures Manager City Development Services	
s.61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner	
s.62(1)	Duty to include certain conditions in deciding to grant a permit	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Coordinator Planning Compliance E-Planning Implementation Officer	
s.62(2)	Power to include other conditions	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner	

s.62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development 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 section 173 agreement	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss.46N(1), 46GV(7) or s.62(5)	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development 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)	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.62(6)(c)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a determining referral authority requires to be included as referred to in s.62(1)(a)	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.63	Duty to issue the permit Where made a decision in favour of the application (if no-one has objected)	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	this provision applies also to a decision to grant an amendment to a permit – see section 75A
s.64(3)	Duty not to issue a permit until after the specified period	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	This provision applies also to a decision to grant an amendment to a permit – see section 75

s.64(5)	Duty to give each objector a copy of an exempt decision	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	This provision applies also to a decision to grant an amendment to a permit – see section 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	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	This provision applies also to a decision to grant an amendment to a permit – see section 75A
s.65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under section 57	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Planning Support Officer	

s.66(1)	Duty to give notice under section 64 or section 65 and copy permit to relevant determining referral authorities	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Planning Support Officer	
S.66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Planning Support Officer	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority

s.66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Planning Support Officer	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s.66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Planning Support Officer	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit

s.69(1)	Function of receiving application for extension of time of permit	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer	
s.69(1A)	Function of receiving application for extension of time to complete development	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer	
s.69(2)	Power to extend time	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	

s.70	Duty to make copy permit available in accordance with the public availability requirements	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	
s.71(1)	Power to correct certain mistakes	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.71(2)	Duty to note corrections in register	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.72	Function of receiving an application for an amendment to a permit	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner E-Planning Implementation Officer	

s.73	Power to decide to grant amendment subject to conditions	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	If less than 10 objections
s.74	Duty to issue amended permit to applicant if no objectors	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Planning Support Officer	
s.76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Planning Support Officer	

s.76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Planning Support Officer	
s.76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Planning Support Officer	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority

s.76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Planning Support Officer	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s.76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under section 64 or 76	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Planning Support Officer	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s.76D	Duty to comply with direction of Minister to issue amended permit	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	

s.83	Function of being respondent to an appeal	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B	
s.83B(b)	Duty to give or publish notice of application for review	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	To support/support with conditions - if less than 10 objections To refuse – no limit on objections The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>
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	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development 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	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer	
s.84(6)	Duty to issue permit on receipt of advice within 3 business days	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.84AB	Power to agree to confining a review by the Tribunal	Director City Futures Manager City Development Services Coordinator City Planning	
s.86	Duty to issue a permit at order of Tribunal within 3 business days	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	Director City Futures Manager City Development Services Coordinator City Planning	

s.90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Manager City Regulatory Services Municipal Building Surveyor	
s.91(2)	Duty to comply with the directions of VCAT	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Manager City Regulatory Services Municipal Building Surveyor	
s.91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	

s.92	Duty to give notice of cancellation/ amendment of permit by VCAT to persons entitled to be heard under s.90	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer	
s.93(2)	Duty to give notice of VCAT order to stop development	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Manager City Regulatory Services Municipal Building Surveyor Coordinator Planning Compliance Principal Planning Compliance Officer Senior Planning Compliance Officer Planning Compliance Officer	
s.95(3)	Function of referring certain applications to the Minister	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	

s.95(4)	Duty to comply with an order or direction	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.96(1)	Duty to obtain a permit from the Minister to use and develop its land	Director City Futures Manager City Development Services Director Infrastructure and City Services Manager Engineering and Infrastructure Manager Assets and Property Services Manager Capital Works and Building Projects	
s.96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Director City Futures Director Infrastructure and City Services Manager Engineering and Infrastructure Manager Assets and Property Services Manager Capital Works and Building Projects	
s.96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	Director City Futures Manager City Development Services Manager City Strategy	
s.96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other Power under section 96C	Director City Futures Manager City Development Services Manager City Strategy	
s.96F	Duty to consider the panel's report under section 96E	Director City Futures Manager City Development Services Manager City Strategy	Subject to report to Council

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 section 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	Not delegated	Power to be exercised by Council resolution
s.96H(3)	Power to give notice in compliance with Minister's direction	Director City Futures Manager City Development Services Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner Senior Strategic Planner	
s.96J	Duty to issue permit as directed by the Minister	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning	
s.96K	Duty to comply with direction of the Minister to give notice of refusal	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Principal Planner Principal 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	Director City Futures Manager City Development Services Coordinator City Planning	
s.97C	Power to request Minister to decide the application	Not delegated	Power to be exercised by Council resolution

s.97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Principal Planner Principal 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	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Principal Planner Principal Strategic Planner	

s.97G(6)	Duty to make a copy of permits issued by Minister under s.97F available in accordance with the public availability requirements	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Principal Planner Principal Strategic Planner Senior Development Planner Senior Strategic Planner Strategic Sites Officer Development Planner A Development Planner B Strategic Planner Planning Assistant Subdivision Officer Coordinator Planning Compliance E-Planning Implementation Officer	
s.97L	Duty to include Ministerial decisions in a register kept under section 49	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning	
s.97MH	Duty to provide information or assistance to the Planning Application Committee	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning	

s.97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	Director City Futures Manager City Development Services Manager City Strategy	
s.97O	Duty to consider application and issue or refuse to issue certificate of compliance	Director City Futures Manager City Development Services Coordinator City Planning Principal 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	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B	
s.97Q(4)	Duty to comply with directions of VCAT	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B	

s.97R	Duty to keep register of all applications for certificate of compliance and related decisions	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner E Planning Implementation Officer	
s.98(1)&(2)	Function of receiving claim for compensation in certain circumstances	Director City Futures Manager City Development Services Manager City Strategy	
s.98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	Director City Futures Manager City Development Services Manager City Strategy	
s.101	Function of receiving claim for expenses in conjunction with claim	Director City Futures Manager City Development Services Manager City Strategy	
s.103	Power to reject a claim for compensation in certain circumstances	Director City Futures Manager City Development Services Manager City Strategy	
s.107(1)	Function of receiving claim for compensation	Director City Futures Manager City Development Services Manager City Strategy	
s.107(3)	Power to agree to extend time for making claim	Director City Futures Manager City Development Services Manager City Strategy	
s.113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	Director City Futures Manager Engineering and Infrastructure	

s.114(1)	Power to apply to the VCAT for an enforcement order	Director City Futures Manager City Development Services Manager City Regulatory Services Municipal Building Surveyor Coordinator Planning Compliance Principal Planning Compliance Officer Senior Planning Compliance Officer Planning Compliance Officer	
s.117(1)(a)	Function of making a submission to the VCAT Where objections are received	Director City Futures Manager City Development Services Manager City Regulatory Services Municipal Building Surveyor Coordinator Planning Compliance Principal Planning Compliance Officer Senior Planning Compliance Officer Planning Compliance Officer	
s.120(1)	Power to apply for an interim enforcement order Where section 114 application has been made	Director City Futures Manager City Development Services Manager City Regulatory Services Municipal Building Surveyor Coordinator Planning Compliance	
s.123(1)	Power to carry out work required by enforcement order and recover costs	Director City Futures Manager City Development Services Manager City Regulatory Services Municipal Building Surveyor Coordinator Planning Compliance	

s.123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under section 123(1)	Director City Futures Director Infrastructure and City Services	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 enforcement order or an interim enforcement order.	Director City Futures Manager City Development Services Coordinator Planning Compliance	Section 123 of the Victorian Civil and Administrative Tribunal Act 1998 applies on an application to the Tribunal.
s.129	Function of recovering penalties	Director City Futures Manager City Development Services Coordinator Planning Compliance Principal Planning Compliance Officer Senior Planning Compliance Officer Planning Compliance Officer	
s.130(5)	Power to allow person served with an infringement notice further time	Director City Futures Manager City Development Services Coordinator Planning Compliance Principal Planning Compliance Officer	
s.149A(1)	Power to refer a matter to the VCAT for determination	Director City Futures Manager City Development Services Coordinator City Planning Coordinator Planning Compliance	
s.149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a section 173 agreement	Director City Futures Manager City Development Services Manager City Strategy	

s. 148B	Power to apply to the Tribunal for a declaration.	Director City Futures Manager City Development Services Coordinator City Planning Coordinator Planning Compliance	
s.156	Duty to pay fees and allowances (including a payment to the Crown under subsection (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 subsection (2B), Power to ask for contribution under subsection (3) and Power to abandon amendment or part of it under subsection (4)	Director City Futures Manager City Strategy Coordinator Strategic Planning Principal Strategic Planner	Where Council is the relevant planning authority
s.171(2)(f)	Power to carry out studies and commission reports	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Principal Planner Principal Strategic Planner	
s.171(2)(g)	Power to grant and reserve easements	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Principal Planner Senior Development Planner	
s.172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	Chief Executive Officer Director City Futures	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)	Chief Executive Officer Director City Futures	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)	Chief Executive Officer Director City Futures	Where Council is the development agency specified in an approved infrastructure contributions plan
s.173(1)	Power to enter into agreement covering matters set out in section 174	Director City Futures Manager City Development Services Manager City Strategy Director Infrastructure and City Services Manager Engineering and Infrastructure	Power to be exercised by Council Resolution with the exception of: a. Agreement relating to building over easement and related matters – delegated to Director Infrastructure and City Services and Manager Engineering and Infrastructure b. Any agreement in accordance with Council's adopted budget, and/or which does not commit Council to any payment, cost or financial obligation.
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	Director City Futures Manager City Development Services Manager City Strategy	
---	Power to decide whether something is to the satisfaction of Council, Where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	Director City Futures Manager City Development Services Manager City Strategy Director Infrastructure and City Services Manager Engineering and Infrastructure	

---	Power to give consent on behalf of Council, Where an agreement made under section 173 of the <i>Planning and Environment Act</i> 1987 requires that something may not be done without the consent of Council or Responsible Authority	Director City Futures Manager City Development Services Manager City Strategy Director Infrastructure and City Services Manager Engineering and Infrastructure	
s.177(2)	Power to end a section 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Director City Futures Manager City Development Services Manager City Strategy Director Infrastructure and City Services Manager Engineering and Infrastructure	
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	Director City Futures Manager City Development Services Manager City Strategy Director Infrastructure and City Services Manager Engineering and Infrastructure	
s.178A(1)	Function of receiving application to amend or end an agreement	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	

s.178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.178A(5)	Power to propose to amend or end an agreement	Director City Futures Manager City Development Services Manager City Strategy Director Infrastructure and City Services Manager Engineering and Infrastructure	
s.178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.178B(2)	Duty to consider certain matters when considering proposal to end an agreement	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development 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	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	

s.178C(4)	Function of determining how to give notice under s.178C(2)	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.178E(1)	Duty not to make decision until after 14 days after notice has been given	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	Director City Futures Manager City Development Services Coordinator City Planning	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	Director City Futures Manager City Development Services Coordinator City Planning	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	Director City Futures Manager City Development Services Coordinator City Planning	If no objections are made under s.178D. Must consider matters in s.178B.
s.178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	Director City Futures Manager City Development Services Coordinator City Planning	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	Director City Futures Manager City Development Services Coordinator City Planning	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	Director City Futures Manager City Development Services	After considering objections, submissions and matters in s.178B.

s.178E(3)(d)	Power to refuse to amend or end the agreement	Director City Futures Manager City Development Services Coordinator City Planning	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)	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.178F(2)	Duty to give notice of its decision under s.178E(2)(c) or (3)(d)	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development 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	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	
s.178G	Duty to sign amended agreement and give copy to each other party to the agreement	Director City Futures Manager City Development Services Manager City Strategy	
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	Director City Futures Manager City Development Services Coordinator City Planning	
s.178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	Director City Futures Manager City Development Services Coordinator City Planning	

s.179(2)	Duty to make copy of each agreement available in accordance with the public availability requirements	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Principal Planner Senior Development Planner Development Planner A Development Planner B Planning Assistant Senior Subdivision Officer Director Infrastructure and City Services Manager Engineering and Infrastructure E-Planning Implementation Officer	
s.181	Duty to apply to the Registrar of Titles to record the agreement	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Director Infrastructure and City Services Manager Engineering and Infrastructure Coordinator Planning Compliance Coordinator Strategic Planning	
s.181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	Director City Futures Manager City Development Services Manager City Strategy Director Infrastructure and City Services Manager Engineering and Infrastructure	

s.181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Director Infrastructure and City Services Manager Engineering and Infrastructure Coordinator Planning Compliance Coordinator Strategic Planning	
s.182	Power to enforce an agreement	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Principal Planner Manager City Regulatory Services Coordinator Planning Compliance Principal Planning Compliance Officer Senior Planning Compliance Officer Planning Compliance Officer Director Infrastructure and City Services Manager Engineering and Infrastructure Coordinator Strategic Planning	
s.183	Duty to tell Registrar of Titles of ending/amendment of agreement	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Director Infrastructure and City Services Manager Engineering and Infrastructure Coordinator Planning Compliance Coordinator Strategic Planning	

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	Director City Futures Manager City Development Services	
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	Director City Futures Manager City Development Services	
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	Director City Futures Manager City Development Services Coordinator City Planning	
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	Director City Futures Manager City Development Services Coordinator City Planning	
s.184G(2)	Duty to comply with a direction of the Tribunal	Director City Futures Manager City Development Services Coordinator City Planning	
s.184G(3)	Duty to give notice as directed by the Tribunal	Director City Futures Manager City Development Services Coordinator City Planning	

s.185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner Development Planner Planning Assistant City Planning Administration Officer E-Planning Implementation Officer	
s.198(1)	Function to receive application for planning certificate		In the metropolitan area, planning certificates are issued by the Department of Transport and Planning.
s.199(1)	Duty to give planning certificate to applicant		In the metropolitan area, planning certificates are issued by the Department of Transport and Planning.
s.201(1)	Function of receiving application for declaration of underlying zoning	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Principal Planner Principal Strategic Planner	
s.201(3)	Duty to make declaration	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning	

-	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	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Principal Strategic Planner Principal Planner Coordinator Planning Compliance	
-	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	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Coordinator Planning Compliance	
-	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	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Principal Strategic Planner Principal Planner Coordinator Planning Compliance	

-	Power to give written authorisation in accordance with a provision of a planning scheme	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Principal Strategic Planner Principal Planner Coordinator Planning Compliance	
s.201UAB(1)	Function of providing the Victorian Planning Authority with information relating to any land within municipal district	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Principal Planner Principal Strategic Planner Senior Development Planner Senior Strategic Planner Strategic Planner Strategic Sites Officer Coordinator Planning Compliance E-Planning Implementation Officer	

s.201UAB(2)	Duty to provide the Victorian Planning Authority with information requested under s 201UAB(1) (1) as soon as possible	Director City Futures Manager City Development Services Manager City Strategy Coordinator City Planning Coordinator Strategic Planning Principal Planner Principal Strategic Planner Senior Development Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner Coordinator Planning Compliance E-Planning Implementation Officer	
-	Power to negotiate and/or approve minor changes to a planning permit or plans, should Council's decision on a planning application be appealed to the Victorian Civil and Administrative Tribunal, or an application for minor amendments be received	Director City Futures Manager City Development Services Coordinator City Planning Principal Planner Senior Development Planner	"minor changes" - overall form of the development is not changed eg. number of units, but minor details are Council resolution is not able to be overturned/reversed

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & 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	Director City Futures Manager City Development Services Municipal Building Surveyor Manager City Regulatory Services	
s.522(1)	Power to give a compliance notice to a person	Director City Futures Manager City Development Services Municipal Building Surveyor Manager City Regulatory Services	
s.525(2)	Power to authorise an officer to exercise Powers in section 526 (either generally or in a particular case)	Chief Executive Officer Director People, Partnerships and Performance Manager Governance and Risk	All statutory appointments and authorisations to be made on recommendation of relevant Director or Manager
s.525(4)	Duty to issue identity card to authorised officers	Director City Futures Manager City Regulatory Services Coordinator City Compliance Administration Officer (City Compliance)	Instrument of Authorisation and identity card to be issued only on authority of relevant Director or Manager
s.526A(3)	Function of receiving report of inspection	Director City Futures Manager City Development Services Municipal Building Surveyor Manager City Regulatory Services	
s.526(5)	Duty to keep record of entry by authorised officer under section 526	Director City Futures Manager City Development Services Municipal Building Surveyor	

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		Manager City Regulatory Services	
s.527	Power to authorise a person to institute proceedings (either generally or in a particular case)	Chief Executive Officer Director People, Partnerships and Performance Manager Governance and Risk	All statutory appointments and authorisations to be made on recommendation of relevant Director or Manager

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s11(1)	Power to declare a road by publishing a notice in the Government Gazette	Director City Futures Manager City Development Services Director Infrastructure and City Services Manager Engineering and Infrastructure	obtain consent in circumstances specified in section 11(2)
s11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	Director City Futures Manager City Development Services Director Infrastructure and City Services Manager Engineering and Infrastructure Manager Asset and Property Services Director Corporate Services Finance Manager Director People, Partnerships and Performance Manager Governance and Risk	Power must be exercised in accordance with <i>Geographic Names Places Act 1998</i> and, where applicable, Council's Place Naming Policy
s11(9)(b)	Duty to advise Registrar	Director City Futures Manager City Development Services Director Infrastructure and City Services Manager Engineering and Infrastructure Finance Manager Director People, Partnerships and Performance Director Corporate Services Manager Governance and Risk Coordinator, Legal Governance and Integrity Governance and Legal Support Officer	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning (Department of Transport and Planning) of declaration etc.	Director City Futures Manager City Development Services Director Infrastructure and City Services Manager Engineering and Infrastructure Manager Assets and Property Services Manager Capital Works and Building Projects Director People, Partnerships and Performance Director Corporate Services Manager Governance and Risk	clause subject to section 11(10A)
s11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning (Department of Transport and Planning) or nominated person	Director City Futures Manager City Development Services Director Infrastructure and City Services Manager Engineering and Infrastructure Manager Assets and Property Services Manager Capital Works and Building Projects	Where Council is the coordinating road authority
s12(10)	Duty to notify of decision made	Director Infrastructure and City Services Manager Engineering and Infrastructure Manager Assets and Property Services Manager Capital Works and Building Projects Property Officer Asset and Property Services Compliance Officer	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

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	Director City Futures Manager City Development Services Director Infrastructure and City Services Manager Engineering and Infrastructure	Power of coordinating road authority and obtain consent under section13(3) and section13(4) as appropriate
s.14(4)	Function of receiving notice from the Head, Transport for Victoria	Director Infrastructure and City Services Manager Engineering and Infrastructure	
s14(7)	Power to appeal against decision of the Head, Transport for Victoria	Director Infrastructure and City Services	
s15(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	Director Infrastructure and City Services Manager Engineering and Infrastructure	
s15(1A)	Power to enter into arrangement with a utility to transfer a road management Function of the utility to the road authority	Director Infrastructure and City Services Manager Engineering and Infrastructure	
s15(2)	Duty to include details of arrangement in public roads register	Director Infrastructure and City Services Manager Engineering and Infrastructure Strategic Engineering Coordinator	
s16(7)	Power to enter into an arrangement under section 15	Director Infrastructure and City Services Manager Engineering and Infrastructure	
s16(8)	Duty to enter details of determination in public roads register	Director Infrastructure and City Services Manager Engineering and Infrastructure	
s17(2)	Duty to register public road in public roads register	Director Infrastructure and City Services Manager Engineering and Infrastructure	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s17(3)	Power to decide that a road is reasonably required for general public use	Director Infrastructure and City Services Manager Engineering and Infrastructure	Where Council is the coordinating road authority
s17(3)	Duty to register a road reasonably required for general public use in public roads register	Director Infrastructure and City Services Manager Engineering and Infrastructure	Where Council is the coordinating road authority
s17(4)	Power to decide that a road is no longer reasonably required for general public use	Director Infrastructure and City Services Manager Engineering and Infrastructure	Where Council is the coordinating road authority
s17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	Director Infrastructure and City Services Manager Engineering and Infrastructure	Where Council is the coordinating road authority
s18(1)	Power to designate ancillary area	Director Infrastructure and City Services Manager Engineering and Infrastructure Director City Futures	Where Council is the coordinating road authority, and obtain consent in circumstances specified in section 18(2)
s18(3)	Duty to record designation in public roads register	Director Infrastructure and City Services Manager Engineering and Infrastructure	Where Council is the coordinating road authority
s19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	Director Infrastructure and City Services Manager Engineering and Infrastructure	
s19(4)	Duty to specify details of discontinuance in public roads register	Director Infrastructure and City Services Manager Engineering and Infrastructure	
s19(5)	Duty to ensure public roads register is available for public inspection	Director Infrastructure and City Services Manager Engineering and Infrastructure	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.21	Function of replying to request for information or advice	Director Infrastructure and City Services Manager Engineering and Infrastructure	obtain consent in circumstances specified in section 11(2)
s.22(2)	Function of commenting on proposed direction	Director Infrastructure and City Services Manager Engineering and Infrastructure	
s.22(4)	Duty to publish a copy or summary of any direction made under section 22 by the Minister in its Annual Report	Director Infrastructure and City Services Manager Engineering and Infrastructure	
s.22(5)	Duty to give effect to a direction under this section	Director Infrastructure and City Services Manager Engineering and Infrastructure	
s.40(1)	Duty to inspect, maintain and repair a public road.	Director Infrastructure and City Services Manager Engineering and Infrastructure Group Manager Operations Manager Roads and Cleansing	
s.40(5)	Power to inspect, maintain and repair a road which is not a public road	Director Infrastructure and City Services Manager Engineering and Infrastructure Group Manager Operations Manager Roads and Cleansing	
s.41(1)	Power to determine the standard of construction, inspection, maintenance and repair	Director Infrastructure and City Services Manager Engineering and Infrastructure Group Manager Operations Manager Roads and Cleansing	
s.42(1)	Power to declare a public road as a controlled access road	Director Infrastructure and City Services Manager Engineering and Infrastructure	Power of coordinating road authority and Schedule 2 also applies

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s42(2)	Power to amend or revoke declaration by notice published in Government Gazette	Director Infrastructure and City Services Manager Engineering and Infrastructure	Power of coordinating road authority and Schedule 2 also applies
s42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	Director Infrastructure and City Services Manager Engineering and Infrastructure	Where Council is the coordinating road authority if road is a municipal road or part thereof
s42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	Director Infrastructure and City Services Manager Engineering and Infrastructure	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
s48EA	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 or public transport)	Director Infrastructure and City Services Manager Engineering and Infrastructure	Where Council is the responsible road authority, infrastructure manager or works manager
s.48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under section 48M	Director Infrastructure and City Services Manager Engineering and Infrastructure	
s.49	Power to develop and publish a road management plan	Director Infrastructure and City Services Manager Engineering and Infrastructure Manager Assets and Property Services Manager Capital Works and Building Projects	Road Management Plan to be adopted by Council resolution following statutory public notice and submissions process
s.51	Power to determine standards by incorporating the standards in a road management plan	Director Infrastructure and City Services Manager Engineering and Infrastructure	In consultation with Group Manager Operations
s.53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	Director Infrastructure and City Services Manager Assets and Property Services Manager Capital Works and Building Projects	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.54(2)	Duty to give notice of proposal to make a road management plan	Director Infrastructure and City Services Manager Assets and Property Services Manager Capital Works and Building Projects	
s.54(5)	Duty to conduct a review of road management plan at prescribed intervals	Director Infrastructure and City Services Manager Engineering and Infrastructure Manager Assets and Property Services Manager Capital Works and Building Projects	Review of Road Management Plan requires Council resolution following statutory public notice and submissions process
s.54(6)	Power to amend road management plan	Director Infrastructure and City Services Manager Engineering and Infrastructure Manager Assets and Property Services Manager Capital Works and Building Projects	Certain types of amendments to a Road Management Plan require a public notice and submissions process
s.54(7)	Duty to incorporate the amendments into the road management plan	Director Infrastructure and City Services Manager Assets and Property Services Manager Capital Works and Building Projects	
s.55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	Director Infrastructure and City Services Manager Assets and Property Services Manager Capital Works and Building Projects	
s.63(1)	Power to consent to conduct of works on road	Director Infrastructure and City Services Manager Engineering and Infrastructure	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	Director Infrastructure and City Services Manager Engineering and Infrastructure Group Manager Operations Manager Roads and Cleansing Operations Projects Coordinator	Where Council is the infrastructure manager

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.64(1)	Duty to comply with clause 13 of Schedule 7	Director Infrastructure and City Services Manager Engineering and Infrastructure Group Manager Operations Manager Roads and Cleansing	Where Council is the infrastructure manager or works manager
s.66(1)	Power to consent to structure etc	Director Infrastructure and City Services Manager Engineering and Infrastructure Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	Where Council is the coordinating road authority
s.67(2)	Function of receiving the name and address of the person responsible for distributing the sign or bill	Director Infrastructure and City Services Manager Engineering and Infrastructure Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	Where Council is the coordinating road authority
s.67(3)	Power to request information	Director Infrastructure and City Services Manager Engineering and Infrastructure Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.68(2)	Power to request information	Director Infrastructure and City Services Director City Futures Manager Engineering and Infrastructure Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	Where Council is the coordinating road authority
s71(3)	Power to appoint an authorised officer	Chief Executive Officer Director People, Partnerships and Performance Manager Governance and Risk	All statutory appointments and authorisations to be made on recommendation of relevant Director or Manager
s.72	Duty to issue an identity card to each authorised officer	Director City Futures Manager City Regulatory Services Coordinator City Compliance Administration Officer (City Compliance)	Authorisation and identity card to be issued only on authority of relevant Director or Manager
s.85	Function of receiving report from authorised officer	Director Infrastructure and City Services Manager Engineering and Infrastructure Group Manager Operations	
s86	Duty to keep register re s85 matters	Director Infrastructure and City Services Manager Engineering and Infrastructure Group Manager Operations	
s.87(1)	Function of receiving complaints	Director Infrastructure and City Services Manager Engineering and Infrastructure Group Manager Operations	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s87(2)	Duty to investigate complaint and provide report	Director Infrastructure and City Services Manager Engineering and Infrastructure Group Manager Operations	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	Chief Executive Officer Director People, Partnerships and Performance Manager Governance and Risk Director Infrastructure and City Services Manager Engineering and Infrastructure	
s.112(2)	Power to recover damages in court	Director Infrastructure and City Services Manager Engineering and Infrastructure Prosecutions Officer	
s116	Power to cause or carry out inspection	Director Infrastructure and City Services Manager Engineering and Infrastructure Group Manager Operations	
s.119(2)	Function of consulting with the Head, Transport for Victoria	Director Infrastructure and City Services Manager Engineering and Infrastructure	
s.120(1)	Power to exercise road management Functions on an arterial road (with the consent of the Head, Transport for Victoria)	Director Infrastructure and City Services Manager Engineering and Infrastructure Group Manager Operations Manager Roads and Cleansing	
s120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management Functions before exercising Power in section 120(1)	Director Infrastructure and City Services Manager Engineering and Infrastructure Group Manager Operations Manager Roads and Cleansing	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s121(1)	Power to enter into an agreement in respect of works	Director Infrastructure and City Services Manager Engineering and Infrastructure	
s.122(1)	Power to charge and recover fees	Director Infrastructure and City Services Manager Engineering and Infrastructure Group Manager Operations	Subject to approved Schedule of Fees and Charges set through the budget process If authorised under Regulations
s.123(1)	Power to charge for any service	Director Infrastructure and City Services Manager Engineering and Infrastructure Group Manager Operations	Subject to approved Schedule of Fees and Charges set through the budget process
Schedule 2 Clause 2(1)	Power to make a decision in respect of controlled access roads	Director Infrastructure and City Services Manager Engineering and Infrastructure	
Schedule 2 Clause 3(1)	Duty to make policy about controlled access roads	Director Infrastructure and City Services Manager Engineering and Infrastructure	
Schedule 2 Clause 3(2)	Power to amend, revoke or substitute policy about controlled access roads	Director Infrastructure and City Services Manager Engineering and Infrastructure	
Schedule 2 Clause 4	Function of receiving details of proposal from the Head, Transport for Victoria	Director Infrastructure and City Services Manager Engineering and Infrastructure	
Schedule2 Clause 5	Duty to publish notice of declaration	Director Infrastructure and City Services Manager Engineering and Infrastructure	
Schedule 7, Clause 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator Group Manager Operations	Where Council is the infrastructure manager or works manager

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7, Clause 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the infrastructure manager or works manager
Schedule 7, Clause 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
Schedule 7, Clause 9(2)	Duty to give information to another infrastructure manager or works manager Where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the infrastructure manager or works manager
Schedule 7, Clause 10(2)	Where Schedule 7 Clause 10(1) applies, Duty to, Where possible, conduct appropriate consultation with persons likely to be significantly affected	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator Group Manager Operations	Where Council is the infrastructure manager or works manager
Schedule 7 Clause 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the coordinating road authority
Schedule 7 Clause 12(3)	Power to take measures to ensure reinstatement works are completed	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the coordinating road authority
Schedule 7 Clause 12(5)	Power to recover costs	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the coordinating road authority
Schedule 7, Clause 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to Schedule 7, Clause 13(2)	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the works manager
Schedule 7 Clause 13(2)	Power to vary notice period	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the coordinating road authority
Schedule 7, Clause 13(3)	Duty to ensure works manager has complied with obligation to give notice under Schedule 7, Clause 13(1)	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the infrastructure manager
Schedule 7 Clause 16(1)	Power to consent to proposed works	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the coordinating road authority
Schedule 7 Clause 16(4)	Duty to consult	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the coordinating road authority, responsible authority or infrastructure manager
Schedule 7 Clause 16(5)	Power to consent to proposed works	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 16(6)	Power to set reasonable conditions on consent	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the coordinating road authority
Schedule 7 Clause 16(8)	Power to include consents and conditions	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the coordinating road authority
Schedule 7 Clause 17(2)	Power to refuse to give consent and Duty to give reasons for refusal	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the coordinating road authority
Schedule 7 Clause 18(1)	Power to enter into an agreement	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the coordinating road authority
Schedule 7 Clause 19(1)	Power to give notice requiring rectification of works	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator Manager City Regulatory Services	Where Council is the coordinating road authority
Schedule 7 Clause 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and Power to recover costs incurred	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the coordinating road authority
Schedule 7 Clause 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7A Clause 2	Power to cause street lights to be installed on roads	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator	Power of responsible road authority Where it is the coordinating road authority or responsible road authority in respect of the road
Schedule 7A Clause 3(1)(d)	Duty to pay installation and operation costs of street lighting - Where road is not an arterial road	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator Strategic Engineering Coordinator	Where Council is the responsible road authority
Schedule 7A Clause 3(1)(e)	Duty to pay installation and operation costs of street lighting – Where road is a service road on an arterial road and adjacent areas	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator Strategic Engineering Coordinator	Where Council is the responsible road authority
Schedule 7A Clause (3)(1)(f),	Duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with clauses 3(2) and 4.	Director Infrastructure and City Services Manager Engineering and Infrastructure Infrastructure Development Coordinator Strategic Engineering Coordinator	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			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING 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	Director City Futures Manager City Strategy Manager City Development Services Coordinator City Planning Coordinator Strategic Planning Coordinator Planning Compliance Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner Senior Development Planner Development Planner A Development Planner B Principal Planner Subdivision Officer Planning Assistant E-Planning Implementation 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

PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
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	Director City Futures Manager City Strategy Manager City Development Services Coordinator City Planning Coordinator Strategic Planning Coordinator Planning Compliance Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner Development Planner A and B Senior Development Planner Principal Planner Subdivision Officer Planning Assistant E-Planning Implementation Officer	

PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r.25(a)	Duty to make copy of matter considered under section 60(1A)(g) in accordance with the public availability requirements	Director City Futures Manager City Strategy Manager City Development Services Coordinator City Planning Coordinator Strategic Planning Coordinator Planning Compliance Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner Development Planner A and B Senior Development Planner Principal Planner Subdivision Officer Planning Assistant E-Planning Implementation Officer	Where Council is the responsible authority

PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING 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	Director City Futures Manager City Strategy Manager City Development Services Coordinator City Planning Coordinator Strategic Planning Coordinator Planning Compliance Principal Strategic Planner Senior Strategic Planner Strategic Sites Officer Strategic Planner Development Planner A and B Senior Development Planner Principal Planner Subdivision Officer Planning Assistant E-Planning Implementation Officer	Where Council is not the responsible authority but the relevant land is within Council's municipal district
r.42	Function of receiving notice under 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	Director City Futures Manager City Strategy Manager City Development Services Coordinator City Planning Senior Development Planner Principal Planner Coordinator Planning Compliance Coordinator Strategic Planning	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority

PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r. 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	Director City Futures Manager City Strategy Manager City Development Services Coordinator Strategic Planning	Where Council is the planning authority
r.20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	Director City Futures Manager City Strategy Manager City Development Services Coordinator City Planning Coordinator Strategic Planning Coordinator Planning Compliance	Where council is the responsible authority
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	Director City Futures Manager City Strategy Manager City Development Services Coordinator City Planning Coordinator Strategic Planning Coordinator Planning Compliance	Where Council is the responsible authority or planning authority

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.7	Function of entering into a written agreement with a caravan park owner	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r.10	Function of receiving application for registration	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r.11	Function of receiving application for renewal of registration	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r.12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r.12(1)	Power to refuse to renew the registrations if not satisfied that the caravan park complies with these regulations	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r.12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	Director City Futures Manager City Regulatory Services	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		Manager City Development Services Municipal Building Surveyor	
r.12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r. 12(3)	Duty to have regard to matters in determining an application for registration or application for renewal of registration	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r.12(4) & (5)	Duty to issue a certificate of registration	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r.14(1)	Function of receiving notice of transfer of ownership	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r.14(3)	Power to determine Where notice of transfer is displayed	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r.15(1)	Duty to transfer registration to new caravan park owner	Director City Futures Manager City Regulatory Services	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		Manager City Development Services Municipal Building Surveyor	
- r. 15(2)	Duty to issue certificate of transfer of registration	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r. 15(3)	Power to determine where certificate of transfer of registration is displayed	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r.16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	Not delegated	Approved Schedule of Fees and Charges set through the budget process
r.17	Duty to keep register of caravan parks	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r.21(1)	Duty to notify caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r.22(2)	Duty to consult with relevant emergency services agencies	Director City Futures Manager City Regulatory Services Manager City Development Services	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		Municipal Building Surveyor	
r.22	Power to determine places in which caravan park owner must display a copy of emergency procedures	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r.23	Power to determine places in which caravan park owner must display copy of public emergency warnings	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r.24(2)	Duty to consult with relevant floodplain management authority	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r.26(b)(i)	Power to approve system for the discharge of sewage and waste water from a movable dwelling	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r.38	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r.38(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	Director City Futures Manager City Regulatory Services Manager City Development Services	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		Municipal Building Surveyor	
r.39(3)	Function of receiving installation certificate	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
r.45(3)	Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	
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	Director City Futures Manager City Regulatory Services Manager City Development Services Municipal Building Surveyor	

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.8(1)	Duty to conduct reviews of road management plan	Director Infrastructure and City Services Manager Engineering and Infrastructure Manager Assets and Property Services Manager Capital Works and Building Projects	Review of Road Management Plan requires statutory public notice and submissions process
r.9(2)	Duty to produce written report of review of road management plan and make report available	Director Infrastructure and City Services Manager Assets and Property Services Manager Capital Works and Building Projects	In consultation with Manager Engineering and Infrastructure and Group Manager Operations
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)	Director Infrastructure and City Services Manager Assets and Property Services Manager Capital Works and Building Projects	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 section 41 of the Act	Director Infrastructure and City Services Manager Assets and Property Services Manager Capital Works and Building Projects	
r.13(1)	Duty to publish notice of amendments to road management plan	Director Infrastructure and City Services Manager Assets and Property Services Manager Capital Works and Building Projects	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	Director Infrastructure and City Services Manager Assets and Property Services Manager Capital Works and Building Projects	
r.16(3)	Power to issue permit	Director Infrastructure and City Services Manager Engineering and Infrastructure Director City Futures	Where Council is the coordinating road authority

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		Manager City Regulatory Services	
r.18(1)	Power to give written consent re damage to road	Director Infrastructure and City Services Manager Engineering and Infrastructure Director City Futures Manager City Development Services Municipal Building Surveyor Manager City Regulatory Services	Where Council is the coordinating road authority
r.23(2)	Power to make submission to Tribunal	Director Infrastructure and City Services Manager Engineering and Infrastructure Director City Futures Manager City Regulatory Services	Where Council is the coordinating road authority
r.23(4)	Power to charge a fee for application under section 66(1) Road Management Act	Director Infrastructure and City Services Manager Engineering and Infrastructure Director City Futures Manager City Regulatory Services	Where council is the coordinating road authority Subject to approved Schedule of Fees and Charges set through the budget process
r.25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	Director Infrastructure and City Services Manager Engineering and Infrastructure Manager Roads and Cleansing Manager City Regulatory Services Coordinator City Compliance Law Enforcement Officer	Where Council is the coordinating road authority
r.25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with r.25(3))	Director Infrastructure and City Services Manager Engineering and Infrastructure Manager Roads and Cleansing	Where Council is the coordinating road authority

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
		Director City Futures Manager City Regulatory Services	
r.25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	Director Infrastructure and City Services Manager Engineering and Infrastructure Manager Roads and Cleansing Director City Futures Manager City Regulatory Services Prosecutions Officer	
ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER/FUNCTION DELEGATED	DELEGATE	CONDITIONS & 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	Director Infrastructure and City Services Manager Engineering and Infrastructure	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	Director Infrastructure and City Services Manager Engineering and Infrastructure	Where Council is the coordinating road authority



Brimbank City Council Audit and Risk Committee

Audit and Risk Annual Activity Report September 2024

Role of the Audit & Risk Committee

The Audit & Risk Committee (the Committee) is an independent committee of Council. Its purpose is to support and advise Council in fulfilling its responsibilities related to external financial and performance reporting, maintenance of strong and effective governance and control frameworks, management of key risks and Council's compliance with legislation and regulation. The Committee has a prime responsibility in overseeing and monitoring Council's various audit processes.

The Committee's role is to report to Council on the outcomes of its work programme and to provide advice and recommendations on matters relevant to its Charter. The Committee may also endorse key reports for consideration by Council.

Independence

An independent Audit & Risk Committee is a fundamental component of a strong corporate governance culture. Council's Committee is independent of management and is not involved in any operational decisions. Committee members do not have any executive powers, management functions or delegated financial responsibilities.

Reporting Period

This report covers the activities of the Committee for the period from 24 November 2023 to 3 September 24, during which time the Committee met on four occasions as per its Annual Work Plan. The Committee's previous Annual Activities Report was for the period ended 1 September 2023.

This means that the report covers the Committee's work for the meetings held on 24 November 2023, 24 February 2024, 24 May 2024 and 3 September 2024. and aligns with the Committee's Annual Work Plan.

Purpose of this report

This report has two purposes as follows:

- It meets the reporting requirements to Council as mandated by section 54(5) of the Local Government Act 2020 (LGA), whereby the Committee is required to biannually report to Council on its activities, findings, and recommendations. The Committee also provided a mid-year activity report to Council in March 2024; and
- It meets Council's governance requirements whereby Council requires its various Committees to report on their activities at least annually.

Committee Charter

The Committee's Charter is set by Council and was adopted by Council on 18 August 2020 following changes necessitated by the new LGA. The revised Charter became effective on 1 September 2020. The Charter was last reviewed at the 1 September 2023 ARC meeting with changes mainly to align with the organisational realignment, the introduction of one additional Councillor as substitute and the introduction of the reporting of returns for Independent Members. No changes have been made in this ARC period.

Committee membership

Committee membership is comprised of five people appointed by Council, with two members being Councillors and three members being independent of Council. The independent members are required to have appropriate skill sets and experience as mandated in section 53 of the LGA. The LGA also requires that there must be a majority of independent members and that an independent member must be chairperson of the Committee. All members have full voting rights.

Councillors not appointed to the Committee are welcome to attend meetings but do not have any voting rights.

Committee members have been fully engaged in all meetings held during the reporting period and have made valuable contributions to the work of the Committee.

Meeting Attendance

Details of membership and meeting attendance for the reporting period are summarised in the table below:

Attendee	Role	Meetings			
		November 2023	Feb 2024	24 May 2024	3 September 2024
Geoff Harry (Chair)	Independent Member	Attended	Attended	Attended	Attended
Jennifer Johanson	Independent Member	Attended	Attended	Apology	Attended
Mick Jaensch	Independent Member	Attended	Attended	Attended	Attended
Bruce Lancashire	Councillor Member	Apology	Apology	Apology	Apology
Sam David	Councillor Member	Attended	Apology	Attended	Apology
Thomas O'Reilly	Councillor Member	Apology	Not a member	Not a member	Not a member
Maria Kerr	Councillor Member (substitute)	Not a member	Not a member	Attended (Substitute)	Not a member
Ranka Rasic	Councillor Member (substitute)	Not a member	Not a member	Not a member	Attended (substitute)

Committee Members

Councillor Lancashire and Councillor David were elected as Councillor representatives for the Audit and Risk Committee following the annual Committee appointment process in December 2023 which also saw the completion of Councillor O'Reilly's term of appointment.

There were no new independent members for 2024.

Municipal Monitors

Municipal monitors Janet Dore and Penelope Holloway were introduced to Council in February to oversee and report on Councillor conduct. There was monitor representation at ARC meetings on 24 February, 24 May and 3 September.

Executive Leadership Team

The Committee has been strongly supported by Council's Chief Executive Officer and the executive management team who have attended majority of meetings as required during the year.

Director of Corporate Services, Mark Stoermer is a new member of Councils Executive Leadership Team in this reporting period.

External Service Providers

In addition, both the internal audit service provider Crowe and HLB Mann Judd who is the agent of the Victorian Auditor General's Office (VAGO) for the external audit have attended meetings as required, and in fact have attended all meetings during the reporting period.

The Committee enjoys strong and professional working relationships with the entire support team, which is a critical element in ensuring the Committee delivers positive and insightful support and advice to Council.

Committee Business

The agendas for the four meetings in the reporting period have been driven by the Committee's Annual Work Plan (AWP) and all meetings have been fulsome.

Annual Work Plan

The Committee's activities are closely aligned with its Annual Work Plan (AWP) which reflects its key responsibilities as set out in the Committee Charter. Annually, the Committee confirms it has discharged its responsibilities in accordance with the Charter and develops its AWP for the following year. The AWP is reviewed at every meeting to ensure that it remains reflective of Council's business activities and ever-changing contextual environment.

The work of the Committee is summarised below in each of the key areas.

Financial and Performance Reporting

The Committee has two areas of focus here as follows:

- 1) The quality of the content and commentary in the periodic financial and performance reports provided to Council in terms of how Council is tracking against the approved Budget and Council Plan; and
- 2) The quality and content of the annual financial and performance reports that are included in Council's annual report. These reports have extensive and complex compliance considerations which the Committee considers in detail. This requires the Committee to engage with the external auditor when these reports are submitted to the Committee in September annually for endorsement to Council.

At the 3 September 2024 meeting the Committee considered the annual financial report and the annual performance statement of Council for the year ended 30 June 2024.

After Committee members reviewed the annual financial report and performance report, received officer presentations and representations, and reviewed the outcomes of the external audits, the Committee endorsed the annual financial report and the annual performance statement and recommended that Council sign the reports 'in principle' as required by the LGA.

The Committee was satisfied with these reports, assessing them as being of high quality, and noting that the matters raised by the external auditors at the conclusion of their work were not substantive in nature.

External Audit

The Victorian Auditor General's Office (VAGO) appointed Nick Walker of HLB Mann Judd as its agent to undertake the external audit of Council's annual financial report and annual performance statement.

The Committee considered the external audit plan for 2023/24 at the May 2024 meeting. VAGO's closing report on the outcomes of the audit of the annual financial report and the annual performance statement for 2023/24 were considered at the 3 September 2024 meeting.

The closing report advised that VAGO would issue clear audit opinions on the annual financial report and annual performance statement. The Committee noted the representations by management to VAGO regarding the preparation of the annual financial report and the annual performance report and also noted that those representations contained no qualifications.

The final management letter issued by VAGO at the conclusion of the audit contained no matters of substance, although some minor recommendations were included. These recommendations related to control enhancements noted by VAGO whilst undertaking standard audit procedures and were provided to Council as opportunities for improvement.

In conclusion the Committee resolved that the external audit process had been thorough and was pleased with the outcomes of the audit which indicated that the systems and controls related to the preparation of the annual financial report and the annual performance statement were efficient and effective.

Risk Management

The Committee considered various risk management matters at all meetings with an ongoing focus on the assessment of strategic risks, related treatment plans and the effectiveness of the risk management framework. The risk management policy was also reviewed during the reporting period.

Key risk matters on which the Committee was briefed included the following:

- 1) Potentially Contaminated Land Program Update;
- 2) ICT Biannual Security Report, including the results of Cybersecurity penetration testing;
- 3) Review of Strategic Risks;
- 4) Fraud Awareness Program;
- 5) Risk Awareness Program.
- 6) Insurance programme renewal and management of insurance claims (including motor vehicle data); and
- 7) Business Continuity Planning.

The Committee believes that Council has remained committed to management of strategic and operational risks throughout the reporting period and has performed well regarding risk mitigation actions.

Internal Audit

A key responsibility of the Committee is to monitor Council's internal audit programme. The programme is outsourced to an appropriately skilled service provider whose work is monitored by the Committee. A rolling three-year strategic internal audit plan is developed by the service provider to ensure that systems and controls in the areas of higher risk are regularly reviewed. The Committee reviews the plan annually having regard to Council's risk profile and monitors delivery of the plan at every Committee meeting.

The internal audit reports provided at the conclusion of each review contain audit findings and recommendations for control improvements, together with management responses, and are presented to the Committee for review at each meeting.

The following is the list of reviews completed by the internal audit service provider and tabled during the ARC meetings in the reporting period:

- Contract Management
- Depot Operations
- Cyber Security
- Leases and Licenses

In this period, Council has adopted a new strategic internal audit plan which outlines internal audits to be completed between July 2024 – June 2025. The audits to be completed are:

- Occupational Health and Safety – Contractor Management.
- Accounts Payable.
- Immunisation Management.
- Payroll Management.
- Privacy Act Management (including Third Party Management).

The Committee monitors implementation of internal audit recommendations by the agreed due dates. These recommendations are prioritised and those with the most immediate needs are monitored by the Committee at every meeting.

The Committee has been pleased with Council's performance regarding completion of internal audit recommendations.

Internal Control Environment and Compliance Management

The Committee considered several reports on the review of policies, systems, and controls during the reporting period, including reports on the following matters:

Attachment 12.4.4

- 1.) Strategic Risk Management;
- 2.) Significant Legal and Insurance Matters;
- 3.) ICT Strategy and project updates;
- 4.) Business Continuity Planning;
- 5.) ICT security report;
- 6.) Potential contaminated land updates;
- 7.) OHS Strategy and reporting;
- 8.) Fraud and Awareness Program;
- 9.) Cyber Security Update Report.

In addition to these matters the Committee considered new or revised policies including the governance policy, code of conduct, gifts, benefits and hospitality policy and the public transparency policy and noted that Council had considered alignment of these policies with the Overarching Governance Principles.

Investigations by State Integrity Agencies (VAGO, IBAC, Ombudsman Victoria)

The Committee monitors reports released by State based integrity agencies and receives officer briefings on any reports that may be relevant to Council. The Committee focusses on whether there are any learnings for Council arising from these reports and monitors implementation of such improvements.

There have been several integrity agency reports issued in the reporting period which have relevance for Council, including reports on Governance, Fraud and Corruption, Cyber/IT Security and Finance.

Assessment of the Committee's Performance

The Committee annually assesses its performance based on a survey completed by Committee members and officers who interact regularly with the Committee. The most recent assessment was conducted in September 2024 and the Committee will consider the outcomes of the survey at the September 2024 meeting and will report the results to Council.

Reporting to Council

After all meetings of the Committee minutes are forwarded to the next ordinary meeting of Council, including any reports that may help to explain outcomes or actions of Committee meetings. In addition, half year and full year (this report) activity reports on Committee activities, findings and recommendations are provided to Council.

Officer Support

The Committee fulfils its responsibilities outlined in the Committee Charter guided by its Annual Work Plan. The success of its work requires significant commitment from many senior officers in developing meeting agendas, assembling reports and other information, preparing minutes of meetings, and disseminating information to Committee members between meetings. The Committee acknowledges these efforts and the strong support it receives from the officers involved.

Conclusion

The Committee is satisfied that it has fully discharged its responsibilities as set out in the Charter. The Committee believes that Council has a strong control environment that continues to mature and has prudent financial management practices in place.

Acknowledgements

I would like to take this opportunity, on behalf of all Committee members, to thank Council's Executive Management Team and other Council officers for their commitment, contributions to and support of the work of the Committee. Their assistance is greatly appreciated.

Geoff Harry
On behalf of the Audit & Risk Committee

September 2024