



**Swan Hill Rural  
City Council**

## **SCHEDULED COUNCIL MEETING**

**Tuesday 9 April 2024  
to be held at 2:00 PM  
Council Chambers  
Swan Hill Town Hall  
53 – 57 McCallum Street, Swan  
Hill. VIC 3585**

## **AGENDA**

### **PUBLIC ACCESS**

**Open to the public and  
Live streaming from Council's  
website: [www.swanhill.vic.gov.au](http://www.swanhill.vic.gov.au)**

## Governance Rules

A copy of Swan Hill Rural City Council's governance rules can be found at <https://www.swanhill.vic.gov.au/about/overview/policies/governance-rules-2020/>

## Executive Leadership Team

Scott Barber, Chief Executive Officer

Bruce Myers, Director of Community and Cultural Services

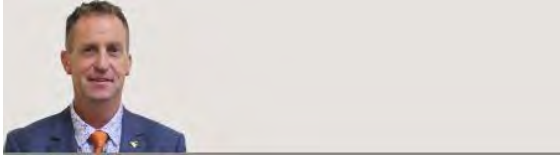
Michelle Grainger, Director of Development and Planning

Bhan Pratap, Director of Corporate Services

Leah Johnston, Director of Infrastructure

## Swan Hill Elected Members

### Mayor

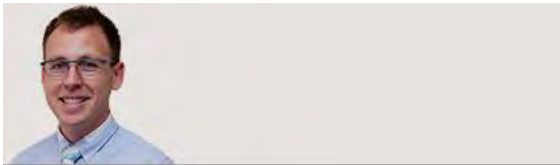


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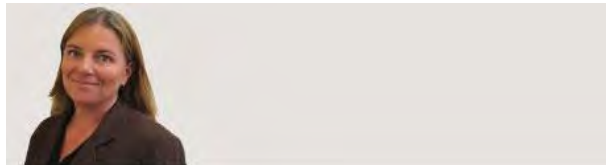
### Councillors



**Cr Chris Jeffery**

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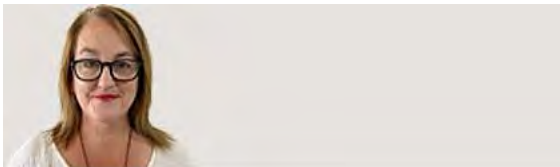
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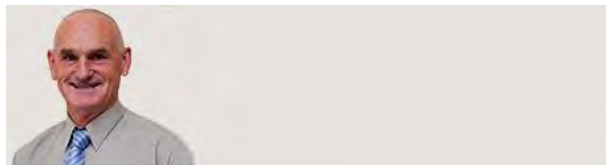
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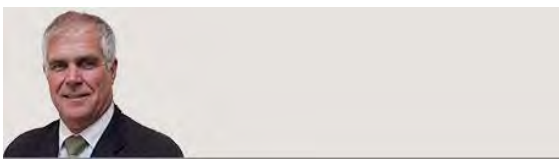
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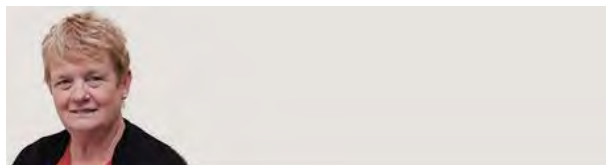
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## Vision Statement

Built on strong foundations that embrace our rich History and natural environment, our region will be a place of progressions and possibility. We are a community that is happy, healthy and harmonious - we are empowered, we are respectful and we are proud.

## Our Mission

We will lead, advocate, partner and provide efficient services and opportunities for growth and the wellbeing of our community, environment and economy.

## Our Values

Council values our residents and community and will be responsive to their needs. In pursuing our objectives, we believe in, and are committed to, the following values:

**Community engagement** - We will ensure that our communities are consulted, listened to and informed.

**Leadership** - We will be at the centre of our community and by actively engaging our community we will form the collective view on strategic issues and will then express our views through strong advocacy and action.

**Fairness** - We will value and embrace the diversity of our community and ensure that all people are treated equally.

**Accountability**- We will be transparent and efficient in our activities and we will always value feedback.

**Trust** - We will act with integrity and earn the community's trust by being a reliable partner in delivering services, projects and providing facilities.

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## 1 Procedural Matters

### 1.1 Welcome

### 1.2 Acknowledgement Of Country

*“Swan Hill Rural City Council acknowledges the traditional custodians of the land on which we meet, and pays its respects to their elders, past and present.”*

### 1.3 Prayer

*“We beseech you Lord, that we may be granted wisdom, understanding and sincerity of purpose, in the decisions we are called on to make for the welfare of the people of the Rural City of Swan Hill.”*

### 1.4 Apologies / Leaves of Absence

Cr Les McPhee leave of absence.

### 1.5 Directors / Officers Present

### 1.6 Confirmation of Minutes

#### 1.6.1 Confirmation of Minutes

#### Recommendation/s

**That the minutes of the Schedule Council Meeting held on the 19 March 2024 be confirmed.**

### 1.7 Disclosures of Conflict of Interest

### 1.8 Joint Letters and Reading of Petitions

Nil.

### 1.9 Public Questions Time

**You can access the form Public Question Time form from:**

<https://forms.swanhill.vic.gov.au/council-meeting-public-question-time/>

#### Please note

- Only ONE question per form submission.
- Submission must be received no later than 10:00am on the day prior to the meeting.

- A time is set aside for public questions during a Council meeting at which time each question will be read after the Chairman has looked at its contents and determined that the question is appropriate.
- Statements and opinions are not permitted during question time and will not be read to the meeting.
- The Chairman may disallow any question. This may be because the question is repetitive of a question already asked, objectionable, irrelevant, raises an issue of a confidential nature or is asked to embarrass a Councillor or Council officer. The Chairman will provide reasons where a question is disallowed. Questions considered to be inappropriate will be made available to Councillors on request.
- The Chairman will nominate the appropriate Councillor or Council officer to answer the question or elect to answer it himself/herself.
- No debate or discussion of the questions or answers is permitted.
- The Chairman may elect to take a question on notice in which case a written response will generally be provided within 10 working days.
- A summary of the text of the question and the response will be recorded in the minutes of the Council meeting.

#### **Who can use this form**

- Any community member

#### **While completing this form, we will request**

- Your contact details (including your name, address, phone and email)
- Your question

It will take about 5 minutes to complete this form.

#### **After you submit this form**

- We will send you an email receipt to confirm we have received your submission

#### **What happens with your information?**

The information requested in this form is collected by Swan Hill Rural City Council to assist us in responding to your question.

Your name, suburb and question may be read out at the Council meeting and will be recorded in the Council meeting minutes but will not be used for any other purpose unless required by law.

We will handle any personal information you provide on this form in accordance with the Privacy and Data Protection Act 2014. We record this information on our customer databases and make it available to relevant Council staff in line with our [Privacy Statement](#).

You can access your personal information by [contacting our Privacy Officer](#).

## 1.10 Open Forum

Please see below “Governance Rules 2023 – Section 7 referring to Open Forum” which outlines the rules and procedure of open forum.

### **7. Community questions and submissions**

#### **7.1. Open Forum and Questions Of Council Time To Be Held**

- (1) The Council will hold Open Forum and Questions of Council Time for up to 30 minutes duration at the beginning of each Scheduled Meeting to allow public submissions and questions of Council. Extension of time may be granted by resolution of Council.
- (2) Open Forum is an opportunity for the general public to present to Council on a matter listed on the Agenda or any other matter.
- (3) Questions of Council are an opportunity for the general public to submit a question prior to the Scheduled Meeting and receive a response from Council in the Questions of Council time.
- (4) Council meetings are recorded and broadcasted to the public; this includes community questions and submissions.

#### **Open forum and questions of council guidelines**

**7.2.** Questions of Council time and Open Forum will not apply during any period when the Council has resolved to close the meeting in respect of a matter under section 66 (1) of the Act.

**7.3.** Submissions as part of Open Forum and Questions of Council may be on any matter except if it:

- (a) is considered malicious, defamatory, indecent, abusive, offensive, irrelevant, trivial, or objectionable in language or substance;
- (b) relates to confidential information as defined under the Act;
- (c) relates to the personal hardship of any resident or ratepayer; or
- (d) relates to any other matter which the Council considers would prejudice the Council or any person;
- (e) If a person has submitted more than 2 questions to a meeting, the third and further questions may, at the discretion of the Chairperson be deferred until all other person who have asked a question have had their questions asked and answered and not be asked if the time allotted for public question time has expired.

**7.4.** Where the Mayor does not accept a question, the submitter is to be informed of the reason or reasons for which their question was not accepted.

**7.5.** The Mayor reserves the right to cease a submission as part of Open Forum if they deem the submission inappropriate.

**7.6.** Where possible Copies of all questions allowed by the Mayor will be provided in writing to all Councillors.



- 7.7. A submission or question submitted in writing by a member of the public, which has been disallowed by the Mayor will be provided to any Councillor on request.

#### **Open forum**

- 7.8. For any member of the public who wishes to be heard at Open Forum they must give prior notice:
- (a) in written form;
  - (b) contain the name, address and email or contact telephone number of the person to be heard;
  - (c) by online request <https://www.swanhill.vic.gov.au/>;
  - (d) in a letter to the Chief Executive Office, 45 Splatt Street, Swan Hill, Vic 3585; or
  - (e) in an email [council@swanhill.vic.gov.au](mailto:council@swanhill.vic.gov.au); or
  - (f) hand delivery to the Council's Office, 45 Splatt Street, Swan Hill or 72 Herbert Street, Robinvale.
- 7.9. It is preferable for any group or association that wishes to be heard at Open Forum to nominate a spokesperson for an issue upon which the group or association may wish to be heard.

#### **Open Forum Procedure**

##### **7.10. Public addressing the Meeting**

- (1) Any member of the public addressing Council must extend due courtesy and respect to Council and the processes under which it operates and must take direction from the Chairperson whenever called on to do so.
- (2) Council may suspend standing orders to hear from a community member or representative of an organisation, on matters of significance to the Council, only if prior arrangements have been made by written request to the Mayor or Chief Executive Officer.

- 7.11. The Chair will allocate a maximum of 3 minutes to each person who wishes to address Council.

- 7.12. The Chair will first invite any person who has given prior notice to present to Council.

- 7.13. The Chair will then invite members of the gallery who would like to present to Council.

- 7.14. The Chair has the discretion to alter the order of persons to be heard.

##### **7.15. The person in addressing the Council:**

- (a) must confine their address to the 3-minute allocation of time;
- (b) shall extend due courtesy and respect to the Council and the processes under which it operates; and
- (c) shall take direction from the Chair whenever called upon to do;
- (d) There will be no discussion or debate with the attendees to Open Forum however Councillors may ask questions of clarification of the attendee;
- (e) Standing Orders do not need to be suspended to allow discussion for the purposes of clarification.

## 2 Officer Reports for Decision

### 2.1 Ken Harrison Reserve Advisory Committee

**Directorate:** Development and Planning  
**File Number:** S11-20-11  
**Purpose:** For Discussion

#### Council Plan Strategy Addressed

**1. Liveability** - We will be a healthy, connected, and growing community supported by a range of infrastructure and services.

#### 1.3 Building Healthy Communities

1.3.1 Encourage active healthy lifestyles for people of all ages, abilities, and interests

1.3.2 Spaces where people of all ages, abilities and backgrounds can flourish

#### Current Strategic Documents

Council Plan  
10 Year Major Project Plan  
Recreation Reserves Masterplan Concepts

#### Declarations of Interest

Council Officers affirm that no general or material conflicts need to be declared in relation to the subject of this report.

#### Summary

The purpose of this report is to seek a Councillor representative to chair the Advisory Committee for the Ken Harrison Recreation Reserve, Yana Street, Swan Hill for the purpose of developing an up- to-date Strategic Direction/Masterplan.

#### Discussion

Council at its last Ordinary meeting, held on 19 March 2024 resolved to establish an Advisory Committee for the Ken Harrison Recreation Reserve. It deferred the appointment of a Councillor to chair the Committee.

The reserve is located 2.5km to the southwest of the Swan Hill Central Business District and is approximately 17.3 hectares, is surrounded by medium and low-density residential allotments including new housing development sites, two schools and a proposed secondary college.

With the continued residential development (145 hectares, equivalent to 1500 to 2000 residential lots, supporting approximately 5,000 people over the next 30 years),

consideration for the future development and potential infrastructure needs of the recreation reserve is timely.

The group's users provide a strong planning reference opportunity and an opportunity to gather diverse opinions and ideas. The formation of a committee also builds upon and feeds into the existing 10 Year Major Projects Plan allocation of \$80,000 that has been included in Year 1.



### Ken Harrison Recreation Reserve Users

1. Swan Hill Lawn Tennis and Croquet Club
2. Swan Hill Little Athletics Club
3. Swan Hill Scouts
4. Swan Hill Band Group
5. St Mary's Tyntynder Cricket Club
6. Swan Hill Italian Club
7. Swan Hill Soccer Association

And various casual users.

Ken Harrison Reserve formed part of the overarching Recreation Reserve Masterplan 2018 process. The Ken Harrison Reserve Plan is reasonably comprehensive and includes a list of 27 identified projects.

### Consultation

- The Advisory Group will comprise two representatives from each Club together with the Councillor appointed to Chair.
- It is suggested that the Advisory Committee membership comprises of the representatives nominated in the Terms of Reference.
- Broader engagement of the community will occur as milestones are identified by the Advisory Group

### **Financial Implications**

- \$80,000 has been allocated in Year 1 of the 10 Year Major Projects plan (2024/25) to support a Masterplan for the reserve
- .

### **Social Implications**

- Fair access and equity must be considered in the context of Advisory Committee Governance along with any outcomes that are generated by the Committee
- Sport and recreation are a critical part of social fabric in a regional community

### **Economic Implications**

- The Advisory Committee will be a voluntary body. No sitting fees will apply.
- Recommendations from the Advisory Committee and the development of a recreation reserve master plan will assist in grant funding opportunities from the State and Federal Governments for identified projects.

### **Environmental Implications**

Nil

### **Risk Management Implications**

- A lack of reasonable representation of stakeholders could result in a biased consensus

**Attachments:** Terms of Reference

### **Options**

1. That Council appoint a Councillor to be the Chairperson of the Ken Harrison Recreation Reserve Committee.

### **Recommendation**

1. **That Council appoint a Councillor to be the Chairperson of the Ken Harrison Recreation Reserve Committee.**

# Ken Harrison Reserve Advisory Committee Terms of Reference



## Terms of Reference

### Background

The Ken Harrison Reserve - Advisory Committee is being formed by Swan Hill Rural City Council to set clear and agreed directions in relation to future development and management of the Ken Harrison Recreation Reserve, Yana Street, Swan Hill.

The role of the Advisory Committee is to ensure that potential developments, specific to the site, reflect the desires and needs of all user groups of the reserve. This committee will focus on supporting the planning and development of infrastructure activities, including the potential development of significant sporting facilities.

The committee will also act as the link between Council and their associated sporting/community groups, to ensure a transparent communication process is achieved throughout the planning, design and management phases.

### Purpose

The Advisory Committee is responsible for providing Council with direction and planning for developments at the Ken Harrison Recreation Reserve until 30 June 2026.

### Objectives/ Roles

- To assist with the strategic development and planning for the Reserve
- Contribute to, review and provide comment on existing or draft masterplans and facility designs that eventuate from planning processes
- Information sharing with user groups of the Recreation Reserve

### Membership

- The Advisory Committee will comprise of two (2) representative for each associated user group/sporting organisation.

**Member Recreation Reserve Users**

- Swan Hill Lawn Tennis and Croquet Club
  - Swan Hill Little Athletics Club
  - Swan Hill Scouts
  - Swan Hill Band Group
  - St Mary's Tyntynder Cricket Club
  - Swan Hill Italian Club
  - Sawn Hill Soccer Association
- Members representing the Swan Hill Rural City Council including a Councillor who will act as Chair
  - Guests, including consultants may be invited to meetings from time to time
  - Any new member users of the Ken Harrison Recreation Reserve who sign a formal user agreement for use of the reserve will be eligible to join the committee
  - A maximum of one vote per represented user group
  - In the event one of the represented group members is unavailable, upon prior notification to the Chair, a proxy member may attend a meeting in their place
  - The Councillor as Chair, will vote as part of routine committee matters. Where a voting tie is formed the Chair will also have the casting vote
  - Council Officers attending the meeting do not vote
  - The Council can seek applicants for the Advisory Committee through direct approach to the user groups / sporting organisations
  - Applicants will be appointed by Council
  - Subsequent applicants will be appointed by the Advisory Committee on a needs basis or as vacancies arise
  - Gender equity governance will considered in the formation of the committee

## Quorum

- Quorum to be minimum of four user groups and the Chair. Council Staff do not make up the Quorum

## Members Responsibilities

In order to fulfil the Advisory Committee's objectives, members are expected to:

- Attend and actively participate in organised Advisory Committee meetings
- Respond to requests for feedback on issues
- Maintain confidentiality

## Meeting frequency

- A minimum of four meetings across a 12 month period (including options for online)
- A meeting can only proceed when a quorum is present consisting of a minimum of
  - One Councillor representative
  - One Council employee
  - Four identified stakeholder representatives

## Management of the group

- The Advisory Steering Committee is not a decision making body and does not require voting protocols or other decision making mechanisms
- Formal advice provided by the Advisory Committee to Council will be reached by consensus
- Council Officer attending will record minutes for the group and circulate the minutes prior to the next meeting

## Conflict of Interest

In accordance with Section 79 of the Local Government Act 2020, members of the Committee are required to disclose all Conflicts of Interest.

## Review, Amendment, Modification or Variation

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the Council and the Committee.

## 2.2 S6 Delegations April 9 2024

**Directorate:** Chief Executive Officer  
**File Number:** 74-00-23  
**Purpose:** For Decision

### Council Plan Strategy Addressed

**4. Leadership** - We will ensure accountable leadership, advocacy and transparent decision making.

#### 4.1 Excellent management and administration

4.1.2 Provide robust governance and effective leadership

### Current Strategic documents

Governance Rules

### Declarations of Interest:

Council officers affirm that no general or material conflicts need to be declared in relation to the matter of this report.

### Summary

In order to deliver services to the community and discharge obligations placed on Council by legislation in an efficient and effective manner, Council has in place a range of delegations to members of Council staff. Periodically these delegations need to be reviewed and, if appropriate, updated. This report has these updates of some delegations made by Council to members of Council staff.

The updates are the result of legislative changes to the relevant Acts, or changes to position titles or organisational structure.

Most of the delegations have not changed.

Some new Acts or Regulations have come into force. Delegations for these new Acts or Regulations are included in the attached S6 Instrument of Delegation, Council to other Members of Council staff (S6).

### Discussion

Many Council decisions are made in formal Council meetings by way of resolution. However, for effective functioning of local government and to comply with the various legislative requirements, Council delegates a range of powers, duties and functions to appropriately qualified and experienced members of Council staff and/or the CEO



(who, in turn, subdelegates powers, duties and functions to members of Council staff). In some instances, individual staff within Council have powers, duties and functions under law, which can be delegated to other Council staff.

These delegations are made in accordance with section 11 of the Local Government Act 2020. A delegation may be made subject to limitations on these powers, such as the need to inform Council of a determination.

Delegated functions are mostly procedural in nature, allowing the delivery of services in accordance with Council policy, adopted strategies and plans, the approved budget, and discharging Council obligations in accordance with legislative requirements.

The delegation of powers and obligations to Council staff by Council is managed by the Maddocks 'delegations and authorisations service'. Maddocks monitors changes to State legislation, and every six months provides a listing of the sections of legislation that a municipality could delegate to enable efficient and effective delivery of services.

The six-monthly reviews of legislative changes have resulted in the attached document which are summarised in the attached letter from Maddocks.

Council delegations are made to positions in the organisation rather than to individual members of staff to avoid the need to change the delegation upon the departure of a staff member or the staff member taking up a different position in the Council.

### **Consultation**

Community consultation is not appropriate for the subject of this report.

### **Financial Implications**

Ensures staff have the appropriate delegation to implement the Council Plan.

### **Social Implications**

Ensures staff have the appropriate delegation to implement the Council Plan.

### **Economic Implications**

Ensures staff have the appropriate delegation to implement the Council Plan.

### **Environmental Implications**

Ensures staff have the appropriate delegation to implement the Council Plan.

### **Risk Management Implications**

Appropriate delegation ensures that the organisation can operate efficiently and effectively.

- Attachments:**
1. Email letter to subscribers\_-\_ January 2024 Update [2.2.1 - 2 pages]
  2. S 6 Instrument of Delegation\_-\_ Members of Staff Updates CM [2.2.2 - 140 pages]

### **Options**

1. That Council adopts the delegations as presented.
2. That Council adopts the delegations with changes noting that the efficiency of Council operations would be affected.

### **Recommendation**

That Council adopts the delegations as presented.



**Maddocks**

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**Email Letter**

<b>From</b> Laura Dargan	<b>Date</b> 2 February 2024
<b>Direct</b> 03 9258 3037	<b>Email</b> Laura.Dargan@maddocks.com.au
<b>Partner</b> Melanie Olynyk	

Our Ref MSB:628721

Dear subscriber

**Delegations and Authorisations Service Update  
First Update for 2024**

We are pleased to provide you with our first update to the Delegations and Authorisations Service for 2024. This takes into account legislative changes which were assented to, or made, on or before 31 December 2023 and some other miscellaneous changes, which affect councils' powers, duties and functions.

This update is contained on the Maddocks Digital platform, which can be accessed by clicking the following link: <https://indepth.maddocks.com.au/>.

As always, please carefully review this explanatory letter and refer to the updated instruments to ensure that you are aware of the recent legislative changes that affect your council's delegations and authorisations.

**Changes made in this update**

This update amends our S6, S7, S11 and S14 Instruments. We outline some of the changes to each Instrument below.

**1. Changes to the S6 Instrument of Delegation, Council to other Members of Council staff (S6)**

The following changes have been made to the S6:

- 1.1. Sections 125 and 149B of the *Planning and Environment Act 1987* have been inserted.

As previously advised, we recommend that the CEO be named as a delegate in this instrument (in addition to having a S7 instrument).

**2. Changes to the S7 Instrument of Sub-delegation, from the CEO to Members of Council staff (S7)**

The following changes have been made to the S7:

- 2.1. Section 112(1) of the *Local Government Act 2020* has been inserted to add to the powers in relation to land.
- 2.2. Section 22 of the *Fire Services Property Levy Act 2012* has been amended by virtue of section 390 (Schedule 1, item 40.4) of the *Local Government Act 2020*.

[628721:42355833\_1]



Maddocks

- 2.3. Powers, duties and functions that Council has as a business under the *Unclaimed Money Act 2008* have been inserted.
- 2.4. The name of the *Ministerial Resources (Sustainable Development) Act 1990* has been amended by virtue of section 4 of the *Mineral Resources (Sustainable Development) Amendment Act 2023*.
- 2.5. Two conditions and limitations in the additional miscellaneous and administrative powers section (included in error in the last update) have been removed.

### 3. Changes to the S11 Instrument of Appointment and Authorisation

The following changes have been made to the S11:

- 3.1. Section 242(2A) of the *Environment Protection Act 2017* has been inserted by virtue of s 52(2) of the *Environment Legislation Amendment (Circular Economy and Other Matters) Act 2022*.
- 3.2. Sections 46K(1)(g) and 46(1)(h) of the *Child Wellbeing and Safety Act 2005* have been inserted. Therefore, should a Council's CEO execute the S13 and S11 instruments with the relevant wording from the S20A and S20B instruments, then the Council does not need to use the latter set of instruments.

### 4. Changes to the S14 Instrument of Delegation from CEO to Staff (VicSmart Applications (S14))

The S14 has been amended to include additional sections of the *Planning and Environment Act 1987* that are relevant to Future Home applications, in which the responsible authority is the CEO. Changes are by virtue of Amendment VC243, which introduces clause 53.24 of the Victorian Planning Scheme in respect of the Future Homes initiative

#### Local Laws

While this has been mentioned in our previous updates, we again remind councils of the importance of delegating not only the powers, duties and functions existing under legislation, but also any council powers, duties and functions existing in any local laws made by their council.

Our Delegations and Authorisations Service covers only the former and so it is up to each council to ensure that it reviews all of its local laws and, where appropriate, delegates relevant powers, duties and functions.

If you would like us to assist with your council's delegations under local laws, please get in touch.

#### Updating your instruments

As always, we recommend that you re-make all of your council delegations regularly to ensure that they remain up to date and cover all relevant provisions. This includes the S5 Instrument.

If you have any questions about this Update, please direct your queries to Laura Dargan ([laura.dargan@maddocks.com.au](mailto:laura.dargan@maddocks.com.au)) or myself ([melanie.olynyk@maddocks.com.au](mailto:melanie.olynyk@maddocks.com.au)).

Yours sincerely  
Maddocks

Melanie Olynyk  
Partner

[628721:42355833\_1]

page 2

## RELIANSYS® DELEGATIONS - EXPORT FROM LIBRARY

### S6 INSTRUMENT OF DELEGATION - MEMBERS OF STAFF

Note - Exported provisions are sorted by Delegation Source and Section.

18 MARCH 2024

**Delegation Sources**

- Domestic Animals Act 1994
- Food Act 1984
- Heritage Act 2017
- Local Government Act 1989
- Planning and Environment Act 1987
- Residential Tenancies Act 1997
- Road Management Act 2004
- Cemeteries and Crematoria Regulations 2015
- Planning and Environment Regulations 2015
- Planning and Environment (Fees) Regulations 2016
- Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015

**Positions**

Abbreviation	Position	Name
CEO	Chief Executive Officer	
CSRO	Customer Service & Revenue Officer	
DM	Development Manager	
DCS	Director Corporate Services	
DDP	Director Development & Planning	
DI	Director Infrastructure	
ESPM	Engineering and Strategic Projects Manager	
EAM	Enterprise Asset Manager	
EHO	Environmental Health Officer	

Abbreviation	Position	Name
FM	Finance Manager	
MBS	Municipal Building Surveyor	
MERO	Municipal Emergency Resource Officer	
MFPO	Municipal Fire Prevention Officer	
ND	Not Delegated	Not Delegated
OM	Operations Manager	
PO	Planning Officer	
PTL	Planning Team Leader	
PM	Project Manager	
PHRSC	Public Health & Regulatory Services Co-ordinator	
SRO	Senior Revenue Officer	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99540	A*	Domestic Animals Act 1994	s 41A(1)	Power to declare a dog to be a menacing dog	DDP, PHRSC	Council may delegate this power to a Council authorised officer
99546	A*	Food Act 1984	s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	DDP, EHO, PHRSC	If s 19(1) applies
99547	A*	Food Act 1984	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	DDP, EHO, PHRSC	If s 19(1) applies
167023	A*	Food Act 1984	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	DDP	If s 19(1) applies  Only in relation to temporary food premises or mobile food premises



ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99548	A*	Food Act 1984	s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	DDP, EHO, PHRSC	If s 19(1) applies
99549	A*	Food Act 1984	s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	EHO, PHRSC	If s 19(1) applies
99550	A*	Food Act 1984	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	EHO, PHRSC	If s 19(1) applies
99551	A*	Food Act 1984	s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	DDP, EHO, PHRSC	Where Council is the registration authority

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99552	A*	Food Act 1984	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	DDP, EHO, PHRSC	Note: the power to direct the matters under s 19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution
99553	A*	Food Act 1984	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	DDP, EHO, PHRSC	Where Council is the registration authority
99554	A*	Food Act 1984	s 19CB(4)(b)	Power to request copy of records	EHO, PHRSC	Where Council is the registration authority
99555	A*	Food Act 1984	s 19E(1)(d)	Power to request a copy of the food safety program	EHO, PHRSC	Where Council is the registration authority

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594411	A*	Food Act 1984	s 19EA(3)	Function of receiving copy of revised food safety program	EHO, PHRSC	Where Council is the registration authority
99556	A*	Food Act 1984	s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	EHO, PHRSC	Where Council is the registration authority
594412	A*	Food Act 1984	s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	EHO, PHRSC	Where Council is the registration authority
594413	A*	Food Act 1984	s 19IA(2)	Duty to give written notice to the proprietor of the premises	EHO, PHRSC	Where Council is the registration authority  Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s 19IA(3))
99557	A*	Food Act 1984	s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	DDP, EHO	Where Council is the registration authority

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
594414	A*	Food Act 1984	s 19N(2)	Function of receiving notice from the auditor	EHO, PHRSC	Where Council is the registration authority
99558	A*	Food Act 1984	s 19NA(1)	Power to request food safety audit reports	EHO, PHRSC	Where Council is the registration authority
99559	A*	Food Act 1984	s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	EHO, PHRSC	
99560	A*	Food Act 1984	s 19UA	Power to charge fees for conducting a food safety assessment or inspection	EHO, PHRSC	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99561	A*	Food Act 1984	s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	EHO, PHRSC	Where Council is the registration authority
99562	A*	Food Act 1984	s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	DDP, EHO, PHRSC	Where Council is the registration authority
99563	A*	Food Act 1984	s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	EHO, PHRSC	Where Council is the registration authority
99564	A*	Food Act 1984		Power to register or renew the registration of a food premises	DDP, EHO, PHRSC	Where Council is the registration authority

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
						Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
483006	A*	Food Act 1984	s 36A	Power to accept an application for registration or notification using online portal	DDP, EHO, PHRSC	Where Council is the registration authority
483007	A*	Food Act 1984	s 36B	Duty to pay the charge for use of online portal	DDP, EHO, PHRSC	Where Council is the registration authority
99565	A*	Food Act 1984	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	EHO, PHRSC	Where Council is the registration authority
99566	A*	Food Act 1984	s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance	ND	Where Council is the registration authority

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				with a declaration under s 38AB(1)		
99567	A*	Food Act 1984	s 38A(4)	Power to request a copy of a completed food safety program template	EHO, PHRSC	Where Council is the registration authority
99568	A*	Food Act 1984	s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	EHO, PHRSC	Where Council is the registration authority
99569	A*	Food Act 1984	s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	EHO, PHRSC	Where Council is the registration authority
99570	A*	Food Act 1984	s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	EHO, PHRSC	Where Council is the registration authority

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99571	A*	Food Act 1984	s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	EHO, PHRSC	Where Council is the registration authority
99572	A*	Food Act 1984	s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	EHO, PHRSC	Where Council is the registration authority
99573	A*	Food Act 1984	s 38D(3)	Power to request copies of any audit reports	EHO, PHRSC	Where Council is the registration authority
99574	A*	Food Act 1984	s 38E(2)	Power to register the food premises on a conditional basis	DDP, EHO, PHRSC	Where Council is the registration authority



ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
						not exceeding the prescribed time limit defined under s 38E(5)
99575	A*	Food Act 1984	s 38E(4)	Duty to register the food premises when conditions are satisfied	EHO, PHRSC	Where Council is the registration authority
99576	A*	Food Act 1984	s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	EHO, PHRSC	Where Council is the registration authority
483008	A*	Food Act 1984	s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	DDP, EHO, PHRSC	Where Council is the registration authority
594415	A*	Food Act 1984	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	EHO, PHRSC	Where Council is the registration authority
483009	A*	Food Act 1984	s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	DDP, EHO, PHRSC	Where Council is the registration authority

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
594416	A*	Food Act 1984	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	EHO, PHRSC	
99577	A*	Food Act 1984	s 39A	Power to register, or renew the registration of a food premises despite minor defects	DDP, EHO, PHRSC	Where Council is the registration authority  Only if satisfied of matters in s 39A(2)(a)-(c)
594417	A*	Food Act 1984	s 39A (6)	Duty to comply with a direction of the Secretary	EHO, PHRSC	
594418	A*	Food Act 1984	s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	EHO, PHRSC	Where Council is the registration authority

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99578	A*	Food Act 1984	s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008	EHO, PHRSC	
99579	A*	Food Act 1984	s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	EHO, PHRSC	Where Council is the registration authority
99580	A*	Food Act 1984	s 40D(1)	Power to suspend or revoke the registration of food premises	ND	Where Council is the registration authority
594419	A*	Food Act 1984	s 40E	Duty to comply with direction of the Secretary	EHO, PHRSC	
483010	A*	Food Act 1984	s 40F	Power to cancel registration of food premises	DDP, PHRSC	Where Council is the registration authority

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
594420	A*	Food Act 1984	s 43	Duty to maintain records of registration	EHO, PHRSC	Where Council is the registration authority
99581	A*	Food Act 1984	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	EHO, PHRSC	Where Council is the registration authority
99582	A*	Food Act 1984	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	DDP, PHRSC	Where Council is the registration authority
594421	A*	Food Act 1984	s 45AC	Power to bring proceedings	EHO, PHRSC	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99583	A*	Food Act 1984	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	EHO, PHRSC	Where Council is the registration authority
99584	A*	Heritage Act 2017	s 116	Power to sub-delegate Executive Director's functions, duties or powers	CEO, DDP, DM	Must first obtain Executive Director's written consent  Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation
261526	A*	Local Government Act 1989	s 185L(4)	Power to declare and levy a cladding rectification charge	CEO	
99585	A*	Planning and Environment Act 1987	s 4B	Power to prepare an amendment to the Victorian Planning Provisions	ND	If authorised by the Minister

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99586	A*	Planning and Environment Act 1987	s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	DDP, DM, PO, PTL	
99587	A*	Planning and Environment Act 1987	s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	DDP, DM	
99588	A*	Planning and Environment Act 1987	s 4I(2)	Duty to make and copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements	DDP, DM, PO, PTL	
99589	A*	Planning and Environment Act 1987	s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	DDP, DM, PTL	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99590	A*	Planning and Environment Act 1987	s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	ND	
99591	A*	Planning and Environment Act 1987	s 8A(5)	Function of receiving notice of the Minister's decision	DDP, DM, PTL	
99592	A*	Planning and Environment Act 1987	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	DDP, DM	
99593	A*	Planning and Environment Act 1987	s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	DDP, DM, PTL	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99594	A*	Planning and Environment Act 1987	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	DDP, DM, PO, PTL	
99596	A*	Planning and Environment Act 1987	s 12B(1)	Duty to review planning scheme	ND	
99597	A*	Planning and Environment Act 1987	s 12B(2)	Duty to review planning scheme at direction of Minister	ND	
99598	A*	Planning and Environment Act 1987	s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	ND	



ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99599	A*	Planning and Environment Act 1987	s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	ND	
99600	A*	Planning and Environment Act 1987	s 17(1)	Duty of giving copy amendment to the planning scheme	DDP, DM, PO, PTL	
99601	A*	Planning and Environment Act 1987	s 17(2)	Duty of giving copy s 173 agreement	DDP, DM, PO, PTL	
99602	A*	Planning and Environment Act 1987	s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	CEO, DDP, DM, PO, PTL	
99603	A*	Planning and Environment Act 1987	s 18	Duty to make amendment etc. available in accordance with public availability requirements	DDP, DM, PO, PTL	Until the proposed amendment is approved or lapsed

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99604	A*	Planning and Environment Act 1987	s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	DDP, DM, PTL	
99605	A*	Planning and Environment Act 1987	s 19	Function of receiving notice of preparation of an amendment to a planning scheme	DDP, DM, PTL	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.
99606	A*	Planning and Environment Act 1987	s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	CEO, DDP	Where Council is a planning authority

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99607	A*	Planning and Environment Act 1987	s 21(2)	Duty to make submissions available in accordance with public availability requirements	DDP, DM, PO, PTL	Until the end of 2 months after the amendment comes into operation or lapses
99608	A*	Planning and Environment Act 1987	s 21A(4)	Duty to publish notice	DDP, DM, PO, PTL	
99609	A*	Planning and Environment Act 1987	s 22(1)	Duty to consider all submissions received before the date specified in the notice	CEO, DDP, DM	Except submissions which request a change to the items in s 22(5)(a) and (b)
628510	A*	Planning and Environment Act 1987	s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	DDP, DM	
99610	A*	Planning and Environment Act 1987	s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	DDP, DM	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99611	A*	Planning and Environment Act 1987	s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	CEO, DDP, DM, PTL	
99612	A*	Planning and Environment Act 1987	s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	DDP, DM, PO, PTL	
99613	A*	Planning and Environment Act 1987	s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	DDP, DM, PTL	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99614	A*	Planning and Environment Act 1987	s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	DDP, DM, PO, PTL	During the inspection period
99615	A*	Planning and Environment Act 1987	s 27(2)	Power to apply for exemption if panel's report not received	DDP, DM, PTL	
99616	A*	Planning and Environment Act 1987	s 28(1)	Duty to notify the Minister if abandoning an amendment	DDP, DM, PTL	Note: the power to make a decision to abandon an amendment cannot be delegated
546366	A*	Planning and Environment Act 1987	s 28(2)	Duty to publish notice of the decision on Internet site	DM, PO, PTL	
546367	A*	Planning and Environment Act 1987	s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	DM, PO, PTL	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99617	A*	Planning and Environment Act 1987	s 30(4)(a)	Duty to say if amendment has lapsed	DDP, DM, PO, PTL	
99618	A*	Planning and Environment Act 1987	s 30(4)(b)	Duty to provide information in writing upon request	DDP, DM, PO, PTL	
99619	A*	Planning and Environment Act 1987	s 32(2)	Duty to give more notice if required	DDP, DM, PO, PTL	
99620	A*	Planning and Environment Act 1987	s 33(1)	Duty to give more notice of changes to an amendment	DDP, DM, PO, PTL	
99621	A*	Planning and Environment Act 1987	s 36(2)	Duty to give notice of approval of amendment	DDP, DM, PO, PTL	
99622	A*	Planning and Environment Act 1987	s 38(5)	Duty to give notice of revocation of an amendment	DDP, DM, PTL	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99623	A*	Planning and Environment Act 1987	s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	ND	
99624	A*	Planning and Environment Act 1987	s 40(1)	Function of lodging copy of approved amendment	DDP, DM, PO, PTL	
99625	A*	Planning and Environment Act 1987	s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	DDP, DM, PO, PTL	
546368	A*	Planning and Environment Act 1987	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	DM, PO, PTL	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				of the Act after the inspection period ends		
99626	A*	Planning and Environment Act 1987	s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	DDP, DM, PM, PO	
180545	A*	Planning and Environment Act 1987	s 46AAA	Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	ND	Where Council is a responsible public entity and is a planning authority  Note: this provision is not yet in force, and will commence on the day on which the initial Yarra Strategic Plan comes into operation. It will affect a limited number of councils
201809	A*	Planning and Environment Act 1987	s 46AW	Function of being consulted by the Minister	CEO, DDP	Where Council is a responsible public entity



ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
201810	A*	Planning and Environment Act 1987	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	DDP, DM	Where Council is a responsible public entity
100014	A*	Planning and Environment Act 1987	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	DDP, DM, PO, PTL	Where Council is a responsible public entity
100015	A*	Planning and Environment Act 1987	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	DDP, DM, PO, PTL	Where Council is a responsible public entity

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
100016	A*	Planning and Environment Act 1987	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	DDP, DM	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
201811	A*	Planning and Environment Act 1987	s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	DDP, DM	
201812	A*	Planning and Environment Act 1987	s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	DDP, DM	
201813	A*	Planning and Environment Act 1987	s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	DDP, DM	
201814	A*	Planning and Environment Act 1987	s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	DDP, DM	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
201815	A*	Planning and Environment Act 1987	s 46GP	Function of receiving a notice under s 46GO	DDP, DM	Where Council is the collecting agency
201816	A*	Planning and Environment Act 1987	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	DDP, DM	
201817	A*	Planning and Environment Act 1987	s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	DDP, DM	
201818	A*	Planning and Environment Act 1987	s 46GR(2)	Power to consider a late submission  Duty to consider a late submission if directed to do so by the Minister	DDP, DM	
201819	A*	Planning and Environment Act 1987	s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose	ND	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				land in a submission made under s 46GQ		
201820	A*	Planning and Environment Act 1987	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	DDP	
201821	A*	Planning and Environment Act 1987	s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	DDP	
201822	A*	Planning and Environment Act 1987	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	DDP, PM	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
201823	A*	Planning and Environment Act 1987	s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	DDP, PM	
201824	A*	Planning and Environment Act 1987	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	DDP, PM	
201825	A*	Planning and Environment Act 1987	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	DDP, PM	Where Council is the collecting agency
201826	A*	Planning and Environment Act 1987	s 46GV(3)(b)	Power to enter into an agreement with the applicant	DDP, PM	Where Council is the collecting agency

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201827	A*	Planning and Environment Act 1987	s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	DDP, PM	Where Council is the development agency
201828	A*	Planning and Environment Act 1987	s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	DDP, PM	Where Council is the collecting agency
201829	A*	Planning and Environment Act 1987	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	DDP, DM	
201830	A*	Planning and Environment Act 1987	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	DDP, DM	Where Council is the collecting agency
100017	A*	Planning and Environment Act 1987	s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	DDP, DM	Where Council is the collecting agency

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
201831	A*	Planning and Environment Act 1987	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	DDP, DM	Where Council is the collecting agency
201832	A*	Planning and Environment Act 1987	s 46GY(1)	Duty to keep proper and separate accounts and records	DDP, DCS	Where Council is the collecting agency
201833	A*	Planning and Environment Act 1987	s 46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	DDP, DCS	Where Council is the collecting agency
201834	A*	Planning and Environment Act 1987	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	DDP, DCS	Where Council is the collecting agency under an approved infrastructure contributions plan  This duty does not apply where Council is that planning authority

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
201835	A*	Planning and Environment Act 1987	s 46GZ(2)(a)	Function of receiving the monetary component	DDP, DCS	Where the Council is the planning authority  This duty does not apply where Council is also the collecting agency
100018	A*	Planning and Environment Act 1987	s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan, as responsible for those works, services or facilities	DDP, DM	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



ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
201836	A*	Planning and Environment Act 1987	s 46GZ(2)(b)	Function of receiving the monetary component	DDP, DM	Where Council is the development agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the collecting agency
201837	A*	Planning and Environment Act 1987	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)	DDP	Where Council is the collecting agency under an approved infrastructure contributions plan
100019	A*	Planning and Environment Act 1987	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	DI, DDP, FM	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

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
201838	A*	Planning and Environment Act 1987	s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	DI, DDP, FM	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
201839	A*	Planning and Environment Act 1987	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	DI, DDP, FM	Where Council is the collecting agency under an approved infrastructure contributions plan
100020	A*	Planning and Environment Act 1987	s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure	DDP	If any inner public purpose land is vested in Council under the Subdivision Act 1988 or acquired by

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				contributions plan as responsible for the use and development of that land		<p>Council before the time it is required to be provided to Council under s 46GV(4)</p> <p>Where Council is the collecting agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the development agency</p>
201840	A*	Planning and Environment Act 1987	s 46GZ(9)	Function of receiving the fee simple in the land	DDP	<p>Where Council is the development agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the collecting agency</p>

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
201841	A*	Planning and Environment Act 1987	s 46GZA(1)	Duty to keep proper and separate accounts and records	DDP	Where Council is the development agency under an approved infrastructure contributions plan
100021	A*	Planning and Environment Act 1987	s 46GZA(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	DDP	Where Council is a development agency under an approved infrastructure contributions plan
201842	A*	Planning and Environment Act 1987	s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	DDP	Where Council is a development agency under an approved infrastructure contributions plan
100022	A*	Planning and Environment Act 1987	s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	DDP	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

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
201843	A*	Planning and Environment Act 1987	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)	DDP	Where Council is the development agency under an approved infrastructure contributions plan
201844	A*	Planning and Environment Act 1987	s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	DDP	Where Council is the collecting agency under an approved infrastructure contributions plan
100023	A*	Planning and Environment Act 1987	s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	DDP	Where Council is the collecting agency under an approved infrastructure contributions plan
100024	A*	Planning and Environment Act 1987	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	DDP	Where Council is the development agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the collecting agency

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
201845	A*	Planning and Environment Act 1987	s 46GZE(2)	Function of receiving the unexpended land equalisation amount	DDP, DM	Where Council is the collecting agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the development agency
201846	A*	Planning and Environment Act 1987	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)	DDP, DM	Where Council is the collecting agency under an approved infrastructure contributions plan
201847	A*	Planning and Environment Act 1987	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	DDP, DM	Where Council is the development agency under an approved infrastructure contributions plan

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
201848	A*	Planning and Environment Act 1987	s.46GZF(3)	Duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)	DDP, DM	Where Council is the development agency under an approved infrastructure contributions plan
201849	A*	Planning and Environment Act 1987	s 46GZF(3)	Function of receiving proceeds of sale	DDP, DM	Where Council is the collection agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the development agency
201850	A*	Planning and Environment Act 1987	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)	DDP, DCS	Where Council is the collecting agency under an approved infrastructure contributions plan

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
201851	A*	Planning and Environment Act 1987	s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	DDP, DCS	Where Council is the collecting agency under an approved infrastructure contributions plan
201852	A*	Planning and Environment Act 1987	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	DDP, DCS	Where Council is the collecting agency under an approved infrastructure contributions plan
100025	A*	Planning and Environment Act 1987	s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	DDP	Where Council is a collecting agency or development agency
201853	A*	Planning and Environment Act 1987	s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	DDP	Where Council is a collecting agency or development agency
201854	A*	Planning and Environment Act 1987	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	DDP, DCS	



ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				financial year for which the amount is adjusted under s 46LB (2)		
99628	A*	Planning and Environment Act 1987	s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	DDP, DM, PO, PTL	
99629	A*	Planning and Environment Act 1987	s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	DDP, DM, PO, PTL	
99630	A*	Planning and Environment Act 1987	s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	DDP, DM, PTL	
99631	A*	Planning and Environment Act 1987	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	DDP, DM, PTL	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99632	A*	Planning and Environment Act 1987	s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	DDP, DM, PTL	
99633	A*	Planning and Environment Act 1987	s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	DDP, DM, PTL	
99634	A*	Planning and Environment Act 1987	s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	DDP, DM, PTL	
99635	A*	Planning and Environment Act 1987	s 46Q(1)	Duty to keep proper accounts of levies paid	DM, PO, SRO, PTL, DCS	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99636	A*	Planning and Environment Act 1987	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	DDP, DM, PTL	
99637	A*	Planning and Environment Act 1987	s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	DDP, DM, PTL	
99638	A*	Planning and Environment Act 1987	s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	DDP, DM, PTL	Only applies when levy is paid to Council as a 'development agency'
99639	A*	Planning and Environment Act 1987	s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has	DDP, DM, PTL	Must be done within six months of the end of the period required by the

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				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)		development contributions plan and with the consent of, and in the manner approved by, the Minister
99640	A*	Planning and Environment Act 1987	s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	DDP, DM, PTL	Must be done in accordance with Part 3
99641	A*	Planning and Environment Act 1987	s46Q(4)(e)	Duty to expend that amount on other works etc.	DDP, DM, PTL	With the consent of, and in the manner approved by, the Minister
99642	A*	Planning and Environment Act 1987	s 46QC	Power to recover any amount of levy payable under Part 3B	DDP, DM, PTL	
100026	A*	Planning and Environment Act 1987	s 46QD	Duty to prepare report and give a report to the Minister	DDP	Where Council is a collecting agency or development agency

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99644	A*	Planning and Environment Act 1987	s 46Y	Duty to carry out works in conformity with the approved strategy plan	ND	
99645	A*	Planning and Environment Act 1987	s 47	Power to decide that an application for a planning permit does not comply with that Act	CEO, DDP, DM, PTL	
99646	A*	Planning and Environment Act 1987	s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	DDP, DM, PO, PTL	
99647	A*	Planning and Environment Act 1987	s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	DDP, DM, PO, PTL	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99648	A*	Planning and Environment Act 1987	s 50(4)	Duty to amend application	DDP, DM, PO, PTL	
99649	A*	Planning and Environment Act 1987	s 50(5)	Power to refuse to amend application	DDP, DM, PTL	
236512	A*	Planning and Environment Act 1987	s 50(6)	Duty to make note of amendment to application in register	DM, PO, PTL	
99651	A*	Planning and Environment Act 1987	s 50A(1)	Power to make amendment to application	DDP, DM, PO, PTL	
99652	A*	Planning and Environment Act 1987	s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	DDP, DM, PO, PTL	
99653	A*	Planning and Environment Act 1987	s 50A(4)	Duty to note amendment to application in register	DDP, DM, PO, PTL	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99654	A*	Planning and Environment Act 1987	s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	DDP, DM, PO, PTL	
99655	A*	Planning and Environment Act 1987	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	DDP, DM, PO, PTL	
99656	A*	Planning and Environment Act 1987	s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	DDP, DM, PO, PTL	
99657	A*	Planning and Environment Act 1987	s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	DDP, DM, PO, PTL	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99658	A*	Planning and Environment Act 1987	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	DDP, DM, PO, PTL	
99659	A*	Planning and Environment Act 1987	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	DDP, DM, PO, PTL	
99660	A*	Planning and Environment Act 1987	s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	DDP, DM, PO, PTL	



ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99661	A*	Planning and Environment Act 1987	s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	DDP, DM, PO, PTL	
99662	A*	Planning and Environment Act 1987	s 52(3)	Power to give any further notice of an application where appropriate	DDP, DM, PO, PTL	
99663	A*	Planning and Environment Act 1987	s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	DDP, DM, PO, PTL	
99664	A*	Planning and Environment Act 1987	s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	DDP, DM, PO, PTL	
99665	A*	Planning and Environment Act 1987	s 54(1)	Power to require the applicant to provide more information	DDP, DM, PO, PTL	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99666	A*	Planning and Environment Act 1987	s 54(1A)	Duty to give notice in writing of information required under s 54(1)	DDP, DM, PO, PTL	
99667	A*	Planning and Environment Act 1987	s 54(1B)	Duty to specify the lapse date for an application	DDP, DM, PO, PTL	
99668	A*	Planning and Environment Act 1987	s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	DDP, DM, PO, PTL	
99669	A*	Planning and Environment Act 1987	s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	DDP, DM, PO, PTL	
99670	A*	Planning and Environment Act 1987	s 55(1)	Duty to give copy application, together with the prescribed information, to every	DDP, DM, PM, PO	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				referral authority specified in the planning scheme		
99671	A*	Planning and Environment Act 1987	s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	CEO, DDP, DM, PTL	
99672	A*	Planning and Environment Act 1987	s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	DDP, DM, PO, PTL	
99673	A*	Planning and Environment Act 1987	s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	DDP, DM, PO, PTL	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99674	A*	Planning and Environment Act 1987	s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	DDP, DM, PO, PTL	
99675	A*	Planning and Environment Act 1987	s 57A(5)	Power to refuse to amend application	DDP, DM, PTL	
99676	A*	Planning and Environment Act 1987	s 57A(6)	Duty to note amendments to application in register	DDP, DM, PO, PTL	
99677	A*	Planning and Environment Act 1987	s 57B(1)	Duty to determine whether and to whom notice should be given	DDP, DM, PO, PTL	
99678	A*	Planning and Environment Act 1987	s 57B(2)	Duty to consider certain matters in determining whether notice should be given	DDP, DM, PO, PTL	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99679	A*	Planning and Environment Act 1987	s 57C(1)	Duty to give copy of amended application to referral authority	DDP, DM, PO, PTL	
99680	A*	Planning and Environment Act 1987	s 58	Duty to consider every application for a permit	DDP, DM, PO, PTL	
99681	A*	Planning and Environment Act 1987	s 58A	Power to request advice from the Planning Application Committee	DDP, DM, PO, PTL	
99682	A*	Planning and Environment Act 1987	s 60	Duty to consider certain matters	DDP, DM, PO, PTL	
99683	A*	Planning and Environment Act 1987	s 60(1A)	Duty to consider certain matters	DDP, DM, PO, PTL	
100027	A*	Planning and Environment Act 1987	s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	DDP, DM, PO, PTL	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99684	A*	Planning and Environment Act 1987	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	DDP, DM, PTL	The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006  This Notice of Refusal would follow Councils resolution to refuse the application.
99685	A*	Planning and Environment Act 1987	s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	CEO, DDP, DM, PTL	
273388	A*	Planning and Environment Act 1987	s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	CEO, DDP, DM, PTL	
99687	A*	Planning and Environment Act 1987	s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	CEO, DDP, DM, PO, PTL	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99688	A*	Planning and Environment Act 1987	s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	CEO, DDP, DM, PO, PTL	
99689	A*	Planning and Environment Act 1987	s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	DDP, DM, PTL	
99690	A*	Planning and Environment Act 1987	s 62(1)	Duty to include certain conditions in deciding to grant a permit	DDP, DM, PO, PTL	
99691	A*	Planning and Environment Act 1987	s 62(2)	Power to include other conditions	DDP, DM, PO, PTL	
99692	A*	Planning and Environment Act 1987	s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	DDP, DM, PM, PO	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99693	A*	Planning and Environment Act 1987	s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	DDP, DM, PO, PTL	
99694	A*	Planning and Environment Act 1987	s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	DDP, DM, PO, PTL	
99695	A*	Planning and Environment Act 1987	s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	DDP, DM, PO, PTL	
99696	A*	Planning and Environment Act 1987	s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	DDP, DM, PO, PTL	



ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99697	A*	Planning and Environment Act 1987	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)	DDP, DM, PO, PTL	
99698	A*	Planning and Environment Act 1987	s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	DDP, DM, PO, PTL	
99699	A*	Planning and Environment Act 1987	s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	DDP, DM, PO, PTL	This provision applies also to a decision to grant an amendment to a permit - see s 75
99700	A*	Planning and Environment Act 1987	s 64(3)	Duty not to issue a permit until after the specified period	DDP, DM, PM, PO	This provision applies also to a decision to grant an amendment to a permit - see s 75

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99701	A*	Planning and Environment Act 1987	s 64(5)	Duty to give each objector a copy of an exempt decision	DDP, DM, PM, PO	This provision applies also to a decision to grant an amendment to a permit - see s 75
99702	A*	Planning and Environment Act 1987	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	DDP, DM, PO, PTL	This provision applies also to a decision to grant an amendment to a permit - see s 75A
99703	A*	Planning and Environment Act 1987	s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	DDP, DM, PM, PO	<hr/> This Notice of Refusal would follow Councils resolution to refuse the application.
99704	A*	Planning and Environment Act 1987	s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	DDP, DM, PTL	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99705	A*	Planning and Environment Act 1987	s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	DDP, DM, PO, PTL	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
99706	A*	Planning and Environment Act 1987	s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	DDP, DM, PM, PO	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
99707	A*	Planning and Environment Act 1987	s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	DDP, DM, PO, PTL	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
99708	A*	Planning and Environment Act 1987	s 69(1)	Function of receiving application for extension of time of permit	DDP, DM, PM, PO	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99709	A*	Planning and Environment Act 1987	s 69(1A)	Function of receiving application for extension of time to complete development	DDP, DM, PTL	
99710	A*	Planning and Environment Act 1987	s 69(2)	Power to extend time	DDP, DM, PO, PTL	
99711	A*	Planning and Environment Act 1987	s 70	Duty to make copy permit available for inspection in accordance with the public availability requirements	DDP, DM, PO, PTL	
99712	A*	Planning and Environment Act 1987	s 71(1)	Power to correct certain mistakes	DDP, DM, PTL	
99713	A*	Planning and Environment Act 1987	s 71(2)	Duty to note corrections in register	DDP, DM, PO, PTL	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99714	A*	Planning and Environment Act 1987	s 73	Power to decide to grant amendment subject to conditions	DDP, DM, PO, PTL	
99715	A*	Planning and Environment Act 1987	s 74	Duty to issue amended permit to applicant if no objectors	DDP, DM, PO, PTL	
99716	A*	Planning and Environment Act 1987	s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	DDP, DM, PTL	
99717	A*	Planning and Environment Act 1987	s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	DDP, DM, PTL	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99718	A*	Planning and Environment Act 1987	s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	DDP, DM, PO, PTL	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
99719	A*	Planning and Environment Act 1987	s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	DDP, DM, PM, PO	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
99720	A*	Planning and Environment Act 1987	s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	DDP, DM, PO, PTL	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

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99721	A*	Planning and Environment Act 1987	s 76D	Duty to comply with direction of Minister to issue amended permit	DDP, DM, PO, PTL	
99722	A*	Planning and Environment Act 1987	s 83	Function of being respondent to an appeal	DDP, DM, PTL	
99723	A*	Planning and Environment Act 1987	s 83B	Duty to give or publish notice of application for review	CEO, DDP, DM, PTL	
99724	A*	Planning and Environment Act 1987	s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	CEO, DDP, DM, PTL	
99725	A*	Planning and Environment Act 1987	s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is	DDP, DM, PO, PTL	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				made for review of a failure to grant a permit		
99726	A*	Planning and Environment Act 1987	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	DDP, DM, PTL	
99727	A*	Planning and Environment Act 1987	s 84(6)	Duty to issue permit on receipt of advice within 3 business days	DDP, DM, PTL	
201855	A*	Planning and Environment Act 1987	s 84AB	Power to agree to confining a review by the Tribunal	DDP, DM, PO, PTL	
99728	A*	Planning and Environment Act 1987	s 86	Duty to issue a permit at order of Tribunal within 3 business days	DDP, DM, PTL	



ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99729	A*	Planning and Environment Act 1987	s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	DDP, DM, PTL	
99730	A*	Planning and Environment Act 1987	s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	DDP, DM, PTL	
99731	A*	Planning and Environment Act 1987	s 91(2)	Duty to comply with the directions of VCAT	CEO, DDP, DM, PTL	
99732	A*	Planning and Environment Act 1987	s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	DDP, DM, PTL	
99733	A*	Planning and Environment Act 1987	s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	DDP, DM, PO, PTL	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99734	A*	Planning and Environment Act 1987	s 93(2)	Duty to give notice of VCAT order to stop development	DDP, DM, PO, PTL	
99735	A*	Planning and Environment Act 1987	s 95(3)	Function of referring certain applications to the Minister	DDP, DM, PO, PTL	
99736	A*	Planning and Environment Act 1987	s 95(4)	Duty to comply with an order or direction	DDP, DM, PO, PTL	
99737	A*	Planning and Environment Act 1987	s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	CEO, DDP, DM, PO, PTL	
99738	A*	Planning and Environment Act 1987	s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	DDP, DM, PO, PTL	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99739	A*	Planning and Environment Act 1987	s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	CEO, DDP, DM, PO, PTL	
99740	A*	Planning and Environment Act 1987	s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	CEO, DDP, DM, PO, PTL	
99741	A*	Planning and Environment Act 1987	s 96F	Duty to consider the panel's report under s 96E	DDP, DM, PTL	
99742	A*	Planning and Environment Act 1987	s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the Planning and	DDP, DM, PTL	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				Environment (Planning Schemes) Act 1996		
99743	A*	Planning and Environment Act 1987	s 96H(3)	Power to give notice in compliance with Minister's direction	CEO, ND, DDP	
99744	A*	Planning and Environment Act 1987	s 96J	Duty to issue permit as directed by the Minister	DDP, DM, PTL	
99745	A*	Planning and Environment Act 1987	s 96K	Duty to comply with direction of the Minister to give notice of refusal	DDP, DM, PO, PTL	
99998	A*	Planning and Environment Act 1987	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	DDP, DM, PO, PTL	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99746	A*	Planning and Environment Act 1987	s 97C	Power to request Minister to decide the application	CEO, ND	
99747	A*	Planning and Environment Act 1987	s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	CEO, DDP, DM, PTL	
99748	A*	Planning and Environment Act 1987	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	CEO, DDP, DM, PTL	
99749	A*	Planning and Environment Act 1987	s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with the public availability requirements	CEO, DDP, DM, PTL	
99750	A*	Planning and Environment Act 1987	s 97L	Duty to include Ministerial decisions in a register kept under s 49	CEO, DDP, DM, PTL	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99751	A*	Planning and Environment Act 1987	s 97MH	Duty to provide information or assistance to the Planning Application Committee	DDP, DM, PTL	
99752	A*	Planning and Environment Act 1987	s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	DDP, DM, PTL	
99753	A*	Planning and Environment Act 1987	s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	DDP, DM, PTL	
99754	A*	Planning and Environment Act 1987	s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	CEO, DDP, DM, PTL	
99755	A*	Planning and Environment Act 1987	s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	CEO, DDP, DM, PTL	
99756	A*	Planning and Environment Act 1987	s 97Q(4)	Duty to comply with directions of VCAT	CEO, DDP, DM, PTL	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99757	A*	Planning and Environment Act 1987	s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	CEO, DDP, DM, PTL	
99758	A*	Planning and Environment Act 1987	s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	CEO, DDP, DM, PTL	
99759	A*	Planning and Environment Act 1987	s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	CEO, DDP, DM, PTL	
99760	A*	Planning and Environment Act 1987	s 101	Function of receiving claim for expenses in conjunction with claim	CEO, DDP, DM, PTL	
99761	A*	Planning and Environment Act 1987	s 103	Power to reject a claim for compensation in certain circumstances	CEO, DDP, DM, PTL	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99762	A*	Planning and Environment Act 1987	s.107(1)	Function of receiving claim for compensation	CEO, DDP, DM, PTL	
99763	A*	Planning and Environment Act 1987	s 107(3)	Power to agree to extend time for making claim	CEO, DDP, DM, PTL	
594422	A*	Planning and Environment Act 1987	s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	ND	
99764	A*	Planning and Environment Act 1987	s 114(1)	Power to apply to the VCAT for an enforcement order	CEO, DDP, DM, PTL	
99765	A*	Planning and Environment Act 1987	s 117(1)(a)	Function of making a submission to the VCAT where objections are received	CEO, DDP, DM, PO, PTL	



ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99766	A*	Planning and Environment Act 1987	s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	CEO, DDP, DM, PO, PTL	
99767	A*	Planning and Environment Act 1987	s 123(1)	Power to carry out work required by enforcement order and recover costs	DDP, DM, PTL	
99768	A*	Planning and Environment Act 1987	s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	CEO, DDP, DM, PTL	Except Crown Land
703063	C	Planning and Environment Act 1987	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.	CEO	Section 123 of the Victorian Civil and Administrative Tribunal Act 1998 applies on an application to the Tribunal.
99769	A*	Planning and Environment Act 1987	s 129	Function of recovering penalties	DDP, DM, PTL	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99770	A*	Planning and Environment Act 1987	s 130(5)	Power to allow person served with an infringement notice further time	CEO, DDP, DM, PTL	
99771	A*	Planning and Environment Act 1987	s 149A(1)	Power to refer a matter to the VCAT for determination	CEO, DDP	
99772	A*	Planning and Environment Act 1987	s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	DDP, DM, PTL	
703064	C	Planning and Environment Act 1987	s 148B	Power to apply to the Tribunal for a declaration.	CEO	
99773	A*	Planning and Environment Act 1987	s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B)power to ask for contribution	CEO, DDP, DM, PTL	Where Council is the relevant planning authority

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				under s 156(3) and power to abandon amendment or part of it under s 156(4)		
99774	A*	Planning and Environment Act 1987	s 171(2)(f)	Power to carry out studies and commission reports	CEO, ND, DDP	
236513	A*	Planning and Environment Act 1987	s 171(2)(g)	Power to grant and reserve easements	CEO, DDP	
201856	A*	Planning and Environment Act 1987	s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	DDP	Where Council is a development agency specified in an approved infrastructure contributions plan
201857	A*	Planning and Environment Act 1987	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)	DDP	Where Council is a collecting agency specified in an approved infrastructure contributions plan
201858	A*	Planning and Environment Act 1987	s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the	DDP	Where Council is the development agency specified in an approved infrastructure contributions plan

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)		
99776	A*	Planning and Environment Act 1987	s 173(1)	Power to enter into agreement covering matters set out in s 174	ESPM, DI, DDP, DM, PTL	
180546	A*	Planning and Environment Act 1987	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	CEO	Where Council is the relevant responsible authority
99777	A*	Planning and Environment Act 1987		Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	ESPM, DI, DDP, DM, PTL	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99778	A*	Planning and Environment Act 1987		Power to give consent on behalf of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	CEO, ND, DDP, DM	
99779	A*	Planning and Environment Act 1987	s 177(2)	Power to end 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	ND, DDP, DM	
99780	A*	Planning and Environment Act 1987	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	ND, DDP, DM	
99781	A*	Planning and Environment Act 1987	s 178A(1)	Function of receiving application to amend or end an agreement	CEO, DDP	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99782	A*	Planning and Environment Act 1987	s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	DDP	
99783	A*	Planning and Environment Act 1987	s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	CEO, DDP	
99784	A*	Planning and Environment Act 1987	s 178A(5)	Power to propose to amend or end an agreement	CEO, DDP	
99785	A*	Planning and Environment Act 1987	s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	DDP, DM, PTL	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99786	A*	Planning and Environment Act 1987	s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	DDP, DM, PTL	
99787	A*	Planning and Environment Act 1987	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	DDP, DM, PTL	
99788	A*	Planning and Environment Act 1987	s 178C(4)	Function of determining how to give notice under s 178C(2)	DDP, DM, PTL	
99789	A*	Planning and Environment Act 1987	s 178E(1)	Duty not to make decision until after 14 days after notice has been given	CEO, DDP	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99790	A*	Planning and Environment Act 1987	s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	CEO, DDP	If no objections are made under s 178D  Must consider matters in s 178B
99791	A*	Planning and Environment Act 1987	s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	CEO, DDP	If no objections are made under s 178D  Must consider matters in s 178B
99792	A*	Planning and Environment Act 1987	s 178E(2)(c)	Power to refuse to amend or end the agreement	CEO, DDP	If no objections are made under s 178D  Must consider matters in s 178B
99793	A*	Planning and Environment Act 1987	s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	CEO, DDP	After considering objections, submissions and matters in s 178B



ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99794	A*	Planning and Environment Act 1987	s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	CEO, DDP	After considering objections, submissions and matters in s 178B
99795	A*	Planning and Environment Act 1987	s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	CEO, DDP	After considering objections, submissions and matters in s.178B
99796	A*	Planning and Environment Act 1987	s 178E(3)(d)	Power to refuse to amend or end the agreement	CEO	After considering objections, submissions and matters in s 178B
99797	A*	Planning and Environment Act 1987	s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	CEO, DDP	
99798	A*	Planning and Environment Act 1987	s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	CEO, DDP	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99799	A*	Planning and Environment Act 1987	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	CEO, DDP	
99800	A*	Planning and Environment Act 1987	s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	CEO	
99801	A*	Planning and Environment Act 1987	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	CEO, DDP	
99802	A*	Planning and Environment Act 1987	s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	CEO, DDP	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99803	A*	Planning and Environment Act 1987	s 179(2)	Duty to make copy of each agreement available in accordance with the public availability requirements	DDP, DM, PO, PTL	
99804	A*	Planning and Environment Act 1987	s 181	Duty to apply to the Registrar of Titles to record the agreement	DDP, DM, PTL	
99805	A*	Planning and Environment Act 1987	s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	DDP, DM, PTL	
99806	A*	Planning and Environment Act 1987	s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	DDP, DM, PTL	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99807	A*	Planning and Environment Act 1987	s 182	Power to enforce an agreement	CEO, DDP, DM, PTL	
99808	A*	Planning and Environment Act 1987	s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	DDP, DM, PO, PTL	
99809	A*	Planning and Environment Act 1987	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	CEO, DDP	
99810	A*	Planning and Environment Act 1987	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	CEO, DDP	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99811	A*	Planning and Environment Act 1987	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	DDP, DM, PTL	
99812	A*	Planning and Environment Act 1987	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	DDP, DM, PTL	
99813	A*	Planning and Environment Act 1987	s 184G(2)	Duty to comply with a direction of the Tribunal	DDP, DM, PTL	
99814	A*	Planning and Environment Act 1987	s 184G(3)	Duty to give notice as directed by the Tribunal	DDP, DM, PTL	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
628514	A*	Planning and Environment Act 1987	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	DDP, DM, PTL	
99815	A*	Planning and Environment Act 1987	s 198(1)	Function to receive application for planning certificate	DDP, DM, PO, PTL	
99816	A*	Planning and Environment Act 1987	s 199(1)	Duty to give planning certificate to applicant	DDP, DM, PO, PTL	
99817	A*	Planning and Environment Act 1987	s 201(1)	Function of receiving application for declaration of underlying zoning	DDP, DM, PO, PTL	
99818	A*	Planning and Environment Act 1987	s 201(3)	Duty to make declaration	DDP, DM, PTL	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99819	A*	Planning and Environment Act 1987		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	DDP, DM, PO, PTL	
99820	A*	Planning and Environment Act 1987		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	DDP, DM, PO, PTL	
99821	A*	Planning and Environment Act 1987		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	DDP, DM, PO, PTL	
99822	A*	Planning and Environment Act 1987		Power to give written authorisation in accordance with a provision of a planning scheme	DDP, DM, PO, PTL	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99823	A*	Planning and Environment Act 1987	s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	DDP, DM, PO, PTL	
99824	A*	Planning and Environment Act 1987	s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	ND, DDP, DM	
99850	A*	Residential Tenancies Act 1997	s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	DDP, MBS, PHRSC	
99851	A*	Residential Tenancies Act 1997	s 522(1)	Power to give a compliance notice to a person	EHO, MBS, PHRSC	



ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99852	A*	Residential Tenancies Act 1997	s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	CEO	
99853	A*	Residential Tenancies Act 1997	s 525(4)	Duty to issue identity card to authorised officers	CEO	
99854	A*	Residential Tenancies Act 1997	s 526(5)	Duty to keep record of entry by authorised officer under s 526	CEO	
99855	A*	Residential Tenancies Act 1997	s 526A(3)	Function of receiving report of inspection	EHO, MBS, PHRSC	
99856	A*	Residential Tenancies Act 1997	s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	EHO, MBS, PHRSC	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99857	A*	Road Management Act 2004	s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	ND	Obtain consent in circumstances specified in s 11(2)
99858	A*	Road Management Act 2004	s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	ND	
99859	A*	Road Management Act 2004	s 11(9)(b)	Duty to advise Registrar	ESPM, DI, EAM	
99860	A*	Road Management Act 2004	s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	ESPM, DI, EAM	Subject to s 11(10A)
99861	A*	Road Management Act 2004	s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and	ESPM, DI, EAM	Where Council is the coordinating road authority

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				Planning or nominated person		
99862	A*	Road Management Act 2004	s 12(2)	Power to discontinue road or part of a road	ESPM, DI, EAM	Where Council is the coordinating road authority
99863	A*	Road Management Act 2004	s 12(4)	Duty to publish, and provide copy, notice of proposed discontinuance	ND	Power of coordinating road authority where it is the discontinuing body  Unless s 12(11) applies
99864	A*	Road Management Act 2004	s 12(5)	Duty to consider written submissions received within 28 days of notice	ESPM, DI, EAM	Duty of coordinating road authority where it is the discontinuing body  Unless s 12(11) applies

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99865	A*	Road Management Act 2004	s 12(6)	Function of hearing a person in support of their written submission	ESPM, DI, EAM	Function of coordinating road authority where it is the discontinuing body  Unless s 12(11) applies
99866	A*	Road Management Act 2004	s 12(7)	Duty to fix day, time and place of meeting under s 12(6) and to give notice	ESPM, DI, EAM	Duty of coordinating road authority where it is the discontinuing body  Unless s 12(11) applies
99867	A*	Road Management Act 2004	s 12(10)	Duty to notify of decision made	ESPM, DI, EAM	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
99868	A*	Road Management Act 2004	s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	ESPM, DI, EAM	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99869	A*	Road Management Act 2004	s 14(4)	Function of receiving notice from the Head, Transport for Victoria	CEO, DI	
99870	A*	Road Management Act 2004	s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	ESPM, DI, EAM	
99871	A*	Road Management Act 2004	s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	ESPM, CEO, DI	
99872	A*	Road Management Act 2004	s 15(1A)	Power to enter into arrangement with a utility to transfer a road management	ESPM, CEO, DI	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				function of the utility to the road authority		
99873	A*	Road Management Act 2004	s 15(2)	Duty to include details of arrangement in public roads register	ESPM, DI, EAM	
99874	A*	Road Management Act 2004	s 16(7)	Power to enter into an arrangement under s 15	ESPM, CEO, DI	
99875	A*	Road Management Act 2004	s 16(8)	Duty to enter details of determination in public roads register	ESPM, DI, EAM	
99876	A*	Road Management Act 2004	s 17(2)	Duty to register public road in public roads register	ESPM, DI, EAM	Where Council is the coordinating road authority

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99877	A*	Road Management Act 2004	s 17(3)	Power to decide that a road is reasonably required for general public use	ESPM, DI	Where Council is the coordinating road authority
99878	A*	Road Management Act 2004	s 17(3)	Duty to register a road reasonably required for general public use in public roads register	ESPM, DI, EAM	Where Council is the coordinating road authority
99879	A*	Road Management Act 2004	s 17(4)	Power to decide that a road is no longer reasonably required for general public use	ND	Where Council is the coordinating road authority
99880	A*	Road Management Act 2004	s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	ESPM, EAM	Where Council is the coordinating road authority

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99881	A*	Road Management Act 2004	s 18(1)	Power to designate ancillary area	ESPM, DI, EAM	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)
99882	A*	Road Management Act 2004	s 18(3)	Duty to record designation in public roads register	ESPM, DI, EAM	Where Council is the coordinating road authority
99883	A*	Road Management Act 2004	s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	ESPM, DI, EAM	
99884	A*	Road Management Act 2004	s 19(4)	Duty to specify details of discontinuance in public roads register	ESPM, DI, EAM	
99885	A*	Road Management Act 2004	s 19(5)	Duty to ensure public roads register is available for public inspection	ESPM, DI, EAM	



ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99886	A*	Road Management Act 2004	s 21	Function of replying to request for information or advice	ESPM, CEO, DI, EAM	Obtain consent in circumstances specified in s 11(2)
99887	A*	Road Management Act 2004	s 22(2)	Function of commenting on proposed direction	ESPM, CEO, DI, EAM	
99888	A*	Road Management Act 2004	s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	ESPM, CEO, DI, EAM	
99889	A*	Road Management Act 2004	s 22(5)	Duty to give effect to a direction under s 22	ESPM, DI	
99890	A*	Road Management Act 2004	s 40(1)	Duty to inspect, maintain and repair a public road.	ESPM, DI, OM	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99891	A*	Road Management Act 2004	s 40(5)	Power to inspect, maintain and repair a road which is not a public road	ESPM, DI, OM	
99892	A*	Road Management Act 2004	s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	ESPM, EAM	
99893	A*	Road Management Act 2004	s 42(1)	Power to declare a public road as a controlled access road	ESPM, DI	Power of coordinating road authority and sch 2 also applies
99894	A*	Road Management Act 2004	s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	ESPM, DI	Power of coordinating road authority and sch 2 also applies

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99895	A*	Road Management Act 2004	s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	ESPM, DI, EAM	Where Council is the coordinating road authority  If road is a municipal road or part thereof
99896	A*	Road Management Act 2004	s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	ESPM, DI	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
99897	A*	Road Management Act 2004	s 48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	ESPM, DI, EAM	Where Council is the responsible road authority, infrastructure manager or works manager

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99898	A*	Road Management Act 2004	s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	ESPM, DI, EAM	
99900	A*	Road Management Act 2004	s 49	Power to develop and publish a road management plan	ESPM, DI, EAM	
99901	A*	Road Management Act 2004	s 51	Power to determine standards by incorporating the standards in a road management plan	ESPM, DI, EAM	
99902	A*	Road Management Act 2004	s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	ND	
99903	A*	Road Management Act 2004	s 54(2)	Duty to give notice of proposal to make a road management plan	ESPM, DI, EAM	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99904	A*	Road Management Act 2004	s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	ESPM, DI, EAM	
99905	A*	Road Management Act 2004	s 54(6)	Power to amend road management plan	ESPM, DI, EAM	
99906	A*	Road Management Act 2004	s 54(7)	Duty to incorporate the amendments into the road management plan	ESPM, DI, EAM	
99907	A*	Road Management Act 2004	s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	ESPM, DI, EAM	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99908	A*	Road Management Act 2004	s 63(1)	Power to consent to conduct of works on road	ESPM, DI	Where Council is the coordinating road authority
99909	A*	Road Management Act 2004	s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	ESPM, DI	Where Council is the infrastructure manager
99910	A*	Road Management Act 2004	s 64(1)	Duty to comply with cl 13 of sch 7	ESPM, DI	Where Council is the infrastructure manager or works manager
99911	A*	Road Management Act 2004	s 66(1)	Power to consent to structure etc	ESPM, DI	Where Council is the coordinating road authority
99912	A*	Road Management Act 2004	s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	ESPM, DI, EAM	Where Council is the coordinating road authority

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99913	A*	Road Management Act 2004	s 67(3)	Power to request information	ESPM, DI, EAM	Where Council is the coordinating road authority
99914	A*	Road Management Act 2004	s 68(2)	Power to request information	ESPM, DI, EAM	Where Council is the coordinating road authority
99915	A*	Road Management Act 2004	s 71(3)	Power to appoint an authorised officer	ESPM, CEO, DI	
99916	A*	Road Management Act 2004	s 72	Duty to issue an identity card to each authorised officer	CEO	
99917	A*	Road Management Act 2004	s 85	Function of receiving report from authorised officer	ESPM, DI	
99918	A*	Road Management Act 2004	s 86	Duty to keep register re s 85 matters	ESPM, DI	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99919	A*	Road Management Act 2004	s 87(1)	Function of receiving complaints	ESPM, DI	
99920	A*	Road Management Act 2004	s 87(2)	Duty to investigate complaint and provide report	ESPM, CEO, DI, EAM	
594423	A*	Road Management Act 2004	s 96	Power to authorise a person for the purpose of instituting legal proceedings	CEO, DDP	
99921	A*	Road Management Act 2004	s 112(2)	Power to recover damages in court	ESPM, CEO, DI, EAM	
99922	A*	Road Management Act 2004	s 116	Power to cause or carry out inspection	ESPM, DI, EAM	



ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99923	A*	Road Management Act 2004	s 119(2)	Function of consulting with the Head, Transport for Victoria	ESPM, DI, EAM	
99924	A*	Road Management Act 2004	s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	ESPM, DI	
99925	A*	Road Management Act 2004	s 120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	ESPM, DI, EAM	
99926	A*	Road Management Act 2004	s 121(1)	Power to enter into an agreement in respect of works	ESPM, DI	
99927	A*	Road Management Act 2004	s 122(1)	Power to charge and recover fees	ESPM, DI	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99928	A*	Road Management Act 2004	s 123(1)	Power to charge for any service	ESPM, DI	
99929	A*	Road Management Act 2004	sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	ND	
99930	A*	Road Management Act 2004	sch 2 cl 3(1)	Duty to make policy about controlled access roads	ND	
99931	A*	Road Management Act 2004	sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	ND	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99932	A*	Road Management Act 2004	sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	ESPM, DI	
99933	A*	Road Management Act 2004	sch 2 cl 5	Duty to publish notice of declaration	ESPM, DI, EAM	
99934	A*	Road Management Act 2004	sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	ESPM, DI, OM	Where Council is the infrastructure manager or works manager
99935	A*	Road Management Act 2004	sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of	ESPM, DI, OM	Where Council is the infrastructure manager or works manager

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				infrastructure or related works on a road or road reserve of any road		
99936	A*	Road Management Act 2004	sch 7 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	ESPM, DI, EAM, OM	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
99937	A*	Road Management Act 2004	sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	ESPM, DI, EAM	Where Council is the infrastructure manager or works manager

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99938	A*	Road Management Act 2004	sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	ESPM, DI	Where Council is the infrastructure manager or works manager
99939	A*	Road Management Act 2004	sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	ESPM, DI, OM	Where Council is the coordinating road authority
99940	A*	Road Management Act 2004	sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	ESPM, DI, OM	Where Council is the coordinating road authority
99941	A*	Road Management Act 2004	sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	ESPM, DI, OM	Where Council is the coordinating road authority

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99942	A*	Road Management Act 2004	sch 7 cl 12(5)	Power to recover costs	ESPM, DI, OM	Where Council is the coordinating road authority
99943	A*	Road Management Act 2004	sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	ESPM, DI, EAM, OM	Where Council is the works manager
99944	A*	Road Management Act 2004	sch 7 cl 13(2)	Power to vary notice period	ESPM, DI, EAM	Where Council is the coordinating road authority
99945	A*	Road Management Act 2004	sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	ESPM, DI, EAM	Where Council is the infrastructure manager
99946	A*	Road Management Act 2004	sch 7 cl 16(1)	Power to consent to proposed works	ESPM, DI, OM	Where Council is the coordinating road authority

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99947	A*	Road Management Act 2004	sch 7 cl 16(4)	Duty to consult	ESPM, DI, EAM	Where Council is the coordinating road authority, responsible authority or infrastructure manager
99948	A*	Road Management Act 2004	sch 7 cl 16(5)	Power to consent to proposed works	ESPM, DI, EAM	Where Council is the coordinating road authority
99949	A*	Road Management Act 2004	sch 7 cl 16(6)	Power to set reasonable conditions on consent	ESPM, DI, EAM	Where Council is the coordinating road authority
99950	A*	Road Management Act 2004	sch 7 cl 16(8)	Power to include consents and conditions	ESPM, DI, EAM	Where Council is the coordinating road authority
99951	A*	Road Management Act 2004	sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	ESPM, DI, EAM	Where Council is the coordinating road authority

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99952	A*	Road Management Act 2004	sch 7 cl18(1)	Power to enter into an agreement	ESPM, DI	Where Council is the coordinating road authority
99953	A*	Road Management Act 2004	sch7 cl 19(1)	Power to give notice requiring rectification of works	ESPM, DI, EAM, OM	Where Council is the coordinating road authority
99954	A*	Road Management Act 2004	sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	ESPM, DI, OM	Where Council is the coordinating road authority
99955	A*	Road Management Act 2004	sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	ESPM, DI, OM	Where Council is the coordinating road authority
99956	A*	Road Management Act 2004	sch 7A cl 2	Power to cause street lights to be installed on roads	ESPM, DI	Power of responsible road authority where it is the coordinating road



ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
						authority or responsible road authority in respect of the road
99957	A*	Road Management Act 2004	sch 7 cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	ESPM, DI	Where Council is the responsible road authority
99958	A*	Road Management Act 2004	sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	ESPM, DI, EAM	Where Council is the responsible road authority
99959	A*	Road Management Act 2004	sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with cls 3(2) and 4	ESPM, DI	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
100028	A*	Cemeteries and Crematoria Regulations 2015	r 24	Duty to ensure that cemetery complies with depth of burial requirements	ND	
100029	A*	Cemeteries and Crematoria Regulations 2015	r 25	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	ND	
100030	A*	Cemeteries and Crematoria Regulations 2015	r 27	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	ND	
100065	A*	Cemeteries and Crematoria Regulations 2015	r 28(1)	Power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator	ND	
100031	A*	Cemeteries and Crematoria Regulations 2015	r 28(2)	Duty to ensure any fittings removed of are disposed in an appropriate manner	ND	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
100032	A*	Cemeteries and Crematoria Regulations 2015	r 29	Power to dispose of any metal substance or non-human substance recovered from a cremator	ND	
100033	A*	Cemeteries and Crematoria Regulations 2015	r 30(2)	Power to release cremated human remains to certain persons	ND	Subject to any order of a court
100034	A*	Cemeteries and Crematoria Regulations 2015	r 31(1)	Duty to make cremated human remains available for collection within 2 working days after the cremation	ND	
100035	A*	Cemeteries and Crematoria Regulations 2015	r 31(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation	ND	
100036	A*	Cemeteries and Crematoria Regulations 2015	r 31(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	ND	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
100037	A*	Cemeteries and Crematoria Regulations 2015	r 31(4)	Duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	ND	
100038	A*	Cemeteries and Crematoria Regulations 2015	r 32	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	ND	
100039	A*	Cemeteries and Crematoria Regulations 2015	r 33(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	ND	
100040	A*	Cemeteries and Crematoria Regulations 2015	r 33(2)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	ND	
100041	A*	Cemeteries and Crematoria Regulations 2015	r 34	Duty to ensure that a crypt space in a mausolea is sealed in accordance with paragraphs (a)-(b)	ND	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
100042	A*	Cemeteries and Crematoria Regulations 2015	r 36	Duty to provide statement that alternative vendors or supplier of monuments exist	ND	
100043	A*	Cemeteries and Crematoria Regulations 2015	r 40	Power to approve a person to play sport within a public cemetery	ND	
100044	A*	Cemeteries and Crematoria Regulations 2015	r 41(1)	Power to approve fishing and bathing within a public cemetery	ND	
100045	A*	Cemeteries and Crematoria Regulations 2015	r 42(1)	Power to approve hunting within a public cemetery	ND	
100046	A*	Cemeteries and Crematoria Regulations 2015	r 43	Power to approve camping within a public cemetery	ND	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
100047	A*	Cemeteries and Crematoria Regulations 2015	r 45(1)	Power to approve the removal of plants within a public cemetery	ND	
100048	A*	Cemeteries and Crematoria Regulations 2015	r 46	Power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	ND	
100049	A*	Cemeteries and Crematoria Regulations 2015	r 47(3)	Power to approve the use of fire in a public cemetery	ND	
100050	A*	Cemeteries and Crematoria Regulations 2015	r 48(2)	Power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area	ND	
100051	A*	Cemeteries and Crematoria Regulations 2015		Note: Schedule 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules	ND	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
100052	A*	Cemeteries and Crematoria Regulations 2015	sch 2 cl 4	Power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of sch 2	ND	See note above regarding model rules
100053	A*	Cemeteries and Crematoria Regulations 2015	sch 2 cl 5(1)	Duty to display the hours during which pedestrian access is available to the cemetery	ND	See note above regarding model rules
100054	A*	Cemeteries and Crematoria Regulations 2015	sch 2 cl 5(2)	Duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery; and (b) any changes to those hours	ND	See note above regarding model rules
100055	A*	Cemeteries and Crematoria Regulations 2015	sch 2 cl 6(1)	Power to give directions regarding the manner in which a funeral is to be conducted	ND	See note above regarding model rules
100056	A*	Cemeteries and Crematoria Regulations 2015	sch 2 cl 7(1)	Power to give directions regarding the dressing of places of interment and memorials	ND	See note above regarding model rules

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100057	A*	Cemeteries and Crematoria Regulations 2015	sch 2 cl 8	Power to approve certain mementos on a memorial	ND	See note above regarding model rules
100058	A*	Cemeteries and Crematoria Regulations 2015	sch 2 cl 11(1)	Power to remove objects from a memorial or place of interment	ND	See note above regarding model rules
100059	A*	Cemeteries and Crematoria Regulations 2015	sch 2 cl 11(2)	Duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	ND	See note above regarding model rules
100060	A*	Cemeteries and Crematoria Regulations 2015	sch 2 cl 12	Power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	ND	See note above regarding model rules
100061	A*	Cemeteries and Crematoria Regulations 2015	sch 2 cl 14	Power to approve an animal to enter into or remain in a cemetery	ND	See note above regarding model rules



ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
100062	A*	Cemeteries and Crematoria Regulations 2015	sch 2 cl 16(1)	Power to approve construction and building within a cemetery	ND	See note above regarding model rules
100063	A*	Cemeteries and Crematoria Regulations 2015	sch 2 cl 17(1)	Power to approve action to disturb or demolish property of the cemetery trust	ND	See note above regarding model rules
100064	A*	Cemeteries and Crematoria Regulations 2015	sch 2 cl 18(1)	Power to approve digging or planting within a cemetery	ND	See note above regarding model rules
99960	A*	Planning and Environment Regulations 2015	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	DDP, DM	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.

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99961	A*	Planning and Environment Regulations 2015	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	CEO, DDP, DM, PTL	
100010	A*	Planning and Environment Regulations 2015	r.25(a)	Duty to make copy of matter considered under section 60(1A)(g) in accordance with the public availability requirements	DDP	Where Council is the responsible authority
100011	A*	Planning and Environment Regulations 2015	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	DDP	Where Council is not the responsible authority but the relevant land is within Council's municipal district
99962	A*	Planning and Environment Regulations 2015	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	DDP, DM	where Council is not the planning authority and the amendment affects

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
				to a planning scheme and notice of a permit application		land within Council's municipal district; or  where the amendment will amend the planning scheme to designate Council as an acquiring authority.
100000	A*	Planning and Environment (Fees) Regulations 2016	r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	CEO, DDP	
129973	A*	Planning and Environment (Fees) Regulations 2016	r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	CEO, DDP	
100001	A*	Planning and Environment (Fees) Regulations 2016	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	DM	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99963	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 7	Function of entering into a written agreement with a caravan park owner	DDP, PHRSC	
99964	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 10	Function of receiving application for registration	EHO, PHRSC	
393009	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 11	Function of receiving application for renewal of registration	DDP, PHRSC	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99965	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	DDP, EHO, PHRSC	
100002	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 12(1)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	DDP, EHO, PHRSC	
99966	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	EHO, PHRSC	

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393010	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	DDP, PHRSC	
393011	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	DDP, PHRSC	
99967	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 12(4) & (5)	Duty to issue certificate of registration	EHO, PHRSC	
99968	A*	Residential Tenancies (Caravan Parks and Movable Dwellings	r 14(1)	Function of receiving notice of transfer of ownership	EHO, PHRSC	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
		Registration and Standards) Regulations 2020				
99969	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 14(3)	Power to determine where notice of transfer is displayed	EHO, PHRSC	
99970	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 15(1)	Duty to transfer registration to new caravan park owner	EHO, PHRSC	
99971	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 15(2)	Duty to issue a certificate of transfer of registration	EHO, PHRSC	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
699062	C	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 15(3)	Power to determine where certificate of transfer of registration is displayed	EHO, PHRSC	
99972	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	EHO, PHRSC	
99973	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 17	Duty to keep register of caravan parks	EHO, PHRSC	



ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99974	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 18(4)	Power to determine where the emergency contact person's details are displayed	DDP, EHO, PHRSC	
99975	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 18(6)	Power to determine where certain information is displayed	DDP, EHO, PHRSC	
99976	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 22(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	DDP, EHO, PHRSC, CSRO	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99977	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 22(2)	Duty to consult with relevant emergency services agencies	DDP, MERO, MFPO	
99978	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 23	Power to determine places in which caravan park owner must display a copy of emergency procedures	DDP, EHO, PHRSC	
99979	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 24	Power to determine places in which caravan park owner must display copy of public emergency warnings	ESPM, DDP, EHO, PHRSC	
99980	A*	Residential Tenancies (Caravan Parks and Movable Dwellings	r 25(3)	Duty to consult with relevant floodplain management authority	DDP, EHO,	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
		Registration and Standards) Regulations 2020			PHRSC, PTL	
99981	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 26	Duty to have regard to any report of the relevant fire authority	ESPM, DDP, EHO, MBS, PHRSC	
99982	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 28(c)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	DDP, EHO, PHRSC	
99983	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 40	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	DDP, EHO, MBS, PHRSC	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99984	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 40(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	DDP, EHO, MBS, PHRSC	
99985	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 41(4)	Function of receiving installation certificate	DDP, EHO, PHRSC	
99986	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	r 43	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	DDP, EHO, MBS, PHRSC	

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99987	A*	Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020	sch 3 cl 4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling	DDP, EHO, MBS, PHRSC	
99988	A*	Road Management (General) Regulations 2016	r 8(1)	Duty to conduct reviews of road management plan	ESPM, DI, EAM	
99989	A*	Road Management (General) Regulations 2016	r 9(2)	Duty to produce written report of review of road management plan and make report available	ESPM, DI, EAM	
100068	A*	Road Management (General) Regulations 2016	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)	ESPM, DI, EAM	Where Council is the coordinating road authority

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99990	A*	Road Management (General) Regulations 2016	r.10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	ESPM, DI, EAM	
100069	A*	Road Management (General) Regulations 2016	r 13(1)	Duty to publish notice of amendments to road management plan	ESPM, DI, EAM	where Council is the coordinating road authority
99991	A*	Road Management (General) Regulations 2016	r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	ESPM, DI, EAM	
99992	A*	Road Management (General) Regulations 2016	r 16(3)	Power to issue permit	ESPM, DI, EAM, OM	Where Council is the coordinating road authority
99993	A*	Road Management (General) Regulations 2016	r 18(1)	Power to give written consent re damage to road	ESPM, DI, EAM	Where Council is the coordinating road authority

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99994	A*	Road Management (General) Regulations 2016	r 23(2)	Power to make submission to Tribunal	ESPM, DI, OM	Where Council is the coordinating road authority
100070	A*	Road Management (General) Regulations 2016	r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	ESPM, DI, EAM, OM	Where Council is the coordinating road authority
99995	A*	Road Management (General) Regulations 2016	r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	ESPM, DI, OM	Where Council is the responsible road authority
99996	A*	Road Management (General) Regulations 2016	r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	ESPM, DI, OM	Where Council is the responsible road authority

ID	Status Code	Delegation Source	Provision	Item Delegated	Delegate	Conditions & Limitations
99997	A*	Road Management (General) Regulations 2016	r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	DI, DDP	
100066	A*	Road Management (Works and Infrastructure) Regulations 2015	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	DI	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act
100067	A*	Road Management (Works and Infrastructure) Regulations 2015	r 22(2)	Power to waive whole or part of fee in certain circumstances	DI	Where Council is the coordinating road authority



## 2.3 Asset Protection Policy

**Directorate:** Infrastructure  
**File Number:** S32-05-002  
**Purpose:** For Decision

### Council Plan Strategy Addressed

**1. Liveability** - We will be a healthy, connected and growing community supported by a range of infrastructure and services.

#### **1.1 A modern municipality: Vibrant, connected and resilient**

1.1.1 Attractive urban areas and regional townships

**4. Leadership** - We will ensure accountable leadership, advocacy and transparent decision making.

#### **4.1 Excellent management and administration**

4.1.1 Well managed resources for a sustainable future

### Current Strategic Documents

Asset Management Plans  
Strategic Asset Management Plan

### Declarations of Interest

Council Officers affirm that no general or material conflicts need to be declared in relation to the subject of this report.

### Summary

This report seeks a Council resolution to adopt the reviewed Asset Protection Policy (previously named Control of Damage to Council Infrastructure at Building Site Policy).

### Discussion

The Asset Protection policy and associated procedure were last reviewed in December 2018. The Policy has been renamed from “Control of Damage to Council Infrastructure at Building Site Policy” to “Asset Protection Policy” to be consistent with naming within other local government areas to assist private building surveyors to locate Council’s policy and requirements.

The Asset Protection Policy applies to all building and development works carried out within the municipality that may have an impact of Council’s physical infrastructure and covers the protection of all Council assets within the road reserve or Council easement.

The policy and procedure have also been amended to accommodate the reduction of Municipal Building Services at Council with references to the MBS amended to read “Building Surveyor” or “Building and Planning Department” where relevant.

Other amendments include:

- Relevant legislation has been added to the policy (previously nil)
- Public liability insurance increased from \$10 million to \$20 million
- Reporting from Planning and Building department amended from weekly to monthly
- Time for Assets to inspect amended from within 7 days to “soon as practicably possible after receiving notice of the issue of a Certificate of Occupancy”
- A table outlining types of issues that may be identified for rectification has been included

### **Consultation**

The Building, Engineering and Operations Departments were consulted to ensure the policy and procedure are relevant and accurately describe our current practices.

The approved policy and procedure will be forwarded to private building surveyors in our region to assist with compliance and reduction of damage to Council assets in the future.

### **Financial Implications**

The policy and procedure allow Council to recover costs associated with damage to Council assets by a builder, developer, owner or any other party.

### **Social Implications**

Nil.

### **Economic Implications**

Nil.

### **Environmental Implications**

The policy and procedure include provision for Council to protect street trees, nature strips and landscaping from damage due to construction.

### **Risk Management Implications**

The policy and procedure allow Council to recover costs associated with damage to Council assets by a builder, developer, owner or any other party.

- Attachments:**
1. Asset Protection POLINFRA509 V 202401 [2.3.1 - 5 pages]
  2. Prior Damage Report [2.3.2 - 1 page]

### **Options**

1. That Council adopt the Asset Protection Policy POL/INFRA509 and Procedure as presented

2. That Council adopt the Asset Protection Policy POL/INFRA509 and Procedure with amendments

**Recommendation/s**

**That Council:**

1. That Council adopt the Asset Protection Policy POL/INFRA509 and Procedure as presented

Date adopted December 2001  
 Last review January 2024  
 Next review January 2024  
 Responsible Officer Asset Manager

Fully compliant with Victorian  
 Charter of Human Rights and  
 Responsibilities Act 2006



**POLICY TITLE ASSET PROTECTION POLICY**

**POLICY NUMBER POL/INFRA509**

**1. PURPOSE**

To provide a policy that clearly informs builders, developers, municipal and private building surveyors, contractors, demolition crews and landowners about the responsibilities associated with the protection and reinstatement of assets vested in Council. This is to ensure the safety of persons on, adjacent to, opposite or passing a building site and to protect Council infrastructure. This policy allows Council to recover costs where damage is caused to Council infrastructure by a builder, developer, owner, or any other party.

**2. SCOPE**

This policy applies to all building and development works carried out within the municipality that may have an impact of Council’s physical infrastructure and covers the protection of all Council assets within the road reserve or Council easement.

This policy does not cover damage to private assets within the road reserve (e.g., private drainage connection to the Council stormwater system).

This policy does not cover Council assets located other than on the road reserve or easement. The protection of those assets within parks, sports reserves, buildings, and other Council owned properties, is covered under separate processes (e.g., license agreements etc.).

**3. POLICY**

Council has an obligation and right to ensure that any private works or developments are not carried out at the cost of its infrastructure assets. Where it is likely that building works on any land will involve vehicles leaving a road and entering the land, the person responsible for the building works must obtain a permit.

It is Council policy to allow building works in the vicinity of Council assets only where the person in charge of building work, owner, builder, or appointed agent will take reasonable precautions to prevent damage to these assets. Where damage to Council assets has occurred as a result of building works, it is Council policy for the person in charge of the building work, owner, builder or appointed agent to repair these assets, and/or for Council to recover the costs of repairing these assets from the person in charge of building work, owner, builder or appointed agent.

Infrastructure that may need monitoring includes, but is not limited to:

Asset Protection Policy POL/INFR509		
Version:	This document is uncontrolled when printed	Page 1 of 2

- Stormwater channels
- Kerb and guttering
- Vehicle crossings
- Footpaths (paved/unpaved)
- Trees
- Nature strips
- Drainage pits
- Roads
- Signs
- Balustrade
- Street furniture (seats, bins, etc)

It is expected that any person responsible for undertaking work on or around Council infrastructure undertake their own inspections to verify condition.

**4. RELATED POLICIES/PROCEDURES/DOCUMENTS**

- PRO/INFRA509 Asset Protection Procedure
- Conditions for Works in Roads

**5. RELATED LEGISLATION**

- Building Act 1993 (Vic)
- Building Regulations 2006 (Vic)
- Road Management Act 2004 (Vic)
- Local Government Act 2020 (Vic)
- Community Local Law No.2

**6. DOCUMENT HISTORY**

Version Number	Issue Date	Description of Change

**Signed:** \_\_\_\_\_ **Mayor** **Date:** \_\_\_\_\_

Date adopted  
 Last review  
 Next review  
 Responsible Officer

Fully compliant with Victorian  
 Charter of Human Rights and  
 Responsibilities Act 2006



**PROCEDURE TITLE      ASSET PROTECTION PROCEDURE**

**PROCEDURE NUMBER    PRO/INFRA509**

**1. ENABLING POLICY**

Asset Protection Policy – POL/INFRA509

**2. ENABLING LEGISLATION**

Building Act 1993 (Vic)  
 Building Regulations 2006 (Vic)  
 Road Management Act 2004 (Vic)  
 Community Local Law No.2

**3. PURPOSE**

The purpose of this procedure is to provide direction to Council employees allowing for the efficient and effective implementation of Council’s enabling policy.

The effective application of this procedure will ensure that any private building works carried out within the municipality will not impact adversely on Council’s assets.

**4. SCOPE**

This procedure applies to any person/s carrying out works within the municipality.

This may include, but is not limited to, Council employees, private contractors, or other public agencies.

**5. PROCEDURE**

**5.1.** The Building Surveyor shall include a standard condition of the building permit expressly stating that: If any damage is caused to Council assets during the permit period, the permit holder will be held accountable for reasonable costs for the reinstatements of the assets to an as new condition.

**5.2.** Within seven days of being issued with a building permit, the holder of the permit shall give notice to Council’s Building and Planning department, of what, if any, damage already exists to any footpath, kerb and gutter, vehicle crossing, nature strip, drainage pits or

Asset Protection Policy POL/INFR509		
Version:	This document is uncontrolled when printed	Page 3 of 2

Date adopted  
 Last review  
 Next review  
 Responsible Officer



roadways, signs, or trees adjacent to the land to which the building permit relates or is likely to be affected by the works authorised by the building permit. This must be supported by relevant evidence that includes the date and photos.

**5.3.** If 'Prior Damage' is notified by the holder of the building permit, an inspection shall be made by the Infrastructure Services Assets Department within seven (7) days. The damage will be marked and noted on the 'Report of Prior Damage' form which is then to be filed until the Certificate of Occupancy is issued.

**5.4.** If the Enterprise Assets Manager assesses the risk of the works to be carried out as significant, further requirements may be sought such as, but not restricted to the following

- i. Public Liability Insurance for no less than \$20,000,000.00
- ii. Bank Guarantee to a value deemed necessary to cover the cost of potential loss or damage to Council's infrastructure as a result of the building works.

**5.5.** If the holder of the building permit does not give notice to the Council, in accordance with Clause 5.2, it will be deemed for the purpose of Clause 5.9, that there was no existing damage to any of Council's assets that are adjacent to the land to which the building permit relates, or is likely to be affected by the building works authorised by the building permit.

**5.6.** The Building department will supply a list of Certificate of Occupancies issued by the Building Unit or private building surveyors on a monthly basis to the Enterprise Assets Manager.

**5.7.** The Enterprise Assets Manager must as soon as practicably possible after receiving notice of the issue of a Certificate of Occupancy, arrange an inspection to be carried out of, but not limited to, the footpath, kerb and gutter, vehicle crossing, nature strip, drainage pits, signs and trees and roadway which is adjacent to the land to which the building permit relates or is likely to be affected by the building works authorised by the building permit.

**5.8.** If, as a result of the inspection, the Enterprise Assets Manager considers that the building works authorised by the building permit have caused damage to a Council asset, a *Notice* will be issued to the holder of the building permit requiring that person to repair or arrange for the repair of the asset, within 28 days of the notice being given.

A written quotation for reinstatement works will be provided with the notice outlining costs if Council are required to carry the reinstatement works. These costs will include a 15 per cent administration charge to cover the cost for Council to administer the reinstatement works.

Types of damage to Council assets within the road reserve or easement that may be identified include but are not limited to:

Asset Type	Potential Damage
Street Trees	<ul style="list-style-type: none"> <li>• compaction of soil around roots</li> <li>• infiltration of chemicals in soil</li> </ul>

Right-of-ways	<ul style="list-style-type: none"> <li>• Damage to drain and swales</li> <li>• Damage and dislodgement to surface</li> </ul>
Underground drainage	<ul style="list-style-type: none"> <li>• Damage caused by heavy loads during demolition, construction, delivery etc.</li> <li>• Blockage from spoil, sediment, and concrete</li> </ul>
Footpaths	<ul style="list-style-type: none"> <li>• Damage by vehicles and machinery</li> <li>• Uneven or slippery surface from spoil and dirt</li> </ul>
Roads (pavement, kerb, and channel)	<ul style="list-style-type: none"> <li>• Uneven or slippery surface from spoil and dirt</li> <li>• Damage and dislodgement to surface</li> </ul>
Stormwater pits	<ul style="list-style-type: none"> <li>• Damage to lids and frame from excessive loads</li> <li>• Blockage from spoil, sediment, and concrete</li> </ul>
Nature strips and landscaping	<ul style="list-style-type: none"> <li>• Damage caused by vehicle traffic</li> <li>• Infiltration of chemicals/sediment from site</li> </ul>
Signage	<ul style="list-style-type: none"> <li>• Impact from vehicles or machinery</li> <li>• Removal without replacement</li> </ul>

**5.9.** An inspection will be undertaken after 28 days by the Infrastructure Services Assets Department to see if the necessary works have been undertaken and if so, whether the standard of repair is satisfactory.

**5.10.** If the works have not been carried out or are of an unsatisfactory standard, Council will carry out or arrange to be carried out the necessary repair works and an invoice for the reinstatement works will, at the cost specified in the notice, will be forwarded to the holder of the building permit.

**4. RELATED POLICIES/PROCEDURES/DOCUMENTS**

Report of Prior Damage Form

**5. DOCUMENT HISTORY**

Version Number	Issue Date	Description of Change

**Signed:** \_\_\_\_\_ **CEO** **Date:** \_\_\_\_\_





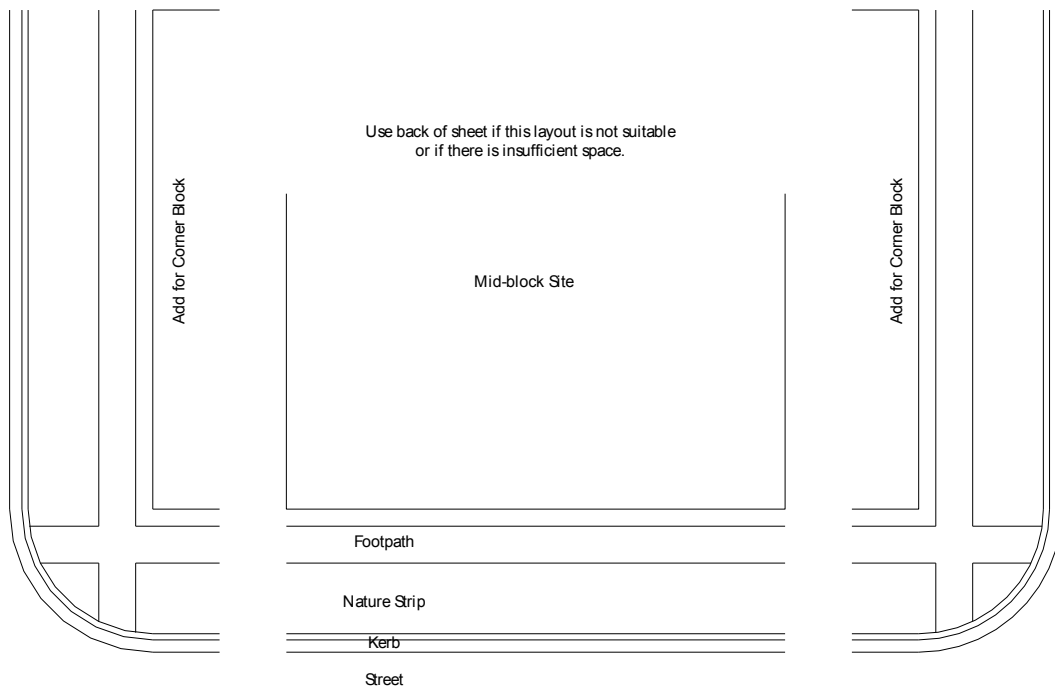
**Please return this completed form to:**  
 PO Box 488, Swan Hill VIC 3585 | DX 30166  
 45 Splatt Street, Swan Hill VIC 3585  
 68-72 Herbert Street, Robinvale VIC 3549  
 Tel: 03 5036 2396 | Fax: 03 5036 2340  
 Email: building@swanhill.vic.gov.au

## Prior Damage Report For Council infrastructure adjacent to building sites

This report is required for New Dwellings, Demolitions, Relocations and New Commercial Buildings. This report should be provided when your Building Permit is lodged.

<b>Building site address</b>	
<b>Builders name</b>	
<b>Builders email</b>	

**Mark all pre-existing defects below, noting location, extent, and any other relevant details. If the site configuration does not match the diagrams below, details may be noted on the reverse of this sheet:**



This report is to be completed for all work requiring a building permit, and is to show any defects in Council's infrastructure assets (that is: footpath, kerbing, nature strip, roadway, pits, street signs and furniture, etc) that existed prior to the commencement of the work. On completion of works, builders will be deemed responsible for all damage evident at the site, except for that which is reported on this form.

**Report completed by:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 2.4 Asset Naming - Heirloom Way

**Directorate:** Infrastructure  
**File Number:** S11-01-01  
**Purpose:** For Decision

### Council Plan Strategy Addressed

**1. Liveability** - We will be a healthy, connected and growing community supported by a range of infrastructure and services.

#### **1.1 A modern municipality: Vibrant, connected and resilient**

1.1.1 Attractive urban areas and regional townships

**2. Prosperity** - We will continue to build and strengthen a prosperous local economy, through sustainable growth and education. We will focus on creating jobs and wealth through adding value to existing strengths in all areas of our economy.

#### **2.2 A thriving diverse economy**

2.2.1 Encourage the growth and development of our economy

### Current Strategic Documents

No strategic documents applicable.

### Declarations of Interest

Council officers affirm that no general or material conflicts need to be declared in relation to the subject of this report.

### Summary

Heirloom Estate has submitted a Plan of Subdivision for planning approval. The subdivision includes a through-road which adjoins another potential development.

### Discussion

The Asset Naming Guidelines, approved in December 2023, were created to simplify and streamline asset naming procedures for developers and the community. The Guidelines introduced pre-approved themes that could be used by developers to reduce requirements for public consultation and Council approvals when naming roads within a development.

Private developments do not need Council approval or public consultation for non-commemorative street names that follow the following themes:

- Local/native flora and fauna;
- Historic paddle steamers of the Murray;
- Forgotten trades of the Murray/Mallee;
- Local Historic events;

- ANZAC Battles;
- Local Agriculture and Horticulture products.

The following names have been selected by the developer to reflect the horticultural history of the site, specifically to the cultivation of tomatoes:

- Heirloom Way
- Roma Drive

Both of these road names are compliant with the pre-approved themes, however Heirloom Way is a through road and requires Council approval to proceed.

There is a potential that Geographic Names Victoria may consider “Heirloom Way” as not compliant with Principal ‘J’ of the Naming Rules:

*Principal ‘J’: Using commercial and business names - New names should not be named after commercial businesses, trade names, estate names or not-for-profit organisations*

The developer has been informed that this may happen, but they would like to proceed on the basis that the name Heirloom is not suggested for the commerciality basis, but because Heirloom is a type of tomato that was grown on the property by both the previous owners Lenton & Rosaia's.

### **Consultation**

Consultation is a key component in the process of naming roads and features. Naming authorities typically consult the public on any naming proposal and must comply with the minimum requirements under the Naming Rules for Places in Victoria 2022.

In relation to non-commemorative road naming on a development, there is no requirement under the Naming Rules for public consultation, however Council has made a commitment to consult with concerned or effected parties.

The adjoining landholder has been contacted and has shown support for the naming of “Heirloom Way”, refer to attachment “Adjoining neighbour approval”.

### **Financial Implications**

Nil.

### **Social Implications**

Nil.

### **Economic Implications**

Nil.

### **Environmental Implications**

Nil.

## Risk Management Implications

There may be a risk that the name is rejected by Geographic Names Victoria as being non-compliant with Principal 'J' of the Naming Rules. This would result in the road requiring a new name proposal for consideration.

- Attachments:**
1. S 1067 Plan of Subdivision S 1 V 10 [2.4.1 - 6 pages]
  2. Adjoining Neighbour approval [2.4.2 - 1 page]

## Options

1. That Council approves the name "Heirloom Way"
2. That Council seeks further public consultation regarding the usage of the name "Heirloom Way"
3. That Council rejects the name "Heirloom Way"

## Recommendation/s

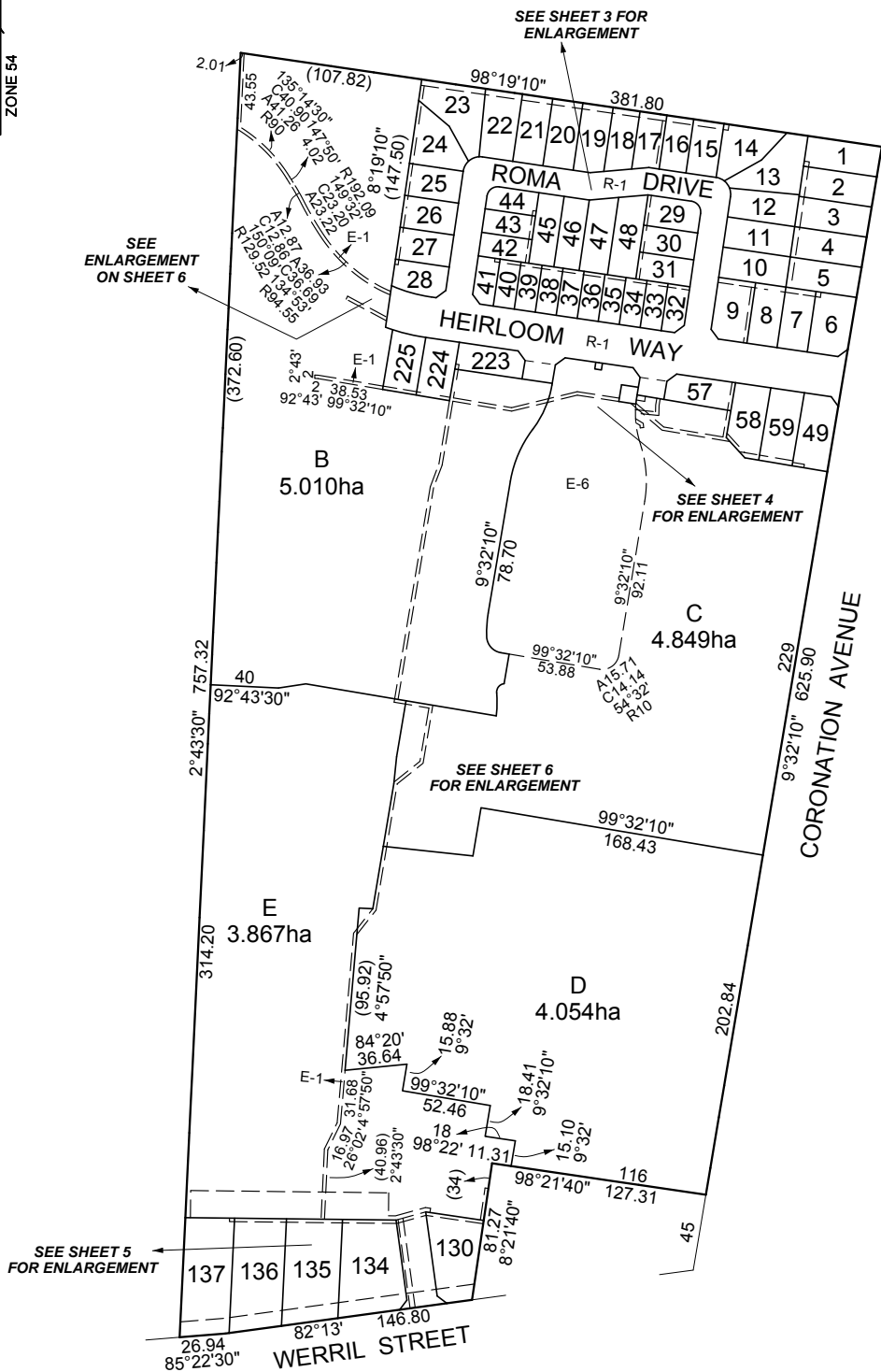
### That Council:

1. That Council approves the name "Heirloom Way"



PS905936U

MGA2020  
ZONE 54

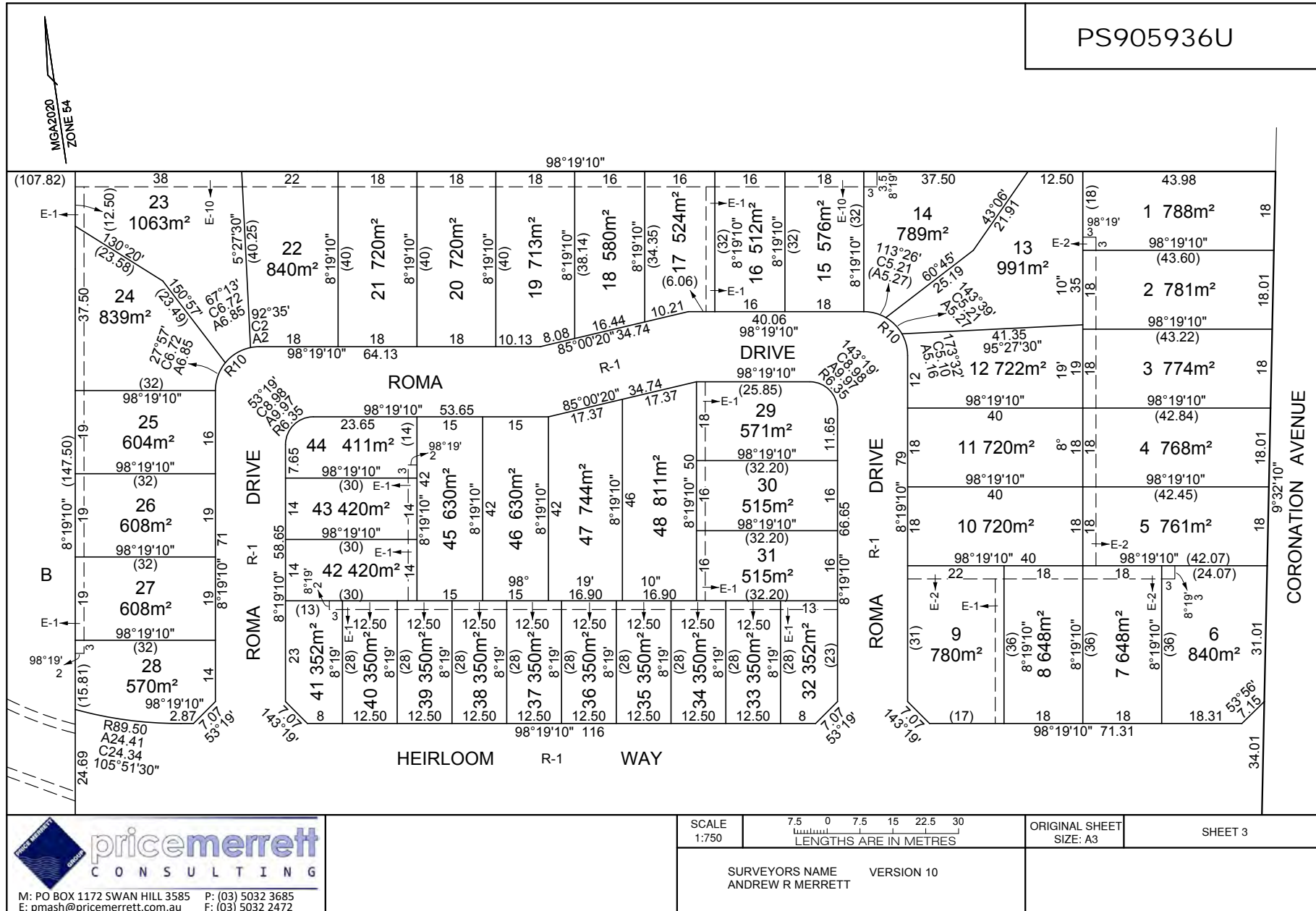


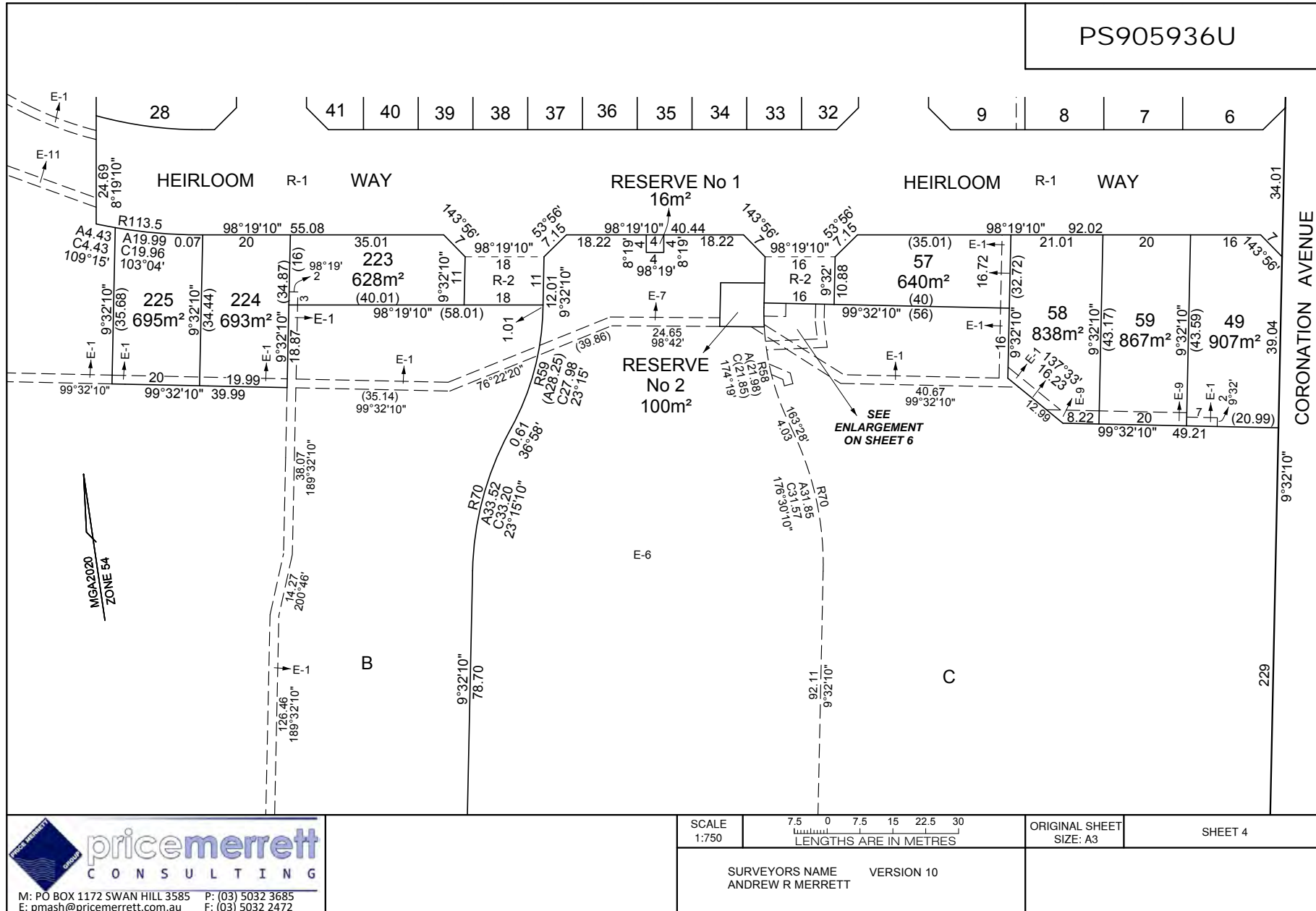
**PRICEMERRETT CONSULTING**  
 M: PO BOX 1172 SWAN HILL 3585 P: (03) 5032 3685  
 E: pmash@pricemerrett.com.au F: (03) 5032 2472

SCALE	250 0 250 500 750 1000
1:2500	LENGTHS ARE IN METRES

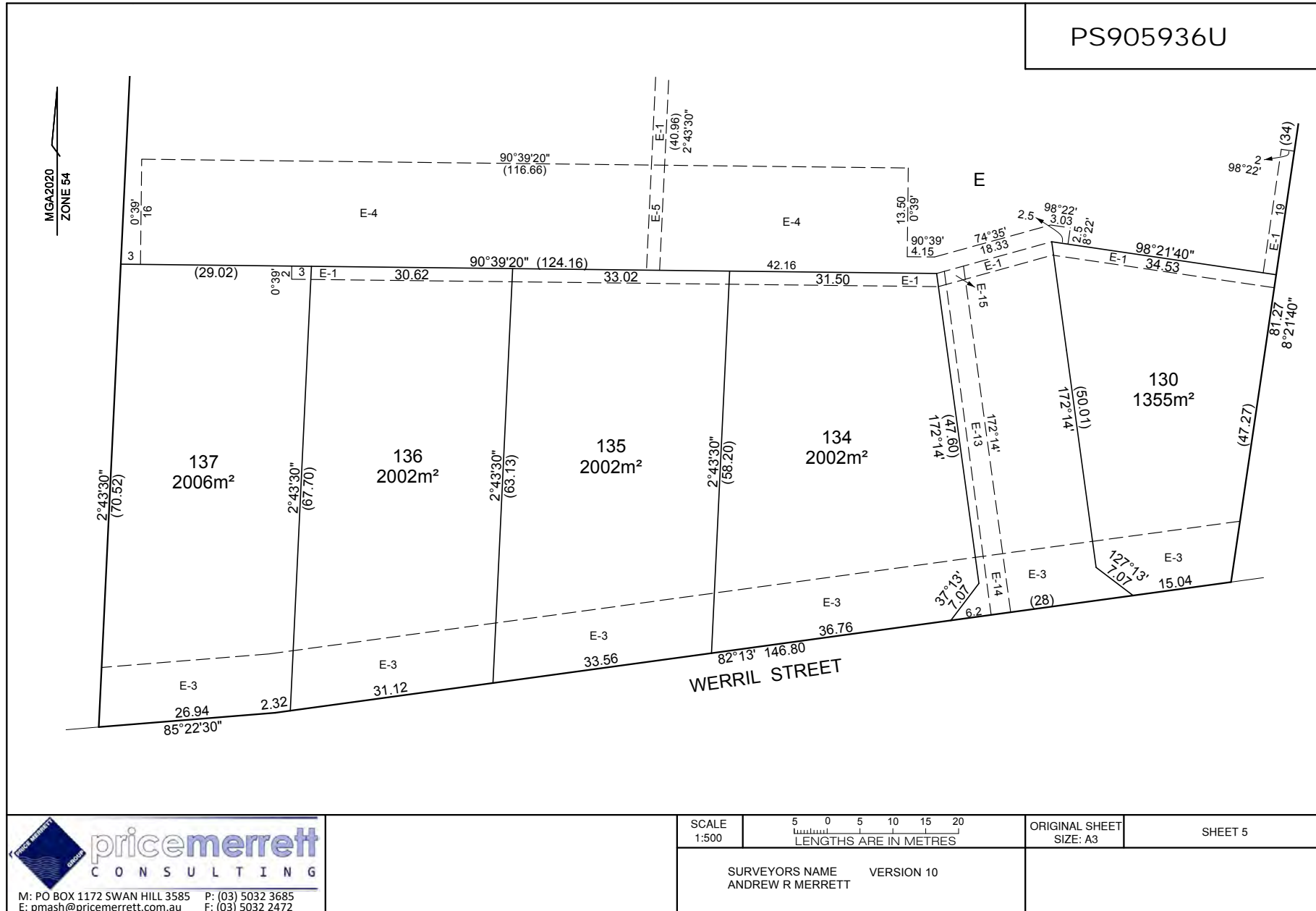
ORIGINAL SHEET SIZE: A3	SHEET 2
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SURVEYORS NAME	VERSION 10
ANDREW R MERRETT	











**Sent:** Friday, 8 March 2024 12:49 PM  
**To:** Laura O'Dwyer <laura.odwyer@swanhill.vic.gov.au>  
**Subject:** Re: Road Naming - Heirloom Way

Thank you for contacting me regarding the naming of a road in the development adjoining my property. I have discussed the proposal with my son and we have no objections to the name "Heirloom Way " for a road that may connect to any potential future development on my property.

Yours Sincerely

---

**From:** Laura O'Dwyer <laura.odwyer@swanhill.vic.gov.au>  
**Sent:** Thursday, 7 March 2024 2:12 PM

**Cc:** Assets | Swan Hill Rural City Council <assets@swanhill.vic.gov.au>  
**Subject:** Road Naming - Heirloom Way

Dear

Thank you for your time today on the phone. Following our discussion, I would like to formally request your feedback for a road name on a sub-division adjacent to your property at

As per Council's Asset Naming Guidelines, I am seeking to obtain your agreement for the use of the name "Heirloom Way" for a road connecting to potential future developments on your property. This name has been selected by the Developer to reflect the horticultural history of site, specifically to the cultivation of tomatoes.

I have attached a draft copy of the plan of subdivision so that you may see how the road may integrate with any future development on your land.

To ensure that your input is considered, if you could please respond to this email with any feedback regarding the proposal to name the road "Heirloom Way" and specify whether you support or object to this naming proposal.

Please contact me if you have any further questions. Thank you for your consideration in this matter, I look forward to receiving your response.

Regards

**Laura O'Dwyer (She/Her)**  
Enterprise Assets Manager  
Swan Hill Rural City Council  
p: (03) 5036 2326 | f: (03) 5036 2340  
m: 0436 807 562  
w: [www.swanhill.vic.gov.au](http://www.swanhill.vic.gov.au)

## 2.5 Leave of Absence

**Directorate:** Chief Executive Officer  
**File Number:** S16-04-05-01  
**Purpose:** For Decision

### Council Plan Strategy Addressed

**4. Leadership** - We will ensure accountable leadership, advocacy and transparent decision making.

#### 4.1 Excellent management and administration

4.1.2 Provide robust governance and effective leadership

### Declarations of Interest

Council Officers affirm that no general or material conflicts need to be declared in relation to the subject of this report.

### Summary

Mayor Cr Stuart King has received a written request from Cr Les McPhee for an extension to his leave of absence from Council for the period 13 April 2024 to the 30 April 2024.

**Attachments:** Nil

### Options

Council may approve or not approve the recommendation.

### Recommendation/s

**That Council approve Cr Les McPhee extension for leave of absence for the period of 13 April 2024 to the 30 April 2024.**

## 3 Decisions Which Need Action / Ratification

### 3.1 Councillor Assemblies - Record of Attendance and Agenda Items

**Directorate:** Chief Executive Officer  
**File Number:** S15-05-06  
**Purpose:** For Noting

#### Declarations of Interest:

Council officers affirm that no general or material conflicts need to be declared in relation to the matter of this report.

#### Summary

The following report provides attendance details of Councillor Assemblies on a monthly basis.

#### Discussion

Whilst Minutes have not been recorded, Agenda items and those in attendance are reported and presented to Council.

An assembly of Councillors is defined as a meeting that is planned or scheduled at which at least half of the Council and one Officer are in attendance, and where the matters being considered that are intended or likely to be the subject of a Council decision.

No formal decisions can be made at an assembly but rather direction can be given that is likely to lead to a formal decision of Council.

Details of the most recent assemblies of Council are attached.

#### Council Plan Strategy Addressed

**4. Leadership** - We will ensure accountable leadership, advocacy and transparent decision making.

4.1 Excellent management and administration

4.1.1 Well managed resources for a sustainable future

4.1.2 Provide robust governance and effective leadership

4.1.3 Sound, sustainable:

- Financial management • Excellence in service delivery • Strategic planning

#### Current Strategic documents

No strategic documents applicable.

## Key Legislation

There is no key legislation applicable

**Attachments:** 1. COUNCILLOR ASSEMBLIES ATTENDANCE AND AGENDA  
April [3.1.1 - 1 page]

## Options

Council Assemblies are reported to ensure good governance and transparency.

## Recommendation

**That Council note the contents of the report.**

**COUNCILLOR ASSEMBLIES ATTENDANCE AND AGENDA**  
**26 March 2024 at 1.00pm, Swan Hill Town Hall – Council Chambers**

**AGENDA ITEMS**

- Rating Options 2024-25 Budget
- Dump Point
- Housing Action Plan
- Establishment of committee
- Heirloom Estate Road Naming
- Asset Protection Policy
- Human Rights Complaint – Prayer
- Community Engagement Report Impact
- Instrument of Delegation

**ADDITIONAL ITEMS DISCUSSED**

- Nil

**ATTENDANCE**

Councillors

- Cr Jacquie Kelly
- Cr Stuart King
- Cr Chris Jeffery
- Cr Nicole McKay
- Cr Bill Moar
- Cr Ann Young

**Apologies / Leave of Absence**

- Cr Les McPhee

**OFFICERS**

- Scott Barber, Chief Executive Officer
- Bruce Myers, Director Community and Cultural Services
- Leah Johnston, Director Infrastructure
- Michelle Grainger, Director Development and Planning
- Bhan Pratap, Director Corporate Services
- Ash Free, Finance Manager
- Nathan Keighran, Economic Development Coordinator
- Anthony Duffin, Information Coordinator
- Helen Morris, Organisation Development Manager
- Brooke O'Connor, Community Engagement & Communications Coordinator

**Other**

- Nil

**CONFLICT OF INTEREST**

- Nil

## **4 Notices of Motion**

## **5 Foreshadowed Items**

## **6 Urgent Items Not Included In Agenda**

## **7 To Consider and Order on Councillor Reports**

## **8 In-Camera Items**

## **9 Close of Meeting**