

5.2 REVIEW OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER AND COUNCIL STAFF

Submitting Senior Officer: Jarrod Doake, Chief Operating Officer

RECOMMENDATION

In the exercise of the powers conferred by s11(1) of the Local Government Act 2020 (the Act) and any other Acts conferring a power of delegation on it, Council resolves that –

- 1. There be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached Instrument of Delegation to the Chief Executive Officer (at Attachment 1 to this Report), subject to the conditions and limitations specified in that Instrument.*
- 2. The Instrument comes into force immediately the common seal of Council is affixed to the instrument.*
- 3. On the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked.*
- 4. The duties and functions set out in the Instrument must be performed, and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt, unless otherwise provided by the Instrument.*
- 5. It is noted that the Instrument includes a power of delegation to members of Council staff, in accordance with the Act.*

AND

- 6. There be delegated to the members of Council staff holding, acting or performing the duties of the offices or positions referred to in the attached Instrument of Delegation to members of Council staff (at Attachment 2 to this Report), the powers, duties and functions set out in that Instrument, subject to the conditions and limitations specified in that Instrument.*
- 7. The Instrument comes into force immediately the common seal of Council is affixed to the Instrument.*
- 8. On the coming into force of the Instrument all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked.*
- 9. The duties and functions set out in the Instrument must be performed, and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.*

AND

- 10. There be delegated to Andi Diamond and to Peter Panagakos, the power to execute any document relating to the acquisition of land or the disposal of Council owned land, as set out in the attached Instrument (at Attachments 3a and 3b).*
- 11. The instrument comes into force immediately the common seal of Council is affixed to the Instrument.*
- 12. On the coming into force of the Instrument, the previous delegations to Andi Diamond and to Peter Panagakos regarding the power to execute any document relating to the acquisition of land or the disposal of Council owned land are revoked.*

INTRODUCTION

This report addresses the requirements under s.11 of the *Local Government Act 2020* for delegations to the Chief Executive Officer and to staff, by the Council within 12 months of a Council election, ie before 24 October 2021.

DISCUSSION

Delegations to the Chief Executive Officer (Attachment 1)

The primary delegations to the Chief Executive Officer provide that position with powers assigned to a Council by any Act or Regulation, and identify limitations to those powers as identifies in the Schedule to the Instrument of Delegation. Most notably, Council cannot delegate the following powers, duties or functions:

1. the power of delegation;
2. the power to declare a rate or charge;
3. the power to borrow money;
4. the power to approve any expenditure not contained in a budget approved by the Council;
5. any power, duty or function of the Council under section 223 of the Local Government Act; and
6. any prescribed power.

It is proposed that the delegations to the Chief Executive Officer be made as per Attachment 1, which takes into account the amendments made to the primary delegations by Council on 27 July 2021 regarding procurement matters.

Additionally, in response to the uncertainty arising from the unfolding Coronavirus crisis on Council's future operations, on 27 March 2020, the Council amended the delegations to the Chief Executive Officer so that, in the circumstance that Council is unable to form a quorum, the Chief Executive Officer can act.

As such, Council delegates to the Chief Executive Officer all of its powers, functions and duties that it is legally able to delegate to the Chief Executive Officer pursuant to the Act.

Delegations to members of Council staff (Attachment 2)

A proposed Instrument of Delegation from Council to Members of Council Staff is included at Attachment 2 for Council's consideration.

A number of changes have been made to the current Instrument of Delegation from Council to Members of Council Staff, to address changes in legislation, and changes to responsibilities and titles for particular officer positions, since the last review.

Attachments 3a and 3b

It is proposed that the existing delegations to both Andi Diamond and Peter Panagakos be continued, relating to the power to execute all documents relating to the acquisition of land or the sale of Council owned land.

The delegation is required to be made to the individual, by name.

Once resolved upon by Council, the approved delegations schedules will be made public on Council's website.

CONCLUSION

It is recommended that the delegations as contained in this report, be made by the Council, to the relevant Council staff, as detailed in the attached schedules.

DRAFT

ATTACHMENT 1

INSTRUMENT OF DELEGATION MADE PURSUANT TO SECTION 11(1) OF THE LOCAL GOVERNMENT ACT 2020 TO THE CHIEF EXECUTIVE OFFICER

In exercise of the power conferred by section 11 of the *Local Government Act 2020* (**the Act**) and any other Acts conferring a power of delegation on it, the Monash City Council (**Council**) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on 28 September 2021;
2. the delegation:
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2 is subject to any conditions and limitations set out in the Schedule;
 - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.4 remains in force until Council resolves to vary or revoke it.
3. The member of Council staff occupying the position or title of or acting in the position of Chief Executive Officer may delegate to a member of Council staff any of the powers (other than the power of delegation conferred by section 11(2) of the Act or any other powers not capable of sub-delegation) which this Instrument of Delegation delegates to them.

THE COMMON SEAL OF)
MONASH CITY COUNCIL)
 was hereunto affixed this)
 day of)
 2021 in the presence of:)

.....

.....

SCHEDULE**A.** The power to:

1. determine any issue;
2. take any action; or
3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

Conditions and Limitations

1. Only where the delegate:

- 1.1 forms the view that a quorum of Council cannot be achieved; AND
- 1.2 provides Councillors with 14 days' notice of the Chief Executive Officer's intention to determine an issue, take an action or do an act or thing set out in paragraphs 1.8 to 1.18 of these Conditions and Limitations; AND
- 1.3 causes to be published on Council's website a written report supporting the Chief Executive Officer's intended determination of the issue, taking of the action or doing of the act or thing at least 7 days prior to doing so (unless the matter is one which should remain confidential); AND
- 1.4 considers and takes into account the views of Councillors expressed in response to the notice provided under paragraph 1.2 (noting that Councillors cannot direct the Chief Executive Officer with respect to the Chief Executive Officer's determination of the issue, taking of the action or doing of the act or thing, and that the Chief Executive Officer is not bound to determine the issue, take the action or do the act or thing consistently with those views); AND
- 1.5 considers and takes into account any views expressed by residents, ratepayers and/or stakeholders responding the report published under paragraph 1.3 (noting that the Chief Executive Officer is not bound to determine the issue, take the action or do the act or thing consistently with those views); AND
- 1.6 does not receive notice from a majority of Councillors that they do not support the Chief Executive Officer's proposed determination of the issue, taking of the action or doing of the act or thing; AND
- 1.7 will, having determined the issue, taken the action or done the act or thing, record and publish on Council's website the determination of the issue, taking of the action or doing of the act or thing so that decision-making continues to be as accessible, transparent and visible to the community, and consistent with what it would be if these decisions were made by Council at a Council

meeting, as possible (unless the matter is one which should remain confidential),

may the delegate:

- 1.8 award a contract with a value exceeding \$450,000;
 - 1.9 Authorise incurring of expenditure, subject to budget, and purchasing policies exceeding \$450,000.
 - 1.10 Approve calling of expressions of interest and tenders for goods, services or works which over the proposed contract period exceed a total value of over \$250,000.
 - 1.11 Amend the Governance Rules;
 - 1.12 approve the Council Plan;
 - 1.13 adopt the Strategic Resource Plan;
 - 1.14 prepare or adopt the Budget or a Revised Budget;
 - 1.15 adopt the Auditor's report, Annual Financial Statements, Standard Statements and Performance Statement;
 - 1.16 determine that an extraordinary vacancy on Council not be filled;
 - 1.17 Adopt, amend or revoke a local law;
 - 1.18 appoint Councillor or community delegates or representatives to external organisations;
 - 1.19 return the general valuation and any supplementary valuations;
 - 1.20 determine any matter under the *Planning and Environment Act 1987* which would, if exercised by another member of Council staff in reliance on the Instrument of Delegation from Council to Members of Council Staff, be subject to a condition or limitation under that Instrument; and
2. The delegate must not determine the issue, take the action or do the act or thing:
- 2.1 if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;
 - 2.2 if the issue, action, act or thing is an issue, action, act or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
 - 2.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or

2.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff, or

2.5 in regard to the function of being consulted by the Minister under s.46AW of the Planning and Environment Act 1987.

B. The power to approve loan repayments at maturity, on behalf of Council.

C. The power to:

1.1 enter into energy contracts, on behalf of Council, to a value of \$1,000,000.

2. The delegate must report to Council as soon as practicable after the exercise of this power.

THE COMMON SEAL OF)
MONASH CITY COUNCIL)
was hereunto affixed this)
..... day of)
2021 in the presence of:)

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ATTACHMENT 2

INSTRUMENT OF DELEGATION

In exercise of the powers conferred by the legislation referred to in the attached Schedules, the Council:

3. delegates each duty and/or function and/or power described in the Schedules to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in the Schedule;
4. declares that:
 - 4.1 this Instrument of Delegation is authorised by a resolution of Council passed on 28 September 2021; and
 - 4.2 the delegation:
 - 4.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 4.2.2 remains in force until varied or revoked;
 - 4.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
 - 4.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 4.3 the delegate must not determine the issue, take the action or do the act or thing:
 - 4.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
 - 4.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a

(a) policy; or

(b) strategy

adopted by Council;

4.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation;
or

4.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive
delegation to another member of Council staff or delegated committee.

THE COMMON SEAL OF)
MONASH CITY COUNCIL)
was hereunto affixed this)
..... day of)
2021 in the presence of:)

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SCHEDULE 1

INSTRUMENT OF DELEGATION MADE PURSUANT TO SECTION 11 OF THE LOCAL GOVERNMENT ACT 2020

DELEGATION TO MEMBERS OF COUNCIL STAFF (S6)

FROM COUNCIL TO STAFF

CITY DEVELOPMENT DIVISION (CITY PLANNING DEPARTMENT)

The persons listed occupy to the following positions referred to in the Instrument of Delegation

Director City Development	(DCD)
Manager City Planning	(MCP)
Manager Strategic Planning & Economic Development	(MSP&ED)
Coordinator Statutory Planning	(CSP)
Coordinator Strategic Planning	(CSTP)
Team Leader Planning Investigations	(TLPI)
Senior Planning Investigations Officer	(SPIO)

Team Leader Statutory Planning	(TL)
Principal Planner	(PP)
Senior Planner (includes Subdivision and VicSmart Planner)	(SP)
Planning Officer	(PO)
Senior Strategic Planner	(SSP)
Strategic Planner	(STP)
Support Officer (includes Coordinator)	(SO)

Planning and Environment Act 1987

Provision (Column 1)	Summary of power (Column 2)	Delegate (Column 3)
s4B	Power to prepare an amendment to the Victorian Planning Provisions if authorised by the Minister	DCD, MCP, MSP&ED
s4G	Function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	DCD, MCP, MSP&ED, CSTP, SSP, STP
s4H	Duty to make amendments to Victoria Planning Provisions available	DCD, MCP, MSP&ED, CSTP, SSP, STP, CSP, TL, PP, SP, PO, SSP, STP, SO
s4I	Duty to keep Victoria Planning Provisions and other documents available	DCD, MCP, MSP&ED, CSTP, SSP, STP, CSP, TL, PP, SP, PO, SSP, STP, SO
s.8A(2)	Power to prepare amendment to the Planning Scheme where the Minister has given consent under s.8A	DCD, MCP, MSP&ED, CSTP
8A(3)	Power to apply to the Minister to prepare an amendment to the planning scheme	DCD, MCP, MSP&ED, CSTP
s.8A(5)	Function of receiving notice of the Minister's decision	DCD, MCP, MSP&ED, CSTP
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	DCD, MCP, MSP&ED, CSTP
s.8B(2)	power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	DCD, MCP, MSP&ED, CSTP
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	DCD, MCP, MSP&ED, CSTP
s12A (1)	duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under s 19 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	DCD, MCP, MSP&ED, CSTP
s12B(1)	Duty to review planning scheme	DCD, MCP, MSP&ED
s12B(2)	Duty to review planning scheme at direction of Minister	DCD, MCP, MSP&ED
s12B(5)	Duty to report findings of review of planning scheme to Minister without delay	DCD, MCP, MSP&ED
s14	Duties of a Responsible Authority as set out in subsections (a) to (d)	DCD, MCP, MSP&ED, CSTP, CSP

Provision (Column 1)	Summary of power (Column 2)	Delegate (Column 3)
s17(1)	Duty of giving copy of amendment to the Planning Scheme	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP
s17(2)	Duty of giving copy of s.173 agreement	DCD, MCP, MSP&ED, CSTP, CSP, TL, SSP, STP
s.17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	DCD, MCP, MSP&ED, CSTP, CSP, TL, SSP, STP
s18	Duty to make amendments etc available	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP
s19	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	DCD, MCP, MSP&ED, CSTP
s.19	function of receiving notice of preparation of an amendment to a planning scheme (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.)	DCD, MCP, MSP&ED, CSTP
s19(1A)	Power to determine whether the number of owners/occupiers affected makes it impractical to notify them all individually about an amendment	DCD, MCP, MSP&ED
s20(1)	Power to apply to Minister for exemption from the requirements of s 19	DCD, MCP, MSP&ED
s21(2)	Duty to make submissions available	DCD, MCP, MSP&ED, CSTP, SSP, STP, CSP, TL, PP, SP, PO, SSP, STP, SO
s21A(4)	Duty to publish notice in accordance with section	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, SO
s22	Duty to consider all submissions	DCD, MCP, MSP&ED, CSTP
s 22(4)	Power to consider a submission regarding amendment to SPPF	DCD, MCP, MSP&ED, CSTP
s.23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	DCD, MCP, MSP&ED, CSTP
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	DCD, MCP, MSP&ED, CSTP Only where Council has already resolved to refer Amendment to a Panel.
s24	function to represent Council and present a submission at a panel hearing (including a hearing referred to in s96D)	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO
s 26(1)	Power to make panel report available for inspection	DCD, MCP, MSP&ED, CSTP

Provision (Column 1)	Summary of power (Column 2)	Delegate (Column 3)
s26(2)	Duty to keep report of panel available for inspection	DCD, MCP, MSP&ED, CSTP, SSP, STP, CSP, TL, PP, SP, PO, SSP, STP, SO
s 27(2)	Power to apply for exemption if panel's report not received	DCD, MCP, MSP&ED, CSTP
s.28	Duty to notify the Minister if abandoning an amendment (Note: the power to make a decision to abandon an amendment cannot be delegated)	DCD, MCP, MSP&ED, CSTP
s30(4)(a)	Duty to say if amendment has lapsed	DCD, MCP, MSP&ED, CSTP, SSP, STP, CSP, TL, PP, SP, PO, SSP, STP, SO
s30(4)(b)	Duty to provide information in writing upon request.	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP
s32(2)	Duty to give more notice if required	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP
s33(1)	Duty to give more notice of changes to an amendment	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP
s36(2)	Duty to give notice of an approval to an amendment.	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP
s38(5)	Duty to give notice of revocation of an amendment.	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP
s39	Function of being a party to a proceeding commenced under Section 39 and duty to comply with determination by VCAT	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP
s40(1)	Function of lodging a copy of approved amendment	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP
s41	Duty to make approved amendment available	DCD, MCP, MSP&ED, CSTP, SSP, STP, CSP, TL, PP, SP, PO, SSP, STP, SO
s42	Duty to make copy of Planning Scheme available	DCD, MCP, MSP&ED, CSTP, SSP, STP, CSP, TL, PP, SP, PO, SSP, STP, SO
s.46GF	Duty to comply with directions issued by the Minister	DCD, MCP, MSP&ED, CSTP, CSP,

Provision (Column 1)	Summary of power (Column 2)	Delegate (Column 3)
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	NIL
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	NIL
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	NIL
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	DCD, MCP, MSP&ED, CSTP, CSP
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	DCD, MCP, MSP&ED, CSP, TL, CSTP, PP
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	DCD, MCP, MSP&ED, CSP, TL, CSTP, PP
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	DCD, MCP, MSP&ED, CSP, TL, CSTP, PP
s.46GI(3)	Duty to apply levy amount only in accordance with s.46GI(3) (a) and (b)	DCD, MCP, MSP&ED, CSTP, CSP, SSP, TL, PP, SP

Provision (Column 1)	Summary of power (Column 2)	Delegate (Column 3)
s46G(4)	Power to refund any amount of infrastructure levy paid to it as a development agency under Part 2 of the <i>Planning and Environment Act 1987</i> if satisfied that the development is not to proceed	DCD, MCP, MSP&ED, CSTP, CSP, TL,
s.46G(5)	Duty to take action described in s.46G(5)(c) – (e) where s.46G(5)(a) and (b) applies.	DCD, MCP, MSP&ED, CSTP, CSP
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	DCD, MCP, MSP&ED, CSP, TL, CSTP, PP
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	DCD, MCP, MSP&ED, CSP, CSTP Subject to any relevant Council Policy
s 46N(2)(d)	Power to enter into an agreement with person for payment of levy the applicant regarding payment of development infrastructure levy	DCD, MCP, MSP&ED, CSP, CSTP
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	DCD, MCP, MSP&ED, CSP, CSTP Subject to any relevant Council Policy
s46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	DCD, MCP, MSP&ED, CSP, CSTP
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be secured to its satisfaction	DCD, MCP, MSP&ED
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	DCD, MCP, MSP&ED
s46Q(1)	Duty to keep proper accounts of levies paid	DCD, MCP, MSP&ED, CSP, CSTP
s46Q(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	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP
S46Q(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.	DCD, MCP, MSP&ED

Provision (Column 1)	Summary of power (Column 2)	Delegate (Column 3)
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed – only applies when levy is paid to Council as a 'development agency'	DCD, MCP, MSP&ED
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the council or for the provision by the council of works, services or facilities in an area under s.46Q(4)(a) - must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister	DCD, MCP, MSP&ED
s46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan - must be done in accordance with Part 3	DCD, MCP, MSP&ED, CSTP
s46Q(4)(e)	Duty to expend that amount on other works etc. - with the consent of, and in the manner approved by, the Minister	DCD, MCP, MSP&ED
s46QC	Power to recover any amount of levy payable under Part 3B	DCD, MCP, MSP&ED, CSTP
s.46QD	duty to prepare report and give a report to the Minister - where council is a collecting agency or development agency	DCD, MCP, MSP&ED, CSTP, CSP
s46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available	DCD, MCP, MSP&ED, CSTP
s46Y	Duty to carry out works in conformity with the approved strategy plan	DCD, MCP, MSP&ED
s47	Power to decide that an application for a planning permit does not comply with that Act	DCD, MCP, MSP&ED, CSP, TL, PP, SP, PO, SO
s49(1)	Duty to keep a register of all applications for permits and determinations relating to permits.	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO, SO
S49(2)	Duty to make register available for inspection	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO, SO
s50(4)	Duty to amend application	DCD, MCP, MSP&ED, CSTP, CSP, SSP, TL, PP, SP
s 50(5)	Power to refuse to amend application	DCD, MCP, MSP&ED, CSP, CSTP, TL, PP, SP
s50(6)	Duty to make note of amendment to application in register	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO, SO
s 50A(1)	Power to make amendments to applications	DCD, MCP, MSP&ED, CSP, CSTP, TL, PP, SP, PO

Provision (Column 1)	Summary of power (Column 2)	Delegate (Column 3)
s 50A(3)	Power to require applicant to give notice notify owner and make declaration that gave notice has been given	DCD, MCP, MSP&ED, CSP, CSTP, TL, PP, SP, PO
s50A(4)	Duty to note amendment to application in register	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO, SO
s.51	Duty to make copy of application available for inspection	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO, SO
s 52(1)(a)	Power to determine whether the grant of the permit would not cause material detriment to any person	DCD, MCP, MSP&ED, CSP, CSTP, TL, PP
s 52(1)(b)	Power to determine whether the application may materially affect land within a municipal council's land	DCD, MCP, MSP&ED, CSP, CSTP, TL, PP, SP, PO
s.52(1)(c)	Duty to give notice of the application to all persons required by the Planning Scheme	DCD, MCP, MSP&ED, CSP, CSTP, TL, PP, SP, PO
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	DCD, MCP, MSP&ED, CSP, CSTP, TL, PP, SP, PO
s52(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	DCD, MCP, MSP&ED, CSP, CSTP, TL, PP, SP, PO
s 52(1)(d)	Power to determine whether the grant of the permit may cause material detriment to any person	DCD, MCP, MSP&ED, CSP, CSTP, TL, PP, SP, PO
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant.	DCD, MCP, MSP&ED, CSP, CSTP, TL, PP, SP, PO
s 52(1A)	Power to refuse an application	DCD, MCP, MSP&ED, CSP, CSTP, TL
s 52(2)(b)	Power to determine how notice of a planning permit application should be given	DCD, MCP, MSP&ED, CSP, CSTP, TL, PP, SP, PO
s 52(3)	Power to give any further notice of an application where appropriate	DCD, MCP, MSP&ED, CSP, CSTP, TL, PP, SP, PO
s 53(1) & (1A)	Power to require the applicant to give notice to persons specified in Section 52(1) & 52(1AA)	DCD, MCP, MSP&ED, CSP, CSTP, TL, PP, SP, PO
s 53(2)	Power to determine whether or not the applicant has given notice (Responsible Authority must be satisfied)	DCD, MCP, MSP&ED, CSP, CSTP, TL, PP, SP, PO
s 54(1)	Power to require the applicant to provide more information	DCD, MCP, MSP&ED, CSP, TL, PP, CSTP, SP, PO

Provision (Column 1)	Summary of power (Column 2)	Delegate (Column 3)
s.54(1A)	Duty to give notice in writing of information required under s.54(1)	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO
s.54(1B)	Duty to specify the lapse date for an application	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO
s.54A(3)	power to decide to extend time for applicant to provide required information or to refuse request for extension	DCD, MCP, MSP&ED, CSP, TL, PP, CSTP, SP, PO
s.54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s.54(A)(3)	DCD, MCP, MSP&ED, CSTP, CSP, TL, PP, SP, PO
s.55(1)	Power to decide whether the applicant has satisfied the Responsible Authority that the referral authority has considered the application within the past 3 months and stated in writing that it does not object to the granting of the permit	DCD, MCP, MSP&ED, CSTP, CSP, TL, PP, SP, PO
s.57	Objecting to an application outside the Municipality only where - (a) it is considered the proposal may cause significant detriment to the residents of the Monash municipality, and (b) the timing for the lodgement of the objection precludes the matter being referred to a Council meeting.	DCD, MCP, MSP&ED (MCP, MSP&ED only after consultation with the DCD)
s.57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	DCD, MCP, MSP&ED, CSP, TL
s.57(3)	Function of receiving name and address of persons to whom a notice of decision is to go.	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO, SO
s.57(5)	Duty to make available for inspection copy of all objections.	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO, SO
s.57A(4)	Duty to amend application in accordance with applicant's request, subject to s.57A(5)	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO
s.57A(5)	Power to refuse to amend application	DCD, MCP, MSP&ED, CSTP, CSP, TL, PP, SP, PO
s.57A(6)	Duty to note amendments to application in register	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO, SO

Provision (Column 1)	Summary of power (Column 2)	Delegate (Column 3)
s 57B(1)	Duty to determine whether and to whom notice should be given	DCD, MCP, MSP&ED, CSP, CSTP, TL, PP, SP
s 57B(2)	Duty to consider certain matters in determining whether notice should be given.	DCD, MCP, MSP&ED, CSP, CSTP, TL, PP, SP, PO
s 57C(1)	Power to determine that the amended application would not adversely affect the interests of a referral authority and thus that the amended application does not need to be given to the referral authority. Duty to give copy of amended application to referral authority	DCD, MCP, MSP&ED, CSP, CSTP, TL, PP
s.58	Duty to consider every application for a permit	DCD, MCP, MSP&ED, CSP, CSTP, TL, PP
s.58A	Power to request advice from the Planning Application Committee	DCD, MCP, MSP&ED, CSP, CSTP, TL, PP
s.60(1)	Duty to consider certain matters	DCD, MCP, MSP&ED, CSP, TL, PP, SP, PO
s 60(1)(e)	Power to determine whether there are any significant effects that the application may have on the environment or which the environment may have on the application; if so, consideration of such matters	DCD, MCP, MSP&ED, CSP, TL
s 60(1A)	Power to determine which matters may be considered	DCD, MCP, MSP&ED, CSP, SSP, TL, PP
s.60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	DCD, MCP, MSP&ED, CSP, TL, PP, SP, PO
s 60(2)	Power to determine whether Council is satisfied that the owner of land benefited by an application for removal or variation of a restriction will be unlikely to suffer specified types of detriment as a consequence of the application.	DCD, MCP, MSP&ED, CSP, TL, PP

Provision (Column 1)	Summary of power (Column 2)	Delegate (Column 3)
s 60(5)	Power to determine whether Council is satisfied that the owner of land benefited by an application for removal or variation of a restriction will be unlikely to suffer any detriment of any kind as a consequence of the application and that if the owner has objected to the application that the objection is vexatious or not made in good faith	DCD, MCP, MSP&ED, CSP, TL
s 61(1)	Power to decide to grant or refuse a permit - the permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>	DCD, MCP, MSP&ED, CSP, TL, CSTP, PP
s.61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	DCD, MCP, MSP&ED, CSP, TL, CSTP, PP
s.61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	DCD, MCP, MSP&ED, CSP, TL, CSTP, PP
61(3)(b)	Duty to refuse to grant a permit without the Ministers consent	DCD
s.61(4)	Duty to refuse to grant the permit if grant would authorize a breach of a registered restrictive covenant	DCD, MCP, MSP&ED, CSP, TL, CSTP, PP
s.62(1)	Duty to include certain conditions in deciding to grant a permit	DCD, MCP, MSP&ED, CSP, TL, CSTP, PP
s 62(2)	Power to include conditions in planning permit	DCD, MCP, MSP&ED, CSP, TL, CSTP, PP
s.62(4)	Duty to ensure conditions are consistent with paragraphs (a), (b) and (c)	DCD, MCP, MSP&ED, CSP, TL, CSTP, PP
s 62(5)(a)	Power to include a permit condition to implement an approved development contribution plan	DCD, MCP, MSP&ED, CSP, TL, CSTP,
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with section 173 agreement	DCD, MCP, MSP&ED, CSP, TL, CSTP, PP
s 62(5)(c)	Power to include a condition that specified works, services or facilities that Council considers necessary to be provided on or to the land or other land as a result of the grant of the permit be provided or paid for in accordance with this section	DCD, MCP, MSP&ED, CSP, TL, CSTP
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)	DCD, MCP, MSP&ED, CSP, TL, CSTP, PP
S.63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO

Provision (Column 1)	Summary of power (Column 2)	Delegate (Column 3)
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	DCD, MCP, MSP&ED, CSP, TL, CSTP, PP SP, PO
s 64(3)	Duty not to issue a permit until after the specified period	DCD, MCP, MSP&ED, CSP, TL, CSTP, PP SP, PO
s 64(5)	Duty to give each objector a copy of an exempt decision	DCD, MCP, MSP&ED, CSP, TL, CSTP, PP SP, PO
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 (This provision applies also to a decision to grant an amendment to a permit – See section 75A)	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO
s.65(1)	Duty to give notice of refusal to grant permit to applicant and objector.	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO
s.66(1)	Duty to give notice under section 64 or section 65 and copy permit to relevant determining referral authorities	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO
s.66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit (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)	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO
s.66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit (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)	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO
s.66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65 (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)	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO
s.69(1)	Function of receiving application for extension of time of permit	DCD, MCP, MSP&ED, CSP, TL, CSTP, PP, SP, PO, SO
s.69(1A)	Function of receiving application for extension of time to complete development	DCD, MCP, MSP&ED, CSP, TL, CSTP, PP, SP, PO, SO
s.69(2)	Power to extend time	DCD, MCP, MSP&ED, CSP, TL, CSTP, PP, SP, PO

Provision (Column 1)	Summary of power (Column 2)	Delegate (Column 3)
s70	Duty to make a copy of permit available for inspection.	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO, SO
s 71(1) & (2)	Power to correct certain mistakes in planning permit and duty to note in register	DCD, MCP, MSP&ED, CSP, TL, CSTP, PP
s 73	Power to determine application for amendment of planning permit	DCD, MCP, MSP&ED, CSP, TL, CSTP, PP
s74	Duty to issue amended permit to applicant if no objectors	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP
s.76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit.	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO
s.76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO
s.76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit (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)	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO
s.76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit (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)	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO
s.76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under section 64 or 76 (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)	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO
s.76D	Duty to comply with direction of Minister to issue amended permit.	DCD, MCP, MSP&ED, CSTP, CSP, TL
s.83	Representing Council as a party in a VCAT proceeding	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO
s.83B	Duty to give or publish notice of application for review	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO

Provision (Column 1)	Summary of power (Column 2)	Delegate (Column 3)
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	DCD, MCP, MSP&ED, CSP, TL, CSTP
s.84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	DCD, MCP, MSP&ED, CSP, TL, CSTP
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.	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO, SO
s.84(6)	Duty to issue permit on receipt of advice within 3 working days	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO, SO
s 84AB	Power to agree to confining a review by the Tribunal.	DCD, MCP, MSP&ED, CSP, TL, CSTP, PP, SP, PO Except where the decision is made at a Council meeting, where only DCD is delegated to exercise this Power.
s.86	Duty to issue a permit at order of Tribunal within 3 working days	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO, SO
s 87(3)	Power to request that the Tribunal cancel or amend a permit	DCD, MCP, MSP&ED
s90(1)	Appearing at VCAT for the Responsible Authority in a permit cancellation or amendment case	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO
s.91(2)	Duty to comply with the directions of VCAT.	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO
s.91(2A)	Duty to issue amended permit to owner if Tribunal so directs.	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO,
s.92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s.90.	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO, SO
s.93(2)	Duty to give notice of VCAT order to stop development.	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO, SO
s.95(3)	Function of referring certain applications to the Minister.	DCD, MCP, MSP&ED

Provision (Column 1)	Summary of power (Column 2)	Delegate (Column 3)
s.95(4)	Duty to comply with an order or direction.	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO
s.96(1)	Duty to obtain a permit from the Minister to use and develop its land.	DCD, MCP, MSP&ED
s96(2)	Giving consent to an applicant to apply to the Minister for a planning permit on land vested in Council	DCD
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	DCD, MCP, MSP&ED, CSP, CSTP
s.96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s96C	DCD, MCP, MSP&ED
s.96F	Duty to consider the panel's report under section 96E	DCD, MCP, MSP&ED, CSTP, CSP
s 96G(1) & (4)	Power to determine to recommend that a permit be granted with or without changes or to refuse to recommend that a permit be granted	DCD, MCP, MSP&ED, CSP, CSTP
s.96H(3)	Power to give notice in compliance with Minister's direction.	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP
s.96J	Power to issue permit as directed by the Minister.	DCD, MCP, MSP&ED, CSTP, CSP, SSP, TL, PP
s.96K	Duty to comply with direction of the Minister to give notice of refusal.	DCD, MCP, MSP&ED, CSTP, CSP, STP, TL, PP
s 97C(1)	Power to determine whether to request the Minister to decide the application	DCD, MCP, MSP&ED, CSP, CSTP
s.97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application.	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP
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.	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO, SO
s.97G(6)	Duty to make a copy of permits issued under s.97F available for inspection.	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO, SO
s.97L	Duty to include Ministerial decisions in a register kept under s.49.	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO, SO

Provision (Column 1)	Summary of power (Column 2)	Delegate (Column 3)
s.97MH	Duty to provide information or assistance to the Planning Application Committee	DCD, MCP, MSP&ED, CSTP, CSP
s.97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	DCD, MCP, MSP&ED, CSTP, CSP
s.97O(1) & (3)	Power to determine whether to issue or refuse to issue a certificate of compliance, having regard to the matters set out in this section and if a refusal is issued, power to specify any part of the use or development that would require a permit or is prohibited	DCD, MCP, MSP&ED, CSP, CSTP, TL
s.97O	Duty to consider application and issue or refuse to issue certificate of compliance	DCD, MCP, MSP&ED, CSP, TL
s.97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	DCD, MCP, MSP&ED, CSTP, CSP, TL, PP
s.97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	DCD, MCP, MSP&ED, CSTP, CSP, SSP, TL, PP
s.97Q(4)	Duty to comply with directions of VCAT	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO
s.97R	Duty to keep register of all application for certificate of compliance and related decisions	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO, SO
s.98(1)&(2)	Function of receiving claim for compensation in certain circumstances	DCD, MCP, MSP&ED, CSTP, CSP
s.98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	DCD, MCP, MSP&ED, CSTP, CSP, TL
s101	Function of receiving claim for expenses in conjunction with claim	DCD, MCP, MSP&ED,
s.103	Power to reject a claim for compensation in certain circumstances (small value of compensation claimed)	DCD, MCP, MSP&ED
s.107(1)	Function of receiving claim for compensation	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO, SO
s.107(3)	Power to agree to extend time for making claim for compensation	DCD, MCP, MSP&ED
s.114(1)	Power to determine to apply to the Tribunal for an enforcement order	DCD, MCP, MSP&ED, CSP, CSTP

Provision (Column 1)	Summary of power (Column 2)	Delegate (Column 3)
s.117(1)(a)	Function of making a submission to the VCAT where objections are received	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO, TPLI, SPIO
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	DCD, MCP, MSP&ED
s 123(1)	Power to carry out work required by enforcement order and recover costs	DCD, MCP, MSP&ED
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1) (except Crown Land)	DCD, MCP, MSP&ED
s.129	Function of recovering penalties	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO, TPLI, SPIO
s 130(5)	Power to allow recipient of planning infringement notice an extension of time beyond remedy period stated in planning infringement notice in order to inform Council that the additional steps set out in order have been taken	DCD, MCP, MSP&ED, CSP, TLPI, SPIO
s 140(2)(b)	Power to certify a copy of an approved planning scheme amendment	DCD, MCP, MSP&ED
s 149(1)	Power to apply to the Tribunal for review of decisions specified in s149	DCD, MCP, MSP&ED
s 149A(1)	Power to refer a matter to the Tribunal for determination	DCD, MCP, MSP&ED, CSP, TLPI, SPIO
s.149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	DCD, MCP, MSP&ED, CSP, TLPI, SPIO
s.156	Duty to pay fees and allowances (including a payment to the Crown under subsection (2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under subsection (2B) power to ask for contribution under subsection (3) and power to abandon amendment or part of it under subsection (4) (Where council is the relevant planning authority)	DCD, MCP, MSP&ED, CSTP, CSP
s156(2)(2A) (2B)	Duty to pay fees, allowances, costs and expenses	DCD, MCP, MSP&ED, CSTP, CSP TL, SPIO

Provision (Column 1)	Summary of power (Column 2)	Delegate (Column 3)
s 156(3)	Power to ask person who requested planning scheme amendment for contribution towards costs of panel incurred by Council under s156 (2) and (2A)	DCD, MCP, MSP&ED, CSTP
s 156(4)	Power to decide to abandon amendment if person does not agree to pay contribution amount to Council when requested	DCD, MCP, MSP&ED
s 171(1)	General powers of Responsible Authority	DCD, MCP, MSP&ED
s 171(2)(f)	Power to carry out studies and commission reports	DCD, MCP, MSP&ED
s 171(2)(g)	Power to grant and reserve easements	DCD, MCP, MSP&ED
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	DCD
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)	DCD
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	DCD
s 173(1)	Power to enter into agreement covering matters set out in s 174	DCD, MCP, MSP&ED
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	DCD, MCP, MSP&ED
s 173	Power to enter into agreement (note this also requires delegation to use the Council seal in executing any such agreements)	DCD, MCP, MSP&ED
s 177(2)	Power to apply to the Minister to end s173 agreement or to agree with all persons bound by covenants of s173 to end s173 agreement	DCD, MCP, MSP&ED
s 178	Power to amend a s 173 agreement with approval of Minister and all persons who are bound by covenant to s173 agreement	DCD, MCP, MSP&ED
s.178A(1)	Function of receiving application to amend or end an agreement	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO, SO

Provision (Column 1)	Summary of power (Column 2)	Delegate (Column 3)
s.178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	DCD, MCP, MSP&ED MCP, MSP&ED with prior discussions and agreement with DCD.
s.178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	DCD, MCP, MSP&ED MCP, MSP&ED with prior discussions and agreement with DCD.
s.178A(5)	Power to propose to amend or end an agreement	DCD, MCP, MSP&ED MCP, MSP&ED with prior discussions and agreement with DCD.
s.178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	DCD, MCP, MSP&ED
s.178B(2)	Duty to consider certain matters when considering proposal to end an agreement	DCD, MCP, MSP&ED
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	DCD, MCP, MSP&ED, CSTP, CSP
s.178C(4)	Function of determining how to give notice under s.178C(2)	DCD, MCP, MSP&ED, CSTP, CSP
s.178E(1)	Duty not to make decision until after 14 days after notice has been given	DCD, MCP, MSP&ED, CSTP, CSP
s 178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	DCD, MCP, MSP&ED MCP, MSP&ED with prior discussions and agreement with DCD.
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	DCD, MCP, MSP&ED MCP, MSP&ED with prior discussions and agreement with DCD.
s 178E(2)(c)	Power to refuse to amend or end the agreement	DCD, MCP, MSP&ED

Provision (Column 1)	Summary of power (Column 2)	Delegate (Column 3)
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	DCD, MCP, MSP&ED MCP, MSP&ED with prior discussions and agreement with DCD.
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	DCD, MCP, MSP&ED MCP, MSP&ED with prior discussions and agreement with DCD.
s 178E(3)(c)	Power to amend or end the agreement in a manner that is substantively different from the proposal	DCD
s 178E(3)(d)	Power to refuse to amend or end the agreement	DCD, MCP, MSP&ED
s.178F(1)	Duty to give notice of its decision under s.178E(3)(a) or (b)	DCD, MCP, MSP&ED, CSTP, CSP
s.178F(2)	Duty to give notice of its decision under s.178E(2)(c) or (3)(d)	DCD, MCP, MSP&ED, CSTP, CSP
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	DCD, MCP, MSP&ED, CSTP, CSP
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	DCD, MCP, MSP&ED, CSTP, CSP
s.178(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	DCD, MCP, MSP&ED, CSTP, CSP
s.179(1)	Duty to lodge agreement with Minister	DCD, MCP, MSP&ED, CSTP, CSP
s.179(2)	Duty to make available for inspection copy agreement	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO, SO
s 181	Power to apply to the Registrar of Titles for registration of the agreement	DCD, MCP, MSP&ED, CSP, TL, CSTP
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	DCD, MCP, MSP&ED, CSP, TL, CSTP
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	DCD, MCP, MSP&ED, CSP, TL, CSTP

Provision (Column 1)	Summary of power (Column 2)	Delegate (Column 3)
s 182	Power to enforce any covenant of a s173 agreement registered on title	DCD, MCP, MSP&ED
s.183	Duty to tell Registrar of Titles of ending/amendment of agreement	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO, SO
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	DCD, MCPO, MSP&ED MCP, MSP&ED with prior discussions and agreement with DCD.
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	DCD, MCP, MSP&ED, CSP, TL, CSTP
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	DCD, MCP, MSP&ED, CSP, TL, CSTP
s.184F(5)	Function of receiving advice from the Principle Registrar that the agreement may be amended or ended in accordance with Council's decision	DCD, MCP, MSP&ED, CSP, TL, CSTP
s.184G(2)	Duty to comply with a direction of the Tribunal	DCD, MCP, MSP&ED, CSP, TL, CSTP
s.184G(3)	Duty to give notice as directed by the Tribunal	DCD, MCP, MSP&ED, CSP, TL, CSTP
s.198(1)	Function to receive application for planning certificate.	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO, SO
s.199(1)	Duty to give planning certificate to applicant.	DCD, MCP, MSP&ED, CSTP, CSP, TL
s.201(1)	Function of receiving application for declaration of underlying zoning	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL PP, SP, PO, SO
s.201(3)	Duty to make declaration	DCD, MCP, MSP&ED
s.201(3)	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	DCD, MCP, MSP&ED

Provision (Column 1)	Summary of power (Column 2)	Delegate (Column 3)
s.201(3)	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	DCD, MCP, MSP&ED
s.201(3)	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	DCD, MCP, MSP&ED
s.201(3)	Power to give written authorisation in accordance with a provision of a planning scheme	DCD, MCP, MSP&ED
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	DCD, MCP, MSP&ED,
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	DCD, MCP, MSP&ED,
	Any power not expressly referred to in this delegation which by necessary implication is derived from the Planning and Environment Act 1987 and is not excluded from delegation by Section 188(2) of the Planning and Environment Act 1987.	DCD, MCP, MSP&ED, CSP, TL, CSTP

Planning and Environment Regulations 2015

Provision (Column 1)	Summary of power (Column 2)	Delegate (Column 3)
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 (where Council is not the planning authority and the amendment affects land within its municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.)	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO, SO
r 21	Power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under s 54 of the Act	DCD, MCP, MSP&ED, CSP, CSTP, TL, PP
r.9	Duty of Responsible Authority to provide copy information or report requested by Minister	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO, SO
r 21	Power of Responsible Authority to require verification of certain information	DCD, MCP, MSP&ED, CSP, CSTP, TL
r. 25	Duty of Responsible Authority to provide copy of matter considered under section 60(1A)(g) for inspection free of charge	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO, SO
r 25(a)	Duty to make copy of matter considered under s 60(1A)(g) available for inspection free of charge	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO, SO
r 25(b))	Function of receiving a copy of any document considered under s 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO, SO
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application (where Council is not the planning authority and the amendment affects land within Council's municipal district; or	DCD, MCP, MSP&ED, CSTP, CSP, SSP, TL, PP, SP, PO, SO

Provision (Column 1)	Summary of power (Column 2)	Delegate (Column 3)
	where the amendment will amend the planning scheme to designate Council as an acquiring authority)	
r 55	Duty of Responsible Authority to tell Registrar of Titles under s 183 of the Act of the cancellation or amendment of an agreement	DCD, MCP, MSP&ED, CSTP, CSP, SSP, STP, TL, PP, SP, PO, SO

Planning and Environment (Fees) Regulations) 2016

Provision (Column 1)	Summary of power (Column 2)	Delegate (Column 3)
r.20	Power to waive or rebate a fee in connection with matters other than an amendment to a planning scheme	DCD, MCP, MSP&ED, CSP, CSTP, TL
r.19	Power to waive or rebate fee for amendment to planning scheme	DCD, MCP, MSP&ED, CSP, CSTP
r.21	Duty if fee waived or rebated to record in writing the matters taken into account and which formed the basis of the decision	DCD, MCP, MSP&ED, CSTP, CSP

Monash Planning Scheme, Planning Permits and Section 173 Agreements

Provision (Column 1)	Summary of power (Column 2)	Delegate (Column 3)
Planning scheme provision	Power to determine that a thing or specified document required under the Monash Planning Scheme (eg. a development plan required under the Development Plan Overlay) is to the satisfaction of the Council	DCD, MCP, MSP&ED, CSTP, CSP, TL, PP
Planning scheme provision	Power to determine that a planning permit application is generally in accordance with a specified document prepared and approved pursuant to the Monash Planning Scheme (eg. a planning permit application made following the approval of a development plan prepared pursuant to the Development Plan Overlay)	DCD, MCP, MSP&ED, CSTP, CSP, TL, PP

Provision (Column 1)	Summary of power (Column 2)	Delegate (Column 3)
Planning scheme provision	Any other discretion vested in the Council under the Monash Planning Scheme	DCD, MCP, MSP&ED, CSTP, CSP, TL, PP
Condition in planning permit	Power vested in Council under a planning permit to provide secondary consent under a planning permit condition to allow modifications to an endorsed plan/s	DCD, MCP, MSP&ED, CSTP, CSP, TL, PP, SP
Clause in agreement made under s173 of the <i>Planning and Environment Act 1987</i> or s52A of <i>Town and Country Planning Act 1961</i>	Power vested in Council under agreement made under s173 of the <i>Planning and Environment Act 1987</i> or s52A of <i>Town and Country Planning Act 1961</i> to provide secondary consent for an amendment of a specified document	DCD, MCP, MSP&ED, CSTP, CSP, TL, PP
Clause in agreement made under s173 of the <i>Planning and Environment Act 1987</i>	Power to decide whether something is to the satisfaction of Council, where an agreement made under s173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or the Responsible Authority	DCD, MCP, MSP&ED, CSTP, CSP, TL
Clause in agreement made under s173 of the <i>Planning and Environment Act 1987</i>	Power to give consent on behalf of Council, where an agreement made under s173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or the Responsible Authority	DCD, MCP, MSP&ED, CSTP, CSP, TL

SCHEDULE 2

CONDITIONS RELATING TO THIS INSTRUMENT OF DELEGATION

General

Consideration is to be given to the matters in Schedule 2 when exercising the relevant duty/function/power/discretion conferred by this Instrument of Delegation.

A register is to be kept of all delegated decisions.

Notice of Application

Sections 52 and 57B of the *Planning & Environment Act 1987*

Requirements:

- 1.0 Notice shall be given by the applicant
 - 1.1 to the owners and occupiers of allotments adjoining and opposite the land, unless the Monash Planning Scheme exempts it or it is considered the grant of a permit would not cause material detriment
 - 1.2 to a Municipal Council where the application may affect land within its district
 - 1.3 to any person whom the Planning Scheme requires it to give notice; and
 - 1.4 to any person where the grant of a permit may cause material detriment to them.
- 2.0 Notice shall be given by all or any of the following methods
 - 2.1 placing a sign/s on the land and maintaining the sign in good order for 14 days
 - 2.2 publishing a notice in local newspaper(s)
 - 2.3 by giving written notice by certified mail; or

2.4 by any other way considered appropriate.

3.0 Applications in respect of the following uses and the relevant codes shall be notified as follows:

3.1 Multi Unit Developments

Notice of application shall be given in accordance with 2.1 and 2.3.

3.2 Commercial and Community Uses in Residential Zones

Notice of application shall be given in accordance with 2.1 and 2.3

Where a proposal may have a wider impact on the community advertising should be in accordance with guidelines 2.1, 2.2 and 2.3.

Guideline 2.4 to be applied as considered relevant.

3.3 Commercial, Business and Industrial

Where the size, nature or operation may cause detriment, the application shall be advertised in accordance with guidelines 2.1, 2.3 and as appropriate guidelines 2.2 and 2.4

3.4 Convenience Stores

Notice of all applications shall be given in accordance with guidelines 2.1 and 2.3 and as considered appropriate guidelines 2.2 and 2.4.

4.0 A delegated officer shall authorise correspondence requiring the notification of a Planning Application and must advise and have consent of the Manager City Planning or Coordinator Statutory Planning or Team Leader Statutory Planning as follows:

4.1 where a decision is made not to give notice and the reasons

4.2 the proposed method of giving notice of major applications

Permit Applications

Applications for planning permits in the following categories are to be referred to Council for decision:

(i) development in excess of \$3,9500,000 and major development proposals, except for:

- Any development in the Special Use Zone up to \$295,000,000 and industrial zones up to \$105,000,000;
- Any application where officers consider that a failure to determine an appeal to the Victorian Civil and Administrative Tribunal (VCAT) is likely and/or imminent may be refused by the Director City Development (or their delegates). The Director City Development will advise councillors when this is proposed.
- Any application for an Amendment to a Planning Permit under Section 72 of the Planning and Environment Act 1987, where the change is not material to the decision of Council and does not change or remove any condition that was included by Council in determining the application.

Settling VCAT Appeals:

The Director City Development is delegated the power to settle VCAT appeals of planning decisions **except** where the settlement proposal involves approving a proposed development which has been refused by a resolution of Council.

Sections 60, 61, 62, 63, 64, 74, 75, and 76 of the *Planning and Environment Act 1987*

Requirements:

A Permit, Amended Permit or Notice of Decision may issue:-

1. Where an application is lodged in full compliance with the relevant Council Policies and the provisions of the Monash Planning Scheme and no formal objections are received.
2. Where an application is in minor non-compliance with the relevant Council Code and no formal objections are received.
3. Where an application is lodged in general compliance with the relevant Council policies and objections received. Notwithstanding, applications of this type may be referred to Council.
4. A report is to be prepared and must be approved by the appropriate delegate stating the following -
 - Proposal, policy implications

- Consultation, conclusion
- Recommendation.

Requirements:

A Refusal may issue:-

1. Where an application is lodged that is not in compliance with the relevant Council Policies and/or the provisions of the Monash Planning Scheme.

Notwithstanding, applications of this type may be referred to Council.

2. A report is to be prepared and must be approved by the appropriate delegate stating the following –
 - Proposal, policy implications
 - Consultation, conclusion
 - Recommendation.

With regard to the above requirements, as they relate to Sections 60, 61, 62, 63, 64, 74, 75, and 76 of the Planning and Environment Act 1987, no one officer may prepare a report and act in a capacity of delegate for the endorsement of that recommendation. The officer exercising the power within this delegation, must have the sole role of reviewing and endorsing (or otherwise) the recommendation.

Request for more information

Section 54, 54A and 54B of the *Planning and Environment Act 1987*

Requirements:

1. In accordance with the aforementioned sections of the Act and regulation 20 of the Planning and Environment Regulations 2005, requests for more information should be made within the prescribed time period, being 28 days of receiving the application.
2. Requests should refer to Section 54, 54A and 54B of the Act as appropriate.

Extension of Time Applications

Section 69 of the *Planning and Environment Act 1987*

Requirement:

1. An application for an extension of time must be made in writing before the permit expires or within six months of the expiration date.
2. Where the permit has lapsed the extension shall operate from the day the permit expired.
3. The application should state the reason why the time given under the planning permit was insufficient.
4. The permit may be extended for a maximum period of 2 years in each instance.
5. Extensions of time can be granted where there has been no change in planning policy or direction. However, the views of any relevant referral authority may need to be sought prior to deciding on the extension.
6. If an extension is to be refused it must be made using the Refusal of Planning Permit document.
7. The Coordinator Statutory Planning or Team Leader Statutory Planning or other delegated officer may authorise the first, second and third, requests for an extension of time, or a fourth request where the total period of extensions to a permit does not exceed 6 years, and shall refer any subsequent request to Council for determination.

Lodging Objections or Appeals

Sections 57 and 82 of the *Planning and Environment Act 1987*

Requirements:

1. Delegates shall have the power to lodge appeals or objections against applications or decisions by other Planning Authorities for proposals outside the City of Monash which, in the opinion of the delegate, may cause material detriment to the amenity of the Municipality or conflict with Council's planning policies or philosophy.
2. Objections must be made in writing and state reasons for the objections.
3. Appeals must be lodged with the Victorian Civil and Administrative Tribunal, the Responsible Authority and any objectors within the prescribed time. Notice of Appeal forms are to be used and the reasons or grounds for the appeal stated, except in the case of an appeal against failure to grant a permit.

Enforcement Orders and Interim Enforcement Orders

Sections 114, 118, 120, 123 of the *Planning and Environment Act 1987*

Requirements:

1. Application to the Victorian Civil and Administrative Appeal Tribunal for an Enforcement Order must contain information, such as the grounds for making the application, whether it is to be against the owner, occupier or any other person who has an interest in the land.
2. Where an order is made, a copy must be served on all relevant parties
3. An Interim Enforcement Order may be sought where immediate action is required.

SCHEDULE 3

SCHEDULE OF DELEGATIONS

COUNCIL TO STAFF – CITY DEVELOPMENT DIVISION (COMMUNITY AMENITY DEPARTMENT)

5. References in the Schedule are as follows:

DCD – Director City Development

MCA – Manager Community Amenity

CPH – Coordinator Public Health

CCL – Coordinator Community Laws

SEHO – Senior Environmental Health Officer

EHO – Environmental Health Officer

EHT – Environmental Health Technician

PO – Prosecutions Officer

DOMESTIC ANIMALS ACT 1994			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s.41A(1)	power to declare a dog to be a menacing dog	DCD, MCA, CCL	Council may delegate this power to an authorised officer

Commented [GT1]: These are added to reflect a process whereby such decisions are made outside of the department as this represents best practice

ENVIRONMENT PROTECTION ACT 1970			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.53M(3)	power to require further information	DCD, MCA, CPH, SEHO	
s.53M(4)	duty to advise applicant that application is not to be dealt with	DCD, MCA, CPH, SEHO	
s.53M(5)	duty to approve plans, issue permit or refuse permit	DCD, MCA, CPH, SEHO	refusal must be ratified by council or it is of no effect
s.53M(6)	power to refuse to issue septic tank permit	DCD, MCA, CPH, SEHO	refusal must be ratified by council or it is of no effect

s.53M(7)	duty to refuse to issue a permit in circumstances in (a)-(c)	DCD, MCA, CPH, SEHO	refusal must be ratified by council or it is of no effect
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FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19(2)(a)	power to direct by written order that the food premises be put into a clean and sanitary condition	DCD, MCA, CPH, SEHO, EHO, EHT	If section 19(1) applies
s.19(2)(b)	power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	DCD, MCA, CPH, SEHO, EHO, EHT	If section 19(1) applies
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	DCD, MCA, CPH, SEHO, EHO, EHT	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s.19(4)(a)	power to direct that an order made under section 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	DCD, MCA, CPH, SEHO, EHO, EHT	If section 19(1) applies

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19(6)(a)	duty to revoke any order under section 19 if satisfied that an order has been complied with	DCD, MCA, CPH, SEHO, EHO, EHT	If section 19(1) applies
s.19(6)(b)	duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	DCD, MCA, CPH, SEHO, EHO, EHT	If section 19(1) applies
s.19AA(2)	power to direct, by written order, that a person must take any of the actions described in (a)-(c).	DCD, MCA, CPH, SEHO, EHO, EHT	where council is the registration authority
s.19AA(4)(c)	power to direct, in an order made under s.19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	DCD, MCA, CPH, SEHO, EHO, EHT	Note: the power to direct the matters under s.19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution
s.19AA(7)	duty to revoke order issued under s.19AA and give written notice of revocation, if satisfied that that order has been complied with	DCD, MCA, CPH, SEHO, EHO, EHT	where council is the registration authority
s.19CB(4)(b)	power to request copy of records	DCD, MCA, CPH, SEHO, EHO, EHT	where council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19E(1)(d)	power to request a copy of the food safety program	DCD, MCA, CPH, SEHO, EHO, EHT	where council is the registration authority
s.19GB	power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	DCD, MCA, CPH, SEHO, EHO, EHT	where council is the registration authority
s.19M(4)(a) & (5)	power to conduct a food safety audit and take actions where deficiencies are identified	DCD, MCA, CPH, SEHO, EHO	where council is the registration authority
s.19NA(1)	power to request food safety audit reports	DCD, MCA, CPH, SEHO, EHO, EHT	where council is the registration authority
s.19U(3)	power to waive and vary the costs of a food safety audit if there are special circumstances	DCD, MCA, CPH, EHT	
s.19UA	power to charge fees for conducting a food safety assessment or inspection	DCD, MCA, CPH, SEHO, EHO, EHT	except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39.
s.19W	power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	DCD, MCA, CPH, SEHO, EHO, EHT	where council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19W(3)(a)	power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	DCD, MCA, CPH, SEHO, EHO, EHT	where council is the registration authority
s.19W(3)(b)	power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	DCD, MCA, CPH, SEHO, EHO, EHT	where council is the registration authority
s.19W(5)	power to register, renew registration	DCD, MCA, CPH, SEHO, EHO	where council is the registration authority refusal to grant/renew registration must be ratified by Council (see section 58A(2))
<u>s 36A</u>	<u>Power to accept an application for registration or notification using online portal</u>	<u>DCD, MCA, CPH, SEHO, EHO, EHT</u>	<u>Where Council is the registration authority</u>
<u>s 36B</u>	<u>Duty to pay the charge for use of online portal</u>	<u>DCD, MCA, CPH, SEHO, EHO, EHT</u>	<u>Where Council is the registration authority</u>

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	DCD, MCA, CPH, SEHO, EHO, EHT	where council is the registration authority
s.38AB(4)	power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under subsection (1)	DCD, MCA, CPH,	where council is the registration authority
s.38A(4)	power to request a copy of a completed food safety program template	DCD, MCA, CPH, SEHO, EHO, EHT	where council is the registration authority
s.38B(1)(a)	duty to assess the application and determine which class of food premises under section 19C the food premises belongs	DCD, MCA, CPH, SEHO, EHO, EHT	where council is the registration authority
s.38B(1)(b)	duty to ensure proprietor has complied with requirements of section 38A	DCD, MCA, CPH, SEHO, EHO, EHT	where council is the registration authority
s.38B(2)	duty to be satisfied of the matters in section 38B(2)(a)-(b)	DCD, MCA, CPH, SEHO, EHO, EHT	where council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.38D(1)	duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39	DCD, MCA, CPH, SEHO, EHO, EHT	where council is the registration authority
s.38D(2)	duty to be satisfied of the matters in section 38D(2)(a)-(d)	DCD, MCA, CPH, SEHO, EHO, EHT	where council is the registration authority
s.38D(3)	power to request copies of any audit reports	DCD, MCA, CPH, SEHO, EHO, EHT	where council is the registration authority
s.38E(2)	power to register the food premises on a conditional basis	DCD, MCA, CPH, SEHO, EHO, EHT	where council is the registration authority; not exceeding the prescribed time limit defined under subsection (5).
s.38E(4)	duty to register the food premises when conditions are satisfied	DCD, MCA, CPH, SEHO, EHO, EHT	where council is the registration authority
s.38F(3)(b)	power to require proprietor to comply with requirements of this Act	DCD, MCA, CPH, SEHO, EHO, EHT	where council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	DCD, MCA, CPH, SEHO, EHO, EHT	Where Council is the registration authority
s 38G(2)	Power to require the proprietor of the food premises to comply with any requirement of the Act	DCD, MCA, CPH, SEHO, EHO, EHT	Where Council is the registration authority
s.39A	power to register or renew food premises despite minor defects	DCD, MCA, CPH, SEHO, EHO	where council is the registration authority only if satisfied of matters in subsections (2)(a)-(c)
s.40(2)	power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	DCD, MCA, CPH, SEHO, EHO	
s.40C(2)	power to grant or renew the registration of food premises for a period of less than 1 year	DCD, MCA, CPH, SEHO, EHO	where council is the registration authority
s.40D(1)	power to suspend or revoke the registration of food premises	DCD, MCA, CPH,	where council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.40F	Power to cancel registration of food premises	DCD, MCA, CPH, SEHO, EHO, EHT	Where Council is the registration authority The registration authority may cancel the registration of a food premises if satisfied that the applicant proprietor has permanently ceased to operate a food business from the premises.
s.43F(6)	duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	DCD, MCA, CPH, SEHO, EHO, EHT	where council is the registration authority
s.43F(7)	power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	DCD, MCA, CPH, SEHO, EHO, EHT	where council is the registration authority
s.46(5)	power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	DCD, MCA, CPH, SEHO, EHO, EHT, PO	where council is the registration authority

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 185L(4)	Power to declare and levy a cladding rectification charge	CEO	The only member of staff who can be a delegate in Column 3 is the CEO, under this section of the Act.

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 91ZU(1)	Power to give a renter a notice to vacate rented premises	NIL	Where Council is a public statutory authority engaged in the provision of housing
s 91ZZC(1)	Power to give a renter a notice to vacate rented premises	NIL	Where Council is a public statutory authority authorised to acquire land compulsorily for its purposes
s 91ZZE(1)	Power to give a renter a notice to vacate rented premises	NIL	Where Council is a public statutory authority engaged in the provision of housing
s 91ZZE(3)	Power to publish Council's criteria for eligibility for the provision of housing	NIL	Where Council is a public statutory authority engaged in the provision of housing
s.142D	function of receiving notice regarding an unregistered rooming house	DCD, MCA, CPH, SEHO, EHT	
s.142G(1)	duty to enter required information in Rooming House Register for each rooming house in municipal district	DCD, MCA, CPH, SEHO, EHO, EHT	
s. 142G(2)	power to enter certain information in the Rooming House Register	DCD, MCA, CPH, SEHO, EHO, EHT	

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.142I(2)	power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	DCD, MCA, CPH, SEHO, EHO, EHT	
s 206AZA(2)	Function of receiving written notification	DCD, MCA, CPH, SEHO, EHO	
s 207ZE(2)	Function of receiving written notification	DCD, MCA, CPH, SEHO, EHO	
s 311A(2)	Function of receiving written notification	DCD, MCA, CPH, SEHO, EHO	
s 317ZDA(2)	Function of receiving written notification	DCD, MCA, CPH, SEHO, EHO	
s.518F	power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	DCD, MCA, CPH, SEHO, EHO	
s.522(1)	power to give a compliance notice to a person	DCD, MCA, CPH, SEHO, EHO	
s.525(2)	power to authorise an officer to exercise powers in section 526 (either generally or in a particular case)	DCD, MCA	

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.525(4)	duty to issue identity card to authorised officers	DCD, MCA, CPH	
s.526(5)	duty to keep record of entry by authorised officer under section 526	DCD, MCA, CPH, SEHO, EHO	
s.526A(3)	function of receiving report of inspection	DCD, MCA, CPH, SEHO, EHO	
s.527	power to authorise a person to institute proceedings (either generally or in a particular case)	DCD, MCA, CPH, SEHO, EHO, PO	

SCHEDULE 4

SCHEDULE OF DELEGATIONS

COUNCIL TO COUNCIL STAFF (INFRASTRUCTURE & ENVIRONMENT DIVISION)

References in the Schedule are as follows:

“DINF” means Director Infrastructure and Environment

“DCD” means Director City Development

“DCORP” means Director Corporate Services

“CEO” means the Chief Executive Officer

“MFAIM” means Manager Facilities & Infrastructure Maintenance

“MENG” means Manager Engineering

“MCW” means Manager Capital Works

“MHORT” means Manager Horticulture Services

“MWS” means Manager Waste Services

“CSAM” means Coordinator Strategic Asset Management

“PDE” means Principal Development Engineer

“PTE” means Principal Transport Engineer

“CIM” means Coordinator Infrastructure Maintenance

“PAE” means Principal Administration Engineer

“CCIP” means Coordinator Civil Infrastructure Projects

“CWS” means Coordinator Waste Service

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.11(1)	Power to declare a road by publishing a notice in the Government Gazette	DINF	obtain consent in circumstances specified in section 11(2)
s.11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	Retained by Council; DCD	
s.11(9)(b)	duty to advise Registrar	DCD, DINF	
s.11(10)	duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	Retained by Council	clause subject to section 11(10A) Where Council is the coordinating road authority
s.11(10A)	duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	DCD, DINF	where council is the coordinating road authority
s.12(2)	power to discontinue road or part of a road	Retained by Council	where council is the coordinating road authority
s.12(4)	power to publish, and provide copy, notice of proposed discontinuance	Retained by Council	power of coordinating road authority where it is the discontinuing body unless subsection (11) applies

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.12(5)	duty to consider written submissions received within 28 days of notice	Retained by Council	Duty of coordinating road authority where it is the discontinuing body unless subsection 12 (11) applies
s.12(6)	function of hearing a person in support of their written submission	Retained by Council	Function of coordinating road authority where it is the discontinuing body unless subsection 12(11) applies
s.12(7)	duty to fix day, time and place of meeting under subsection (6) and to give notice	Retained by Council	Duty of coordinating road authority where it is the discontinuing body unless subsection 12 (11) applies
s.12(10)	duty to notify of decision made	DCD, DINF	Duty of coordinating road authority where it is the discontinuing body does not apply where an exemption is specified by the regulations or given by the Minister
s.13(1)	power to fix a boundary of a road by publishing notice in Government Gazette	DINF	Power of coordinating road authority and obtain consent under section 13(3) and section 13(4) as appropriate

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.14(4)	function of receiving notice from VicRoads	DINF	
s.14(7)	power to appeal against decision of VicRoads	DINF	
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	DINF	
s.15(1A)	power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	DINF	
s.15(2)	duty to include details of arrangement in public roads register	MENG, CSAM, PDE, DINF	
s.16(7)	power to enter into an arrangement under section 15	DINF	
s.16(8)	duty to enter details of determination in public roads register	MENG, CSAM, PDE, DINF	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.17(2)	duty to register public road in public roads register	MENG, CSAM, PDE, DINF	Where Council is the coordinating road authority
s.17(3)	power to decide that a road is reasonably required for general public use	MENG, DINF,CSAM	Where Council is the coordinating road authority
s.17(3)	duty to register a road reasonably required for general public use in public roads register	MENG, CSAM, PDE, DINF	Where Council is the coordinating road authority
s.17(4)	power to decide that a road is no longer reasonably required for general public use	MENG, DINF,CSAM	Where Council is the coordinating road authority
s.17(4)	duty to remove road no longer reasonably required for general public use from public roads register	MENG, CSAM, PDE, DINF	Where Council is the coordinating road authority
s.18(1)	power to designate ancillary area	MENG, DINF.CSAM	Where Council is the coordinating road authority, and obtain consent in circumstances specified in section 18(2)
s.18(3)	duty to record designation in public roads register	MENG, CSAM, PDE, DINF	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19(1)	duty to keep register of public roads in respect of which it is the coordinating road authority	MENG, CSAM, PDE, DINF	
s.19(4)	duty to specify details of discontinuance in public roads register	MENG, CSAM, PDE, DINF	
s.19(5)	duty to ensure public roads register is available for public inspection	MENG, CSAM, PDE, DINF	
s.21	function of replying to Ministers who request for information or advice	DINF, DCCD	Obtain consent in circumstances specified in section 11(2)
s.22(2)	function of commenting on proposed direction	DINF, DCD	
s.22(4)	duty to publish a copy or summary of any direction made under section 22 by the Minister in its annual report.	DCORP, MENG, DINF, CSAM	
s.22(5)	duty to give effect to a Ministerial direction under this section.	DINF, DCD	
s.40(1)	duty to inspect, maintain and repair a public road.	MENG, MCW, MHORT, MWS, DINF, MFAIM	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.40(5)	power to inspect, maintain and repair a road which is not a public road	MENG, MCW, MHORT, MWS, DINF, MFAIM	
s.41(1)	power to determine the standard of construction, inspection, maintenance and repair	MENG, MCW, MHORT, MWS, DINF, MFAIM	
s.42(1)	power to declare a public road as a controlled access road	MENG, DINF, CSAM	Power of coordinating road authority and Schedule 2 also applies
s.42(2)	power to amend or revoke declaration by notice published in Government Gazette	MENG, DINF, CSAM	Power of coordinating road authority and Schedule 2 also applies
s.42A(3)	duty to consult with VicRoads before road is specified	MENG, DINF, CSAM	Where Council is the coordinating road authority If road is a municipal road or part thereof
s.42A(4)	power to approve Minister's decision to specify a road as a specified freight road	MENG, DINF, CSAM	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

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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)	MENG, MCW, MHORT, MWS, DINF, CSAM	Where Council is the responsible road authority, infrastructure manager or works manager
s.48M(3)	function of consulting with the relevant authority for purposes of developing guidelines under section 48M	MENG, PTE, DINF	
s.49	power to develop and publish a road management plan	CSAM, DINF	
s.51	power to determine standards by incorporating the standards in a road management plan	CSAM, DINF; MENG, MCW	
s.53(2)	power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	DINF, CSAM	
s.54(2)	duty to give notice of proposal to make a road management plan	CSAM, DINF	
s.54(5)	duty to conduct a review of road management plan at prescribed intervals	CSAM, DINF	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.54(6)	power to amend road management plan	CSAM, DINF	
s.54(7)	duty to incorporate the amendments into the road management plan	CSAM, DINF	
s.55(1)	duty to cause notice of road management plan to be published in Government Gazette and newspaper	CSAM, DINF	
s.63(1)	power to consent to conduct of works on road	MENG, MCW,MWS, MHORT, CIM, CCIP, PTE, PDE, PAE, DINF, MFAIM	Where Council is the coordinating road authority
s.63(2)(e)	power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	MENG, MCW,MWS, MHORT, CIM, CCIP, PTE, PDE, PAE, DINF, MFAIM	Where Council is the infrastructure manager

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.64(1)	duty to comply with clause 13 of Schedule 7	MENG, MCW, CIM, CCIP, PTE, PDE, PAE, DINF, MFAIM	Where Council is the infrastructure manager or works manager
s.66(1)	power to consent to structure etc	MENG, PTE, DINF, PAE	Where Council is the coordinating road authority
s.67(2)	function of receiving the name & address of the person responsible for distributing the sign or bill	MENG, PTE, DINF, PAE	Where Council is the coordinating road authority
s.67(3)	power to request information	MENG, PTE, DINF, PAE	Where Council is the coordinating road authority
s.68(2)	power to request information	MENG, PTE, DINF, PAE	Where Council is the coordinating road authority
s.71(3)	power to appoint an authorised officer	CEO	
s.72	duty to issue an identity card to each authorised officer	DCD, DINF, MENG, MCW, MWS, MHORT, CSAM	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.85	function of receiving report from authorised officer	DCD, DINF, MENG, MCW, MWS, MHORT, CSAM	
s.86	duty to keep register re section 85 matters	DCD, DINF, MENG, MCW, MWS, MHORT, CSAM	
s.87(1)	function of receiving complaints	DCD, DINF	
s.87(2)	duty to investigate complaint and provide report	DCD, DINF	
s.112(2)	power to recover damages in court	DCD, DINF, MENG, MHORT, MCW, MWS, CSAM, MFAIM	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.116	power to cause or carry out inspection	MENG, MCW, MHORT, MWS, CIM, CCIP, PTE, PDE, PAE, CSAM, DINF	
s.119(2)	function of consulting with VicRoads	MENG, MCW, MHORT, MWS, DINF, CSAM, MFAIM	
s.120(1)	power to exercise road management functions on an arterial road (with the consent of VicRoads)	MENG, MCW, MHORT, MWS, DINF, CIM, CCIP, PTE, MFAIM	With the consent of VicRoads
s.120(2)	duty to seek consent of VicRoads to exercise road management functions before exercising power in section 120(1)	MENG, MCW, MHORT, MWS, DINF, CIM, CCIP, PTE, MFAIM	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.121(1)	power to enter into an agreement in respect of works	MENG, MCW, MHORT, MWS, DINF, MFAIM	
s.122(1)	power to charge and recover fees	MENG, DINF, DCITY	
s.123(1)	power to charge for any service	MENG, MCW, MHORT, MWS, DINF, DCITY, CSAM, MFAIM	
Schedule 2 Clause 2(1)	power to make a decision in respect of controlled access roads	DINF, MENG, MCW, MFAIM, CSAM	
Schedule 2 Clause 3(1)	duty to make policy about controlled access roads	DINF, MENG, MCW, CSAM, MFAIM	
Schedule 2 Clause 3(2)	power to amend, revoke or substitute policy about controlled access roads	DINF, MENG, MCW, CSAM, MFAIM	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 2 Clause 4	function of receiving details of proposal from VicRoads	DINF, MENG, MCW, CSAM, MFAIM	
Schedule 2 Clause 5	duty to publish notice of declaration	DINF, MENG, MCW, CSAM	
Schedule 7, Clause 7(1)	duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	DINF, MENG, MCW, MFAIM	where council is the infrastructure manager or works manager
Schedule 7, Clause 8(1)	duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	DINF, MENG, MCW, MFAIM, CSAM	where council is the infrastructure manager or works manager
Schedule 7, Clause 9(1)	duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	DINF, MENG, MCW, CSAM, MFAIM	where council is the infrastructure manager or works manager responsible for non-road infrastructure

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7, Clause 9(2)	duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	DINF, MENG, MCW, CSAM, MFAIM	where council is the infrastructure manager or works manager
Schedule 7, Clause 10(2)	where Schedule 7 Clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	DINF, MENG, MCW, CSAM, MFAIM	where council is the infrastructure manager or works manager
Schedule 7 Clause 12(2)	power to direct infrastructure manager or works manager to conduct reinstatement works	DINF, MENG, MCW, CIM, CCIP, PAE, MFAIM, CSAM	where council is the coordinating road authority
Schedule 7 Clause 12(3)	power to take measures to ensure reinstatement works are completed	DINF, MENG, MCW, CIM, CCIP, PAE, CSAM, MFAIM	where council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 12(4)	duty to ensure that works are conducted by an appropriately qualified person	DINF, MENG, MCW, CIM, CCIP, PAE, MFAIM, CSAM	where council is the coordinating road authority
Schedule 7 Clause 12(5)	power to recover costs	DINF, MENG, MCW, CIM, CCIP, PAE, CSAM, MFAIM	where council is the coordinating road authority
Schedule 7, Clause 13(1)	duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to Schedule 7, Clause 13(2)	DINF, MENG, MCW, CCIP, CIM, PAE, MFAIM	where council is the works manager
Schedule 7 Clause 13(2)	power to vary notice period	DINF, MENG, MCW, CIM, CCIP, PAE, MFAIM	where council is the coordinating road authority
Schedule 7, Clause 13(3)	duty to ensure works manager has complied with obligation to give notice under Schedule 7, Clause 13(1)	DINF, MENG, MCW, CCIP, CIM, PAE, MFAIM	where council is the infrastructure manager

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 16(1)	power to consent to proposed works	DINF, MENG, MCW, CIM, CCIP, PAE, CSAM, MFAIM	where council is the coordinating road authority
Schedule 7 Clause 16(4)	duty to consult	DINF, MENG, MCW, CIM, CCIP, PAE, MFAIM, CSAM	where council is the coordinating road authority, responsible authority or infrastructure manager
Schedule 7 Clause 16(5)	power to consent to proposed works	DINF, MENG, MCW, CIM, CCIP, PAE, CSAM, MFAIM	where council is the coordinating road authority
Schedule 7 Clause 16(6)	power to set reasonable conditions on consent	DINF, MENG, MCW, CIM, CCIP, PAE, CSAM, MFAIM	where council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 16(8)	power to include consents and conditions	DINF, MENG, MCW, CIM, CCIP, PAE, CSAM, MFAIM	where council is the coordinating road authority
Schedule 7 Clause 17(2)	power to refuse to give consent and duty to give reasons for refusal	DINF, MENG, MCW, CIM, CCIP, PAE, CSAM, MFAIM	where council is the coordinating road authority
Schedule 7 Clause 18(1)	power to enter into an agreement	DINF, MENG, MCW, CIM, CCIP, PAE, CSAM, MFAIM	where council is the coordinating road authority
Schedule 7 Clause 19(1)	power to give notice requiring rectification of works	DINF, MENG, MCW, CCIP, CIM, PAE, CSAM, MFAIM	where council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 19(2) & (3)	power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	DINF, MENG, MCW, CIM, CCIP, PAE, CSAM, MFAIM	where council is the coordinating road authority
Schedule 7 Clause 20(1)	power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	DINF, MENG, MCW, CSAM, MFAIM	where council is the coordinating road authority
Schedule 7A Clause 2	power to cause street lights to be installed on roads	DINF, MENG, MCW, PTE, PAE, CSAM	power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
Schedule 7A Clause 3(1)(d)	duty to pay installation and operation costs of street lighting - where road is not an arterial road	DINF, MENG, MCW, CSAM	where council is the responsible road authority
Schedule 7A Clause 3(1)(e)	duty to pay installation and operation costs of street lighting – where road is a service road on an arterial road and adjacent areas	DINF, MENG, MCW, CSAM	where council is the responsible road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7A Clause (3)(1)(f),	duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with clauses 3(2) and 4	DINF, MENG, MCW, CSAM	duty of council as responsible road authority that installed the light (re: installation costs) and where council is relevant municipal council (re: operating costs)

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.8(1)	duty to conduct reviews of road management plan	CSAM, DINF	
r.9(2)	duty to produce written report of review of road management plan and make report available	CSAM, DINF	
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)	CSAM, DINF	where council is the coordinating road authority
r.10	duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under section 41 of the Act	CSAM, DINF	
r.13(1)	Duty to publish notice of amendments to road management plan	CSAM, DINF	where council is the coordinating road authority
r.13(3)	duty to record on road management plan the substance and date of effect of amendment	CSAM, DINF	
r.16(1)	power to issue permit	MENG, MWS, PAE, CWS	where council is the coordinating road authority

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r. 16(3)	Power to charge fee for issuing permit under regulation 16(1)	MENG, MWS, PAE, CWS	Where council is the coordinating road authority
r.18(1)	power to give written consent re damage to road	MENG, PTE, DINF, MCW, MWS	where council is the coordinating road authority
r.23(2)	power to make submission to Tribunal	MENG, PTE, DINF, MCW, MWS	where council is the coordinating road authority
r.23(4)	power to charge a fee for application under section 66(1) Road Management Act	MENG, PAE, DINF, MWS, MCW	where council is the coordinating road authority
r. 24(1)	Power to give written direction to a responsible person to remove any object, refuse, rubbish, substance or other materials deposited or left on the road	MENG, PTE, DINF, MCW, MWS, MHORT	Where council is the responsible road authority
r.25(1)	power to remove objects, refuse, rubbish or other material deposited or left on road	MENG, MCW, MHORT, MWS, DINF, MFAIM	where council is the responsible road authority

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.25(2)	power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	DINF, CSAM	where council is the responsible road authority
r.25(5)	power to recover in the Magistrates' Court, expenses from person responsible	MENG, MCW, MHORT, MWS, DINF, CSAM, MFAIM	Where council is the responsible

ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.15	power to exempt a person from requirement under clause 13(1) of Schedule 7 of the Act to give notice as to the completion of those works	MENG, MCW, DINF, MFAIM	where council is the coordinating road authority and where consent given under section 63(1) of the Act

ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.22(2)	power to waive whole or part of fee in certain circumstances	MENG, MCW, MHORT, MWS, DINF, MFAIM, CSAM	where council is the coordinating road authority

ATTACHMENT 3a

CITY OF MONASH

INSTRUMENT OF DELEGATION MADE PURSUANT TO SECTION 11 OF THE LOCAL GOVERNMENT ACT 2020

In exercise of the power conferred by Section 11 of the Local Government Act 2020, Monash City Council (**Council**) delegates to Andi Diamond, Chief Executive Officer, the following duties and powers:

The power to execute any document relating to the acquisition of land or the disposal of Council-owned land.

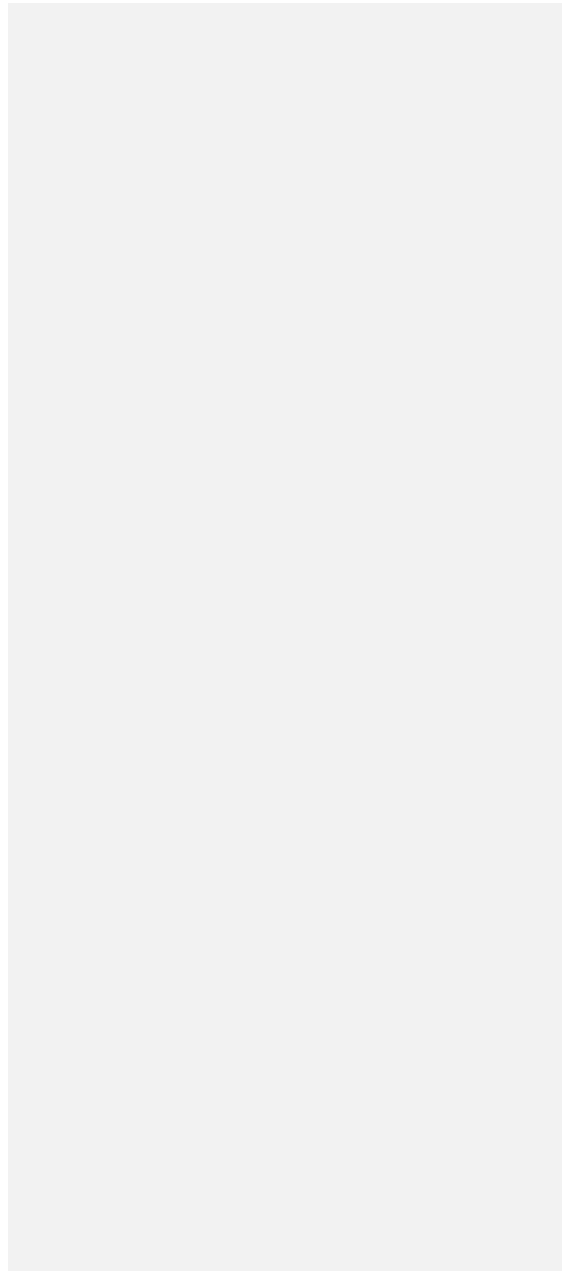
AND RESOLVES THAT

1. This instrument is authorised by a resolution of Council passed on 28 September 2021
2. The delegation comes into force immediately it is adopted by Council.
3. Remains in force until Council resolves to vary or revoke it.
4. Is immediately revoked upon Andi Diamond ceasing to hold the position of Chief Executive Officer of Monash City Council.
5. Must be exercised in accordance with any guidelines or policies which Council from time to time adopts.

THE COMMON SEAL OF)
MONASH CITY COUNCIL)
was hereunto affixed this)
..... day of)
2021 in the presence of:)

.....

.....



ATTACHMENT 3b

CITY OF MONASH

INSTRUMENT OF DELEGATION MADE PURSUANT TO SECTION 11 OF THE LOCAL GOVERNMENT ACT 2020

In exercise of the power conferred by Section 11 of the Local Government Act 2020, Monash City Council (**Council**) delegates to Peter Panagakos, Director City Development, the following duties and powers:

The power to execute any document relating to the acquisition of land or the disposal of Council-owned land.

AND RESOLVES THAT

1. This instrument is authorised by a resolution of Council passed on 28 September 2021.
2. The delegation comes into force immediately it is adopted by Council.
3. Remains in force until Council resolves to vary or revoke it.
4. Is immediately revoked upon Andi Diamond ceasing to hold the position of Chief Executive Officer of Monash City Council.
5. Must be exercised in accordance with any guidelines or policies which Council from time to time adopts.

THE COMMON SEAL OF)
MONASH CITY COUNCIL)
was hereunto affixed this)
..... day of)

2021 in the presence of:)

.....

.....

