

MINUTES

COUNCIL MEETING

Tuesday 30 January 2024
6:30 pm

City Hall
57 Little Malop Street, Geelong 3220

LIVE STREAMED ON THE CITY'S WEBSITE:

www.geelongaustralia.com.au/meetings

COUNCIL:

Cr T Sullivan (Bellarine Ward) - Mayor
Cr A Aitken (Windermere Ward) - Deputy Mayor
Cr J Mason (Bellarine Ward)
Cr E Wilkinson (Bellarine Ward)
Cr M Cadwell (Brownbill Ward)
Cr E Kontelj (Brownbill Ward)
Cr P Murrhy (Brownbill Ward)
Cr B Harwood (Kardinia Ward)
Cr B Moloney (Kardinia Ward)
Cr R Nelson (Kardinia Ward)
Cr S Hathway (Windermere Ward)

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Present: Crs T Sullivan (Mayor), A Aitken, M Cadwell, B Harwood (Virtual), S Hathway, E Kontelj, J Mason, B Moloney (Virtual), P Murrhly, R Nelson, E Wilkinson

Also Present: A Wastie (Chief Executive Officer), J Stirton (Executive Director City Infrastructure), T Bradley (Executive Director Placemaking), T Edwards (Executive Director Corporate Services), A Locke (Acting Executive Director City Life), V Allan (Chief Legal Counsel, Governance and Risk Officer), J Douglas (Acting Manager Governance)

1. PROCEDURAL MATTERS

1.1. Acknowledgement of Country

Council acknowledges the Wadawurrung People as the Traditional Owners of the Land, Waterways and Skies. We pay our respects to their Elders, past, present and emerging. We acknowledge all Aboriginal and Torres Strait Islander people who are part of our Greater Geelong community today.

1.2. Apologies

Cr Mason (Leave of Absence)

1.3. Leaves of Absence

Cr Harwood moved, Cr Kontelj seconded –

That Leave of Absence be granted to Cr Mason from 23 January to 23 February 2024, inclusive.

Carried

Cr Murrhly moved, Cr Wilkinson seconded -

That Leave of Absence be granted to Cr Harwood from 19 February to 26 February 2024, inclusive.

Carried

1.4. Declarations of Conflicts of Interest

Nil

1.5. Confirmation of Minutes

Cr Murrhly moved, Cr Kontelj seconded -

That the Minutes of the Council Meeting held on 12 December 2023 be confirmed.

Carried

1.6. Public Question and Submission Time

The following persons submitted questions prior to the Council Meeting on the following various subjects:

1. Alex Farlech – Question Time
2. Bernie Franke – 26 January
3. Kelly Clitheroe – Street Lighting
4. Pauline Murphy – Watt Street, Lara
5. Pam Youren – Watt Street, Lara
6. Dawn Syme – Watt Street, Lara
7. Coreen Wilson – Watt Street, Lara
8. Jane Compston – Waste Incineration
9. Charles Street – Waste Incineration
10. Laurie King – Waste Incineration
11. John Verikios – Pakington Street UDF – Community Panel
12. Trish Grant – Market Square Masterplan

Bernie Franke asked:

Question 1:

On what grounds has the Council cancelled the name Australia Day, our national day?

Thank you for your questions Bernie.

In May 2022 Council sought to learn how people felt about January 26 and also how we, as a City and region, could make the day more inclusive through an enquiry based consultation process. You can find the full engagement report on our website and we can email a copy to you directly if that is preferred.

The results directly informed the changes we have made to bring greater inclusion of First Nations Culture and history.

Question 2:

From the Council website: "the Council also resolved to advocate to the federal government on behalf of the community regarding a conversation about changing the date or changing the day".

What hard evidence can the Council provided that demonstrates that the Councils position is actually in line with the majority view of the areas 250,000 residents?

As mentioned in response to the previous question you can access the full Engagement Report published in May 2023, 'A Conversation About 26 January' which is available on the Geelong Australia web page. The data collated was statistically representative.

Kelly Clitheroie asked:

With the Federal Government recently releasing its National Light Pollution Guidelines for Wildlife, when can we expect the CoGG to begin altering its lighting policies to reduce the light impact from its street lights, and government buildings and facilities, to support these initiatives? Perhaps a study could be undertaken, looking at some European countries, like France, which have dimming policies on their street lights?

With Geelong, the Bellarine and Surfcoast no more than 20km in any particular direction from coastal, wetland and nature reserves, CoGG should be leading the charge in reducing carbon emissions from excessive lighting practices and caring for our wildlife.

Thank you for your questions Kelly.

The City is committed to reducing both light pollution and carbon emissions from lighting practices as part of our Environment Strategy 2020-2030. Our priority with respect to public lighting is currently on compliance with the various applicable Australian standards. These National Standards now include provisions for control of the obtrusive effects from outdoor lighting, and City Officers are in the process of developing updated requirements for streetlights in relation to the National Light Pollution Guidelines for Wildlife.

With regards to the City's position on reducing Carbon Emissions from excessive lighting, the City's Smart Lighting project, in collaboration with energy distribution company Powercor have replaced around 15,000 residential lights with LEDs. Completion of this project will result in converting all of Greater Geelong's 25,000-plus street lights to LED. The LED luminaries, including new smart PE cells, are about 85 per cent more energy efficient than the existing mercury vapour lights.

The new LED lights include a smart control device to enable remote control adjustment of the lighting output to aid efficiency and offer a reduction in both light pollution and carbon emissions. The dashboard that will allow these capabilities is still in development by PowerCor.

Pauline Murphy asked:

Question 1:

Watt Street was originally a suburban street with the width of the road determined prior to it becoming a designated daily bus route and is frequently used by trucks. Therefore, should it not be sealed to the full width to ensure the safety of all road users, maintain the integrity of the seal and to reduce councils cost with having to continually replace gravel on the edge?

Thank you for your questions Pauline:

As part of the approved planning permit for the Lifestyle Retirement Village, the developer was required to seal Watt Streets' existing footprint. This work has been completed.

Separate to the planning permit conditions, a temporary shoulder was built on the north side of Watt Street to accommodate underground services and provide more width for traffic. This work has also been completed.

Concept plans to construct and seal the north side of Watt Street have been prepared. These works are currently subject to development of land on the north side of the road. At this time, we are unable to advise when development would occur.

If adjoining property owners were willing to contribute, Council would consider widening the road through our Special Rate and Charge Scheme. Information about Special Rate and Charge schemes and expressions of interest are available on our website.

Budget for City road improvements are finite and road upgrades are prioritised based on broad community benefit. At this time, there are other priority road projects with higher strategic merit to the Greater Geelong community.

Question 2:

Since the road has been sealed, Watt Street has now become both a shortcut for traffic coming from Lara West for access to the freeway (thus dodging McClelland Avenue and vice versa) and a speedway. Does the COGG have up to date traffic movement information now that the traffic patterns have changed, and will consideration be given to a Council Traffic Survey?

In 2023 The City collected traffic speed and volume data for Watt Street, Lara and therefore have no plans to initiate another traffic count.

Watt Street is classified as a 'Category 3 – rural collector road'. This means it is an important access road for the general community. It can carry moderate volumes of traffic and provide access, by linking local areas to arterial roads.

Our traffic counts indicate a daily volume of approximately 1,300 vehicles per day on this road. That means the traffic volume is well within the appropriate levels for the road type.

Pam Youren asked:

I have photos of 79 potholes I took from the whole length of Watt Street to Avalon Road on July 10 last year. Would Council like to see them?

Thank you for your question Pam.

The City run a regular inspection program looking for defects that meet intervention levels as per our Road Management Plan. Watt Street was recently inspected and defects that exceeded our intervention levels have been logged with my City Works team to rectify. I am more than happy to receive your photos if you'd like, however I can assure you that those defects that exceeded our intervention levels will be rectified.

We do encourage the public to send through requests for service through either our website, our App, by phone at 5272 5772 or through our Customer Service team at contactus@geelongcity.vic.gov.au.

Dawn Syme asked:

Regarding the widening of Watt Street, Lara. Is Watt Street Lara a designated 'truck route'? The volume of large vehicles using Watt Street Lara, E-cement trucks, V-doubles is increasing daily. Add to that the amount of traffic from the recently extended Lara Lifestyle Village it is very obvious Watt Street, Lara requires immediate attention?

Thank you for your question Dawn.

Watt Street is not a designated local road heavy vehicle route. However, if heavy vehicles are accessing a location within the area and Watt Street is an appropriate route to travel to their destination, those vehicles are permitted. We also acknowledge that whilst the additional stages of the Lifestyle Village are constructed, heavy vehicles will increase during this phase of construction.

Watt Street is classified as a 'Category 3 – rural collector road'. This means it is an important access road for the general community. It can carry moderate volumes of traffic and provide access, by linking local areas to arterial roads.

Our traffic counts indicate a daily volume of approximately 1,300 vehicles per day on this road. That means the traffic volume is well within the appropriate levels for the road type.

Coreen Wilson asked:

Could we please have a speed limit of 40kms on Watt Street?

Thank you for your question Coreen.

Watt Street is recognised as a Category 3 Collector Road Rural and serves as a connector street to other local roads. The road is currently a signed 60km/hr street, with 2023 data showing majority of drivers abiding to this speed limit.

Reducing the speed limit down to 40km/hr would not align to the Victorian Speed Zone Guidelines due to the surrounding land use being rural living, types of road users and the role Watt Street serves to the broader road network.

Charles Street asked:

Question 1:

Our Environment Protection Authority has issued Development Licence DL00030041 for the construction of the Lara Big Incinerator. In doing so, the EPA has failed to protect the environment and the citizens of Greater Geelong. To enable that decision, the EPA has placed great reliance on environmental and health risk assessments prepared by consultants paid for by the proponent Prospect Hill International. None of those assessments are INDEPENDENT, creating the perception at least of a conflict of interest. A referral should have been made to the Minister for an independent EES, but this has not happened. If it is within Council's powers to make a formal request to the Minister for an INDEPENDENT Environmental Effects Statement (EES) will Council now do so, please?

See the EES Ministerial Guidelines at <https://www.planning.vic.gov.au/environmental-assessments/environmental-assessment-guides/environment-effects-statements-in-victoria>
See also S.8(1) of the Environment Effects Act 1978 at <https://www.legislation.vic.gov.au/in-force/acts/environment-effects-act-1978/026>

Thank you for your questions Charles,

Council is not one of the bodies who can refer an application for an Environmental Effects Statement. The EPA as the Responsible Authority determined an EES was not required, however, a self-assessment was provided by the applicant. The EPA's Assessment report for the development licence stated the decision to require an EES under the EE Act is a matter for the responsible minister. Similar and larger Waste to Energy proposals have been referred to the responsible Minister previously. A previous decision for a 650,000 tonne a year Waste to Energy facility did not trigger the requirement for an EES.

Question 2:

Has the City of Greater Geelong been approached by any waste incinerator company, agent or contractor, regarding the potential supply of waste to any waste incinerator facility?

The City has not been approached by any waste incinerator company, agent or contractor, regarding the potential supply of waste to any waste incinerator facility.

Trish Grant asked the following in relation to the Market Square Masterplan:

I disagree with the Market Square Masterplan.

How much is this plan costing the Geelong taxpayers?

Can we please fix the central bus depot problem once and for all?

Thank you for your questions Trish, and for sharing your feedback on the draft Market Square Masterplan.

We encourage submissions to the draft Masterplan engagement, which is open until the 11 February. All inputs and views will be considered as part of the engagement process. We will report back on how your views together with those of others have influenced the masterplan.

The Market Square Shopping Centre is identified as a Strategic Development Site in the Central Geelong Framework Plan. The preparation of the Masterplan was funded by the City Design Unit and has an approximate cost of \$250,000 over 2 years which includes consultant reports, engagement, economic analysis and masterplan preparation.

It is acknowledged that some parts of the draft Plan are highly dependent on private redevelopment of the built form. The aim is for this Plan to function as a catalyst for the regeneration of the heart of Geelong. The Plan can also be used to advocate for funding for key actions.

The draft plan explores an alternative arrangement for buses on Moorabool Street, and we value your feedback in relation to the bus operations. The Department of Transport and Planning (DTP) are responsible for the bus network, and Council will continue to discuss bus operations with the DTP as part of the engagement process and any future implementation.

Council is looking to work proactively with all stakeholders in the precinct including private landowners to realise positive outcomes for this site for the city.

Tennille Bradley (Executive Director Placemaking) encouraged Trish to contact her to further discuss her issues in relation to her questions relating to the Masterplan.

The following questions were taken from the floor:

Jennifer Bantow asked:

I'd like to let Councillors know that I submitted a letter to the editor and to The Geelong Advertiser last week.

The letter says that the City was not involved in the demolition of Waverly and interior as it's known in the Heritage overlay the interior was also significant as it's described in the Heritage overlay. The letter also lists the several state government departments that participated in this Scandal. I use that word advisedly including the ministries of planning and Regional Development, the Office of the Victorian Government Architect and the Geelong Authority, these are all state level departments the mistake came from.

I understand when the state government changed Council's planning scheme to allow a special use overlay across the whole Convention Centre site the City then lost its authority to protect places under local Heritage overlay on that site. The example of losing Waverly can only be positive if it's a catalyst to bring about strengthening the Heritage Provisions in the planning and legislation that is the Planning and Environment Act to better protect important significant local Heritage places that's what we have to concentrate on here because that's what local people value so this can never happen again.

If we strengthen these that's the only positive outcome from this, or the passing of another Act of Parliament for the Planning and Environment Act. I think the Act is way out of date, particularly the Heritage Provisions, this is what local government must look after Heritage places that are local, clearly the current situation isn't working for such a significant place to be demolished so hastily and not retrieving all the terrific things that the building had - such as the new Welsh slate tiles, beautiful cast iron plaster work fabulous things that were just smashed with undue haste. An organisational structure it seems to have been the Urban Design and Heritage Unit seems to have been changed and the word heritage has disappeared it seems from the organisational structure it seems to have been replaced by a unit called City Design under a heading called Placemaking meaning I don't know what in plain English the word heritage has disappeared, this seems a backward step lowering the profile of Heritage in the city.

Within the new structure, is there still to be a Councillor portfolio called Heritage and is there still going to be a Heritage Advisory Committee and are there any other plans to raise the importance of Heritage in this city, particularly in commercial and mixed use zoning areas? We do fairly well in residential areas but we don't do well conserving Heritage in the commercial areas.

The Mayor responded Council has a Councillor placed on the portfolio for Heritage and that Councillor will also be present on the Heritage Advisory Committee.

The Chief Executive Officer thanked Jennifer for her timely questions and responded this very conversation is presently being discussed with the Executive Director of Placemaking. The discussions included opportunities to ensure Heritage is cemented into the new structure.

Steve O'Brien asked:

Question 1:

What was the cost of the Rainbow Crossing?

Question 2:

What was the cost of running the LGBTQIA+ Advisory Committee and associated projects?

The Chief Executive Officer took the questions on notice for a written response.

1.7. Petitions

Cr Aitken presented a petition containing 469 signatures from concerned residents in Watt Street, Lara. Watt Street is a very narrow, partially sealed road which has large potholes along the edges, an unsealed shoulder and no line marking, making it dangerous to drive along, especially with the large volume of traffic, including buses utilising Watt Street.

Residents are requesting Council to seal the full width of the roadway, potholes repaired and appropriate line marking completed.

Cr Aitken presented a petition containing approximately 490 signatures from concerned residents requesting Council seal Gifkins Road, Little River. It currently remains unsealed posing significant hazards to the community.

2. REPORTS

2.1. External Funding Milestone Recognition Guidelines

Source: Placemaking
Executive Director: Tennille Bradley

Purpose

1. To adopt the External Funding Milestone Recognition Guidelines.

Background

2. These Guidelines have been developed to ensure Council and City officers abide by funding agreement requirements for the appropriate recognition, invitations and representation at milestone events.

Key Matters

3. The Guidelines apply to all external engagements with Ministers, Members of Parliament, and private funding partners subject to a nominated milestone in a signed funding agreement or for milestone events for grant funding from the Australian and Victorian Government that may not have an agreement attached. These events may also involve the Mayor, Deputy Mayor or councillors.
4. These events include, but are not limited to, photo opportunities, media releases attendances at sod turnings, official openings including opening of facilities, site tours, launches etc.
5. The Guidelines apply to the City as an organisation and elected Councillors. This means that the Guidelines apply to employees of the City and individual Councillors representing their constituents.

RESOLUTION - Item 2.1

Cr Sullivan moved, Cr Aitken seconded -

That Council adopt the External Funding Milestone Recognition Guidelines.

Carried

Financial Sustainability

6. Implementation of Guidelines will support a positive relationship between Council, external funding providers and local government representatives and will provide confidence in Council's ability to manage the implementation and recognition of associated projects.

Community Engagement

7. Feedback from Councillors and Local Members of Parliament from previous milestone events and recognition opportunities informed the development of the Guidelines.

Social Equity and Sustainability

8. Due to the nature of the Guidelines this was not a consideration.

Relevant Law/Policy/Legal Implications

9. Consideration was given to the *Local Government Act (VIC) 2020*.

Alignment to Community Plan and Vision

10. This report aligns with Our Community Plan 2021-2025 strategic priority: High-performing council and organisation.

Conflict of Interest

11. No officer involved in the preparation of this report declared a general or material conflict of interest.

Risk Assessment

12. The implementation of these Guidelines will support Council Officers and Councillors in regard to political and reputational risk.

Environmental Sustainability

13. There are no environmental sustainability implications from the adoption of this report.

Attachments

1. External Funding Milestone Recognition Guidelines [2.1.1 - 11 pages]

THE CITY OF
GREATER GEELONG

EXTERNAL FUNDING MILESTONE RECOGNITION GUIDELINES

Approval Date: 30 January 2024

Approved by: Council

Review Date: 30 January 2027

Responsible Officer: Manager Government Relations &
Advocacy

Authorising Officer: Chief Executive Officer

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Introduction

PURPOSE

These Guidelines have been developed to ensure the Council and City officers abide by the requirements under funding agreements for the appropriate recognition, invitations, and representation at milestone events, including but not limited to photo opportunities, media releases, sod turnings and official openings by specifying the appropriate roles and inclusion of the mayor, deputy mayor, councillors, Ministers, Members of Parliament and private funding partners.

SCOPE

These Guidelines apply to all external engagement with Ministers, Members of Parliament and private funding partners that is subject to a nominated milestone in a signed funding agreement or for milestone events for grant funding from the Australian and Victorian Government that may not have an agreement attached, which may also involve the mayor, deputy mayor, and other councillors, these include but not limited to: Media opportunities; attendances at milestone events such as sod turnings, opening of facilities, site tours, launches etc.

These Guidelines apply to both the City as an organisation, and elected Councillors in their capacity as a person holding office. This means that these Guidelines apply to all employees of the City, as well as individual Councillors representing their constituents.

Definitions

This section defines the key terms used in these Guidelines.

ACT

The *Local Government Act (Vic) 2020*.

CEO

Is the Chief Executive Officer of the City.

CITY

The City of Greater Geelong organisation, led by the CEO.

COMMUNICATION CHANNEL(S)

The channels the City uses to convey information to (and receive information from) its various audiences and stakeholders, such as in print (paid and earned), radio, TV, online/web and social media – but not email or mail.

COMMITTEE(S)

Council Committees, or external committees, boards, associations, and forums, to which Council appoints councillors to represent its interests.

COUNCIL

The City of Greater Geelong Council comprised of elected councillors and led by the mayor.

CORPORATE AFFAIRS

Means the Manager, Corporate Affairs or their delegate or team members.

ELT

The Executive Leadership Team of the City, as constituted from time to time.

COUNCILLOR AND EXECUTIVE SUPPORT UNIT

Means the Manager, Councillor and Executive Support or their delegate or team members.

MEDIA ENGAGEMENT

Means how the City, mayor, deputy mayor and councillors engage with the community via the Media, to disseminate news, views, ideas and information regarding their responsibility to develop, implement and deliver the City's strategic vision, policies, programs and services.

MEDIA

Means any accredited organisation whose primary activities focus on the dissemination of news and information to the public using various Communication Channels.

MEDIA RELEASE

Means any information the City or Council proactively provides to Media, including via the City's Communications Channels.

MEDIA/RESPONSE STATEMENT

Means any information the City or Council provides to Media in response to a specific opportunity, request or inquiry.

MILESTONE EVENT

An event or media engagement that is specified in a funding agreement or grant guidelines, that could include a sod turning, project milestone, photo opportunity, media release, official opening or launch of program.

MINISTER

Ministers are members of the Australian or Victorian Government who have been given an area of responsibility and are appointed to head a Ministry. Areas of responsibility can include health, environment, defence, and foreign affairs,

MEMBER OF PARLIAMENT

Members of Parliament are democratically elected persons who represent the views and interests of their constituents. Members of Parliament also represent Australians by considering how bills and decisions of Parliament will affect those in their electorate or state/territory.

Local Lower House Federal Members of Parliament

Member for Corio

Member for Corangamite

Local Upper House Federal Members of Parliament

Senator(s) for Victoria who have an office within the municipality

Local Lower House Victorian Members of Parliament

Member for Bellarine

Member for Geelong

Member for Lara

Member for South Barwon

Local Upper House Victorian Members of Parliament

Member(s) for Western Victoria

PORTFOLIO

Means any of the suite of Portfolios Council has introduced to allow councillors to maintain effective oversight of key strategic focus areas for the Council.

WARD

The four representative areas (or wards) that together comprise the City of Greater Geelong municipality, as set by the Victorian Electoral Commission - Bellarine, Brownbill, Kardinia and Windermere.

Guidelines

THE MAYOR'S ROLE AS THE PRINCIPAL COUNCIL SPOKESPERSON

Pursuant to the Act, the functions of the mayor are to:

- a) chair all meetings of Council at which he or she is present, to lead its decision-making process;
- b) act as the principal spokesperson for Council – to represent its views, and those of the community; and
- c) carry out the civic and ceremonial duties of the mayor and councillors.

These Guidelines recognises the mayor as the principal Council spokesperson and ceremonial head to be quoted and invited to all nominated milestone events.

DEPUTY MAYOR'S ROLE AS SPOKESPERSON

When serving as acting mayor, the deputy mayor becomes Council's principal spokesperson and ceremonial head.

ASSIGNMENT TO OTHER COUNCILLORS

The mayor, or in his or her absence, the deputy mayor, can assign the Mayoral spokesperson and ceremonial responsibilities to any other councillor. Without this assignment, no other councillor can formally engage in milestone events on behalf of Council.

ATTENDANCE OF ALL COUNCILLORS AT MILESTONE EVENTS

All councillors are welcome to attend any official milestone event as an observer.

INVOLVEMENT OF OTHER COUNCILLORS AT MILESTONE EVENTS

The mayor can invite other councillors to participate in any milestone event opportunity, especially if it relates to that councillors' Ward, Portfolio or Committee appointment.

Such opportunity may be conducted jointly with the mayor and other eligible councillors, and could typically involve:

- a public, Media or event spokesperson role (as an MC, or to deliver a speech);
- participation in a staged Media opportunity or event (a photo shoot, radio or TV interview);
- being quoted in a proactive Media Release or Media Response (approved by the mayor);
- and being included in any other relevant proactive City Media Engagement – including all social media, print and online.

ASSIGNING ORDER OF REPRESENTATION FOR COUNCILLORS AT MILESTONE EVENTS

If the mayor invites a councillor (or councillors) to participate in a City-organised milestone event opportunity, the mayor will generally:

- speak first on behalf of Council
- be first quoted for the City in any Media Release or other content (including *Community Update* and the City's social media, if appropriate).

If several councillors attend a milestone event opportunity, then the mayor will determine which order these councillors might speak and/or appear, if at all (including on the City's social media).

INVITATION TO ATTEND MILESTONE EVENTS OF FEDERAL AND OR VICTORIAN ELECTED REPRESENTATIVES.

The City recognises that the relevant funding agreement will outline the requirements for invitation and delegation to milestone event opportunities and the City will adhere to these Guidelines.

Except for facility openings and program launches, only the nominated representatives in the funding agreement will be invited to attend the milestone event opportunity, which generally includes the relevant Minister and Local Member of Parliament at the time of the event.

Such opportunity will be conducted jointly with the mayor and other eligible elected representatives, and could typically involve:

- a public, media or event spokesperson role (as an MC, or to deliver a speech);
- participation in a staged Media opportunity or event (a photo shoot, radio or TV interview);
- being quoted in a proactive Media Release or Media Response);
- and being included in any other relevant proactive City Media Engagement – including all social media, print and online.

For facility openings and program launches, the City will take an inclusive approach and invite as observers all local sitting Members of Parliament and local Upper House members. They will not have a formal role at the event.

Prior to times and dates being set for facility openings and program launches, the City will check the availability of Ministers and Local MPs. Media releases will be coordinated between the City, relevant funding bodies and the Victorian Government and Federal Government where funding has been provided.

MANDATORY INVITATIONS FOR FACILITY OPENINGS AND PROGRAM LAUNCHES

Victorian funding	Federal funding	Victorian and Federal Funding	Private Funding Partner	City of Greater Geelong sole funded
City of Greater Geelong Councillors and Executive Leadership Team	City of Greater Geelong Councillors and Executive Leadership Team	City of Greater Geelong Councillors and Executive Leadership Team	City of Greater Geelong Councillors and Executive Leadership Team	City of Greater Geelong Councillors and Executive Leadership Team
Current Victorian Minister(s) responsible for funding or delegated representative(s) of the Minister(s)	Current Federal Minister(s) responsible for the funding or delegated representative(s) of the Minister(s)	Current Victorian and Federal Ministers responsible for funding or delegated representatives of the Ministers	Current local Lower House Federal and Victorian MPs regardless of political party, whose electorate the project is located	Current local Lower House Victorian and Federal MPs regardless of political party
Current local Lower House Victorian MPs regardless of their political party	Current local Lower House Federal MPs regardless of political party	Current local Lower House Federal and Victorian MPs regardless of political party	At discretion of Mayor and representative of Funding Partner to invite relevant Minister(s), other Federal and Victorian local Lower House MPs and Upper House members	Discretion of the Mayor to invite relevant Federal and Victorian Minister(s) and Upper House Members
Local Victorian MP who committed the funding regardless of political party (can be retired)	Local Federal MP who committed funding regardless of political party (can be retired)	Local Federal and Victorian MPs who announced the funding (can be retired) regardless of political party	N/A	N/A

Victorian funding	Federal funding	Victorian and Federal Funding	Private Funding Partner	City of Greater Geelong sole funded
Current Upper House Members of Western Victoria	Local Upper House Federal MP	Current Upper House Members of Western Victoria	N/A	N/A
Media (at discretion of Corporate Affairs Manager)	Media (at discretion of Corporate Affairs Manager)	Media (at discretion of Corporate Affairs Manager)	Media (at discretion of Corporate Affairs Manager)	Media (at discretion of Corporate Affairs Manager)

MANDATORY INVITATIONS FOR MILESTONE EVENTS (EXCLUDING FACILITY OPENINGS AND PROGRAM LAUNCHES)

Victorian funding	Federal funding	Victorian and Federal Funding
City of Greater Geelong Mayor and CEO	City of Greater Geelong Mayor and CEO	City of Greater Geelong Mayor and CEO
Victorian Minister(s) responsible for funding or delegated representative(s) of the Minister(s)	Current Federal Minister(s) responsible for the funding or delegated representative(s) of the Minister(s)	Current Victorian and Federal Ministers responsible for funding or delegated representatives of the Ministers
Lower House Victorian MP where project is in electorate	Lower House Federal MP where project is in electorate	Lower House Federal and Victorian MPs where project is in electorate
Media (at discretion of Corporate Affairs Manager)	Media (at discretion of Corporate Affairs Manager)	Media (at discretion of Corporate Affairs Manager)

ASSIGNING ORDER OF REPRESENTATION FOR MINISTERS AND MEMBERS OF PARLIAMENT (SINGLE FUNDING PARTNER)

If a Minister, or another Minister representing the Minister, is in attendance at a milestone event

- they will be offered the opportunity to speak first
- they will be first quoted in any Media Release

If a Minister delegates their attendance/representation to the local Member of Parliament

- The order of speaking or being quoted in a media release will be based on the highest level of funding between the City and the funding partner.

If both a Minister and local Member of Parliament are in attendance/being represented

- The Minister will be offered the opportunity to speak first
- The subsequent order of proceedings and or quotation between the Mayor and the Member of Parliament will be determined by the level of funding provided by each funding partner (the higher having precedence)

ASSIGNING ORDER OF REPRESENTATION FOR MINISTERS AND MEMBERS OF PARLIAMENT (TWO FUNDING PARTNERS)

If a single Minister is in attendance at a milestone event

- they will be offered the opportunity to speak first
- they will be first quoted in any Media Release

If both the relevant Federal and Victorian Ministers are in attendance at a milestone event

- the order of proceedings and or quotation of Ministers will be determined by the level of funding provided by each funding partner (the higher having precedence)

If both Federal and Victorian Ministers and local Members of Parliament are in attendance/being represented

- The Ministers will be offered the opportunity to speak first determined by the level of funding provided by each funding partner (the higher having precedence)
- The subsequent order of proceedings and or quotation between the Mayor and the member of parliament will be determined by the level of funding provided by each entity (the higher having precedence)

ASSIGNING ORDER OF REPRESENTATION FOR MINISTERS AND MEMBERS OF PARLIAMENT AND A PRIVATE FUNDING PARTNER (THREE FUNDING PARTNERS)

If a single Minister is in attendance at a milestone event

- they will be offered the opportunity to speak first
- they will be first quoted in any Media Release

If both the relevant Federal and Victorian Ministers are in attendance at a milestone event

- the order of proceedings and or quotation of Ministers will be determined by the level of funding provided by each funding partner (the higher having precedence)

If both Federal and Victorian Ministers and local Members of Parliament are in attendance/being represented

- The Ministers will be offered the opportunity to speak first determined by the level of funding provided by each funding partner (the higher having precedence)
- The subsequent order of proceedings and or quotation between the Mayor and the member of parliament will be determined by the level of funding provided by each entity (the higher having precedence)

If the private funding partner is in attendance at a milestone event

- The above order(s) will apply depending on attendance and the private funding partner will be determined by the by the level of funding provided by each entity (the higher having precedence)

LIMITS OF MILESTONE EVENT OPPORTUNITY ENGAGEMENT RESPONSIBILITIES

The Chief Executive Officer is responsible for managing any milestone event opportunity regarding the City's day-to-day operations (under Section 94A of *The Act*).

The signed funding agreement will guide the operation of the Guidelines and if these Guidelines conflict with a funding agreement, the funding agreement will prevail.

RESPECTING THE MEDIA'S EDITORIAL INDEPENDENCE

Media representatives attending a City-organised Milestone event opportunity will make their own editorial decisions as to which attendees they invite (or do not invite) to appear in any staged presentation, photo, video or similar activity.

It is inappropriate for any councillor – including the mayor or Member of Parliament – to influence or determine the Media's editorial needs or decisions.

KEY PRACTICE GUIDELINES

Official City statements issued by the mayor or other councillors – including those prepared and/or issued on their behalf by Corporate Affairs – must:

- be consistent with the City's current Guidelines and position;
- support the reputation of the City, its staff, its Council, and its councillors;
- be respectful of the mayor, other councillors, the City's Chief Executive Officer, City officers, and all members of the public;

- not commit the City or its resources to a course of action without prior Council discussion and/or resolution
- not be in breach of any laws (such as privacy, defamation, racial vilification, or equal opportunity), or the Councillor Code of Conduct; and
- avoid any admission of legal liability.

If a councillor chooses to express a personal opinion or view that differs from the Council's agreed position, the councillor must clearly identify their opinion or view as their own. In that case, the City's resources will not be available for their communication or engagement requirements.

All councillors quoted in City-generated Media content will have an opportunity to approve their comments in a timely manner, prior to an advised deadline.

The City's CEO will ultimately determine the interpretation and/or application of these Guidelines.

Under the City's Publication Policy, the City's CEO delegates to the Manager, Corporate Affairs the editorial control for the content and publication of all City-organised Communication Channels.

MONITORING AND REPORTING

The Responsible Officer monitors compliance with these Guidelines and is responsible for reporting to Council when required.

ADVICE AND ASSISTANCE

The Responsible Officer for these Guidelines manages the provision of advice to the organisation regarding these Guidelines.

A person who is uncertain how to comply with these Guidelines should seek advice from this person or from their Manager.

References

- *Local Government Act (2020)*
- Councillor Code of Conduct
- Councillors' Expenses and Facilities Policy
- Community Engagement Policy
- Media Liaison Procedure
- Media Issues Management Policy
- Disciplinary Policy
- Plaques and Memorials Procedure

2.2. State Government Grant Opportunities

Source: City Life
Acting Executive Director: Amanda Locke

Purpose

1. To approve Landy Field Pavilion as the recommended priority project for submission to the Council Support Package administered by Regional Development Victoria (RDV).
2. To forward commit budget of \$5,000,000 for total project costs which are in addition to the \$5,000,000 grant funding available.

Background

3. The Victorian Government has released the Council Support Package – Hub Cities guidelines for applications.
4. The Council Support Package will support local government organisations to undertake projects that will create the types of legacy outcomes that may have been generated by the hosting of the 2026 Commonwealth Games in Regional Victoria.
5. The package includes set funding to the 'Hub Cities' Councils of up to \$5 million each for Greater Geelong, Greater Bendigo, Ballarat and Latrobe and up to \$3 million for Greater Shepperton.
6. There are no co-contributions requirement, however funding may form part of larger projects.
7. Funding can be used for projects, infrastructure or activations that deliver legacy outcomes for the community aligned with the six legacy pillars developed through Commonwealth Games planning, including:
 - 7.1. Celebrating and supporting Aboriginal Victorians
 - 7.2. Accessible and inclusive practises, infrastructure, and workforce programs
 - 7.3. Boosting regional economic outcomes
 - 7.4. Building community cohesion and civic pride
 - 7.5. Climate adaptation and climate resilient communities
 - 7.6. Increasing community sport and volunteering participation
8. RDV's Council Support Package closes on 25 February 2024.

Key Matters

9. City officers reviewed the eligibility and assessment criteria of the grant guidelines, Council's strategic direction, the Social Infrastructure Plan – Generation One 2020-2023, adopted masterplans, asset condition reports, community benefit and project readiness to develop this recommendation of a suitable project for a funding application.
10. The Landy Field Pavilion delivers legacy outcomes aligned with the six legacy pillars and has a total estimated project cost of \$10,000,000.

RESOLUTION - Item 2.2

Cr Nelson moved, Cr Murrphy seconded -

That Council approve the submission of an application for the State Government's Council Support Program for Landy Field and pre-commit additional funding in the 2024-25 budget estimated at \$5.0 million.

Carried

Financial Sustainability

11. There is no current City budget allocation for the delivery of the Landy Field Pavilion.
12. The total estimated cost of the Landy Field Pavilion project is \$10 million. Additional funding required for the Landy Field Pavilion project is estimated at \$5 million at time of writing this report.

Community Engagement

13. The City has consulted sporting clubs, players and participants, schools, club committees, community members and key stakeholders during the preparation of planning documents required for the development of the Landy Field master plan and pavilion.

Social Equity and Sustainability

14. The identified projects align with social equity and sustainability directions of Council's Our Community Plan.

Relevant Law/Policy/Legal Implications

15. There are no known legal or statutory impediments to the arrangement proposed in this report.

Alignment to Community Plan and Vision

16. This report aligns with Our Community Plan 2021-2025 strategic priority: Healthy, caring and inclusive community
17. This report aligns with the Community led 30-year Vision, "Greater Geelong: A Clever and Creative Future" community aspiration: An inclusive, diverse, healthy and socially connected community.

Conflict of Interest

18. No officer involved in the preparation of this report declared a general or material conflict of interest.

Risk Assessment

19. There is a financial risk to Council of current preliminary projects costs may change/increase as detailed design and construction is complete. If this were to occur Council may be required to increase its co-contribution to complete project delivery or decrease project scopes.

Environmental Sustainability

20. There are no known environmental implications.

Attachments

Nil

2.3. Transformation Program 2.0 Progress Report to June 2023

Source: Corporate Services
Executive Director: Troy Edwards

Purpose

1. To provide an update on the status of the Transformation Program 2.0 as at 30 June 2023.

Background

2. The Transformation Program was primarily developed to address recommendations coming out of the *Commission of Inquiry into Greater Geelong City Council* report (March 2016).
3. Projects within the program reflected six key areas of change: Civic Precinct, Digital Modernisation, Asset Management, Advocacy and Stakeholder Management, People and Culture, and Service Planning and Review.

Key Matters

4. A detailed progress update on the Transformation Program 2.0 is provided in Attachment 1 – Transformation Program 2.0 Progress Report – June 2023.
5. This is the final progress report as the City has concluded its formal Transformation Program 2.0 commitments.
6. We have achieved significant milestones including the completion and occupancy of our civic accommodation, Wurriki Nyal, and a comprehensive review of the initial Digital Modernisation program which will be used to inform the next phase of this work, the Digital Innovation initiative.
7. In December 2023, a strategic organisational realignment was enacted to decentralise project management offices, while upholding consistent corporate governance over projects and programs. All commitments will proceed as scheduled within this restructured framework.
8. The City will incorporate reporting processes into routine business-as-usual operations now that the program has successfully reached its completion.

RESOLUTION - Item 2.3

Cr Nelson moved, Cr Murrilhy seconded -

That Council note the Transformation Program 2.0 Progress Report – June 2023.

Carried

Financial Sustainability

9. As the City has concluded its formal Transformation Program 2.0 commitments, any new initiatives are subject to current and future budget funding and strategic resource plan considerations.

Community Engagement

10. The Transformation Program 2.0 Progress Report was prepared in consultation with Managers, Coordinators and Officers from across the organisation. Updates on the status of the Transformation Program 2.0 have been provided to the Executive Leadership Team, Council and to the Minister for Local Government.

Social Equity and Sustainability

11. The Social Infrastructure Plan review was delivered as part of the Transformation Program 2.0. The diversity and inclusion and gender equity plans were delivered during phase one of the program.

Relevant Law/Policy/Legal Implications

12. The Transformation Program was originally developed in response to the 2016 Commission of Inquiry report. In that report, there were 12 key recommendations and 25 secondary recommendations to be addressed.

Alignment to Community Plan and Vision

13. This report aligns with *Our Community Plan 2021-2025* strategic priority: High-performing council and organisation.

Conflict of Interest

14. No officer involved in the preparation of this report declared a general or material conflict of interest.

Risk Assessment

15. The Transformation Program is monitored via the organisation's enterprise risk update and reported to the Audit and Risk Committee.

Environmental Sustainability

16. There are no environmental implications arising from this report.

Attachments

1. Transformation Program 2 0 Progress Report June 2023 [2.3.1 - 16 pages]

CITY OF GREATER GEELONG

TRANSFORMATION PROGRAM 2.0



JUNE 2023 UPDATE

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Executive summary

The Transformation Program was primarily developed to ensure that the 12 key recommendations and the 25 secondary recommendations of the Commission of Inquiry report are carried out.

The program was organised into four inter-related streams of Leadership, Governance, Management and Relationships.

In November 2017 the program was reviewed with eight focus areas created, with a total of 28 projects under these. The focus areas were:

1. Governance
2. Strategy, Planning and Monitoring
3. Culture and People Management
4. Financial Management
5. Asset Management
6. Information management
7. Risk Management
8. Relationship and Reputational Management.

TRANSFORMATION PROGRAM 2.0

The Transformation Program that are complete or substantially progressed are now operating under business as usual.

At the Council Meeting held on 30 July 2019, the achievements of the Transformation Program were noted, and the next phase of transformation was adopted and supported by the Principal Municipal Monitor.

The second phase, "Transformation Program 2.0", has addressed the critical projects that were still progressing at that point, supporting our continued transformation to a high performing organisation and be fully owned by the current Council..

Key transformation projects will continue to be included in the CEO's key performance indicators (KPIs) and cascaded down into each Directors' KPIs to be monitored regularly by the CEO.

Transformation Program 2.0 focused on the following areas of change:

1. Civic Precinct

Track the progress of the tender, design, construction, fit out and occupancy.

2. Digital Modernisation

All stages of the Digital Transformation program and how it will lead to efficient ways of working.

3. Asset Management

Review and development of the asset management framework and supporting systems including the integration of the Social Infrastructure Plan.

4. Advocacy and Stakeholder Management

Vision Partner program, advocacy and the delivery of the Council Plan will be reinforced with a stakeholder engagement plan. A growth advocacy plan to be considered to better position Council amongst key stakeholders and with the Geelong Authority and State and Federal Governments.

5. People and Culture

Workforce planning for the future, continued leadership development and a sustainable culture program for all council staff.

6. Service Planning and Review

Using the findings of service planning and further analytics to assist with reviewing our services and continued business improvements efforts throughout the organisation.

The table below lists the focus areas and current projects that continue to be critical to the ongoing transformation of the organisation:

Project	Role
CIVIC PRECINCT	
Civic Precinct	Manager Enterprise Program Management Office
DIGITAL MODERNISATION	
Digital Transformation	Manager Enterprise Program Management Office
ASSET MANAGEMENT	
Asset Management	Coordinator Corporate Asset Management
Social Infrastructure Plan	Manager Planning and Growth
ADVOCACY AND STAKEHOLDER MANAGEMENT	
Corporate Affairs Establishment	Manager Corporate Affairs
Stakeholder Matrix	
PEOPLE AND CULTURE	
Working Better Together	Chief People Officer
Workforce Resource Plan	
SERVICE PLANNING AND REVIEW	
Service Planning / Review	Chief Financial Officer
Business Analytics and Reporting	Chief Information Officer

ACHIEVEMENTS AS OF 30 JUNE 2023

This report provides a retrospective and final summary of the achievements as we close out the Transformation Program 2.0.

Major achievements for the last 12 months included:

Civic Precinct

- ✓ Completion and occupancy of Wurriki Nyal.

Digital Modernisation

- ✓ Finalised the Digital Modernisation program review.
- ✓ High level Digital Innovation Program scope confirmed, and Business Case approved.
- ✓ Completed go-live for Oracle fusion system for Finance and Procurement

Asset Management

- ✓ Redevelopment of the electronic asset handover form and process for the organisation
- ✓ Transformation of asset data from Konect into IPS – corporate register. Revaluation of asset classes with the finance department

Advocacy and Stakeholder Management

- ✓ Continuing to expand government stakeholder engagement and advocacy program, with regular MP meetings, project updates, and additional briefings and updates during the quarter focused on the Council's Budget process.
- ✓ 2023–24 Budget information impacting projects with State Government funding was shared with State Ministers and departments following the draft Budget's release, and communications
- ✓ Mayor Sullivan and Director Bryce Prosser attended the 2023 Australian Council of Local Government National General Assembly in Canberra, sharing challenges and ideas with other Mayors and Council leaders
- ✓ Established Stakeholder Matrix as a living document, for regular updating.

✓ People and Culture – Working Better Together

- ✓ Gender Equality Action Plan (GEAP) launched at Wurriki Nyal in September 2022.
- ✓ Participated in the People Matter Survey for Local Government 2023
- ✓ Commenced work for the Workplace Gender Audit
- ✓ Gender+ Impact Assessments continued with integration in Business Case, Business Planning and Policy processes.
- ✓ Commenced work on the development of the Access and Inclusion Action Plan 2024–2028
- ✓ Registered with Reconciliation Australia to commence development of the Innovate Reconciliation Action Plan
- ✓ Next iteration of the Better Together all employee opinion Survey is planned for March 2024

Service Planning and Review

- ✓ Completed recruitment process to appoint two Commercial Analysts
- ✓ Developed service review and governance structure process for completing service reviews
- ✓ Completed service review of the Geelong CBD Park and Ride service
- ✓ Developed service review program through to 30 June 2024
- ✓ Commenced service review for Swim, Sport and Leisure venues.
- ✓ Commenced service review for Community Care

Projects within the Transformation Program 2.0 which have been flagged with 'watch' and 'needs attention' status:

- Business Systems Refresh (BSR)
- Service Redesign
- Online Interface
- Customer Relationship Management (CRM)
- Asset Accounting
- Asset handover
- Business analytics / reporting






Project updates

This section contains final updates on all projects within the Transformation Program 2.0.

Project leads have provided updates on all projects and this forms the basis of this report.

Transformation Program 2.0 is reported to the Executive Leadership Team, Council and the Minister for Local Government.

Key to symbols in this section:







	Not commenced
	On track
	Watch
	Needs attention
	Complete / substantially progressed



1. CIVIC PRECINCT

Project	Update
Civic Accommodation Construction	
Construction / base build	
Employee Experience	
Change Champions	
Workplace engagement and driving change	
Move to Wurriki Nyal (formerly called Move to Mercer)	
Planning, packing and moving to the new building	
The Big Tidy (formerly called Mercer Ready)	
Reducing our storage and paper requirements	
Civic Digital Fit-Out	
Digital solutions for the new Civic building	
Workspace Design	
Workplace strategy and engagement planning	
Overall progress status	100%

The completion and occupancy of Wurriki Nyal in 2022 means the conclusion and successful completion of this project within the Transformation Program. An extended defect period is being managed as part of Business As Usual (BAU).

2. DIGITAL MODERNISATION

Project	Update
Business Systems Refresh (BSR)	<i>December 2022 completion</i>
Core Systems Replacement project - Finance, Human Capital Management (HCM) & Payroll, Customer Relationship Management (CRM)	 <p>Completed CRM Phase 1 & 2; Finance Phase 1, Procurement Phase 1. The program is now taking the opportunity to pause, review and ensure we're set up for success in achieving the next phases the program.</p>
Customer Experience	
Customer Access	
CX Strategy, personas and transition plan	
Billings and Payments	
Payments review, policy and strategy	
Service Redesign	<i>December 2021 completion</i>
Project to redesign our statutory services processes	 <p>On hold – review to be completed to align with FWoW activities.</p>
Online Interface	
Review online interfaces, renew website design and platform	 <p>Project under review</p>
Customer Relationship Management (CRM)	<i>December 2022 completion</i>
Project currently being scoped	 <p>Project under review</p>

Project	Update
Workplace Mobility	
Emails for all staff, collaboration tools and mobile devices	 <p>Scope has now renewed to include only two projects – Digital Workspace and Digital Equity</p>
Data Management	
Establish Data Services Hub	
Overall progress status	84%

Achievements

BSR, Workplace Mobility, Data Management

- ✓ Completed go-live for Oracle fusion system for Finance and Procurement
- ✓ Completed transition to support process with Digital Information Technology and the service desk team
- ✓ Completed Digital Equity pilot group analysis with results to be detailed in post implementation review
- ✓ Created new accounts (566) under the Digital Equity project with 90 per cent of all staff having a digital account
- ✓ Transitioned Phase 1 Finance to the business
- ✓ Transitioned Phase 1 Procurement to the business
- ✓ Built and finalised Core Oracle financial reports for handover to the Finance team
- ✓ Resolved Digital Workspace (Intranet) information architecture
- ✓ Deployed Digital Workspace homepage

Customer experience

- ✓ Assigned new project manager to Online Interface Project and the Customer Relationship Management (CRM) Project
- ✓ Commenced engagement for Request For Service (RFS) requirements review with Health & Local Laws, City Works and Engineering teams
- ✓ Undertook collaborative engagement between the Assets Project and CRM project on implementation of Oracle and end to end processes
- ✓ Created Customer Access workplan and aligned with Wurriki Nyal Project
- ✓ Drafted external communications on changes to how the customer area operates
- ✓ Reviewed interim bookings product and awaiting approval so that customer bookings with service delivery staff can occur upon opening of Wurriki Nyal
- ✓ Identified training needs and requirements for implementation with staff to enable new ways of working in Wurriki Nyal customer area
- ✓ Completed tender evaluation for online interface – delivery of website redevelopment
- ✓ Commenced draft program planning for online interface with business requirements from CRM project repurposed to inform customer requests, online forms and payments

Key priorities for the future**BSR, Workplace Mobility, Data Management, Asset Transformation**






BSR Core Systems Replacement projects now under review. All projects related to Oracle ERP implementation have been paused and if recommenced will do so under the newly established EPMO.



- Complete handover of Oracle Finance system to operations with acceptance of the handover checklist
- Finalise Draft Project implementation review for Finance Phase 1
- Review and confirm scope, benefits and outcomes for ticketing and bookings project
- Alignment of BSR Program to EPMO as strategic program
- All recommendations stemming from the Digital Modernisation review have been embraced and are slated for integration into Phase 2 of this program, the Digital Innovation initiative.







Customer experience

- Continue to communicate changes to the community and engagement with customer service officers
- Complete review of Online Interface Project delivery and recommence in line with strategy

3. ASSET MANAGEMENT



Project	Update
Asset Management	
Governance and Culture	
Framework <ul style="list-style-type: none"> Asset Management Policy Asset Management Framework Asset Management Strategy Asset Management Plans 	
Asset Accounting <ul style="list-style-type: none"> Organisational Renewal Gap Report Asset Valuation Review Asset Inputs – Long-Term Financial Plan 	 <p>Corporate Asset Management now aligned with Finance department to unify Asset Accounting process within organisation</p>
Capabilities, Culture and Communication <ul style="list-style-type: none"> Communication Strategy Asset Management Steering Committee Councillor Communications Capability gap assessment / training 	 <p>Business System Refresh (BSR) project including stakeholder consultation has been halted due to program rescoping. BSR on hold.</p>
Lifecycle and Long-term Planning	
Maintenance management	 <p>BSR Project including stakeholder consultation has been halted due to program rescoping. BSR on hold</p>
Strategic Asset Management Models Generation 1 completed 30 June 2023	

Project	Update
Governance and Culture	
Asset Register restructure	 <p>BSR Project including stakeholder consultation has been halted due to program rescoping. BSR on hold.</p>
Asset handover 30 June 2023	 <p>Reboot of asset handover process in early 2023 resulted in 99 electronic handover being submitted from project managers to the CAM team. This included project handovers from the current year and from previous financial years. Handovers from Project Managers low due to Oracle Fusion reporting constraints</p>
Overall progress status	85%
Achievements	
<ul style="list-style-type: none"> ✓ Redevelopment of the electronic asset handover form and process for the organisation ✓ Transformation of asset data from Konect into IPS – corporate register. Revaluation of asset classes with the finance department ✓ Delivery of the strategic asset models for FY 23/24 ✓ Delivery of the renewal models for FY 23/24 ✓ Greater corporate alignment with EPMO for capital project tracking 	
Key priorities for the future	
<ul style="list-style-type: none"> ➤ Review of asset register and governance with Finance ➤ Asset data revaluations ➤ Review of asset roles and responsibilities in alignment with the TOM ➤ Asset Management policy update ➤ Asset Management strategy review 	

Project	Update
Social Infrastructure Plan (SIP)	
Release SIP and complete Part A review	
SIP strategy review and revision	
Data collection and analysis	
Community engagement – Part B and Part C	
Complete SIP digital platforms	
Release revised SIP	
Overall progress status	100%

The endorsement of the final Social Infrastructure Policy and Plan at the 28 July 2020 Council Meeting means the conclusion and successful completion of this project within the Transformation Program.

4. ADVOCACY AND STAKEHOLDER MANAGEMENT

Project	Update
Corporate Affairs Establishment	
Stakeholder Matrix	
Overall progress status	100%

National and international interest in Geelong and our Council continues to grow, with requests to visit the City and meet with the Mayor increasing significantly.

The City continues to expand its government stakeholder engagement and advocacy program, with regular MP meetings, project updates, and additional briefings and updates during the quarter focused on the Council’s Budget process. 2023-24 Budget information impacting projects with State Government funding was also shared with State Ministers and departments following the draft Budget’s release, and communications are ongoing as the City seeks affordability to prioritise the projects’ delivery.




The Mayor and City officers met with Minister for Early Childhood & Pre-prep and Minister for Environment Ingrid Stitt and department representatives to advocate for early childhood facilities, particularly on the Bellarine following the State Election commitment to invest in new kindergartens. The meeting allowed the City to share plans for Sparrovale Wetlands Project which is a priority to be fast-tracked if State or Federal funding was available.

The Mayor raised the City’s proposal for managing waste collection, expressing support for the State’s circular economy initiatives while also detailing the costs and impact to implement these initiatives in Australia’s fastest growing regional city.

Mayor Sullivan and Director Bryce Prosser raised the City’s profile during the 2023 Australian Council of Local Government National General Assembly in Canberra, sharing challenges and ideas with other Mayors and Council leaders.

A meeting with the Minister for Regional Development’s senior adviser, arranged by the Office of the Deputy Prime Minister on behalf of the City, provided an additional opportunity to present the Sparrovale project to federal funding partners and learn more about the Growing Regions Fund and other grant opportunities.

5. PEOPLE AND CULTURE

Project	Update
Working Better Together	
Internal leadership development	
Working Better Together focus groups and feedback sessions	
Workforce Resource Plan	
Strategic Workforce Plan (SWP)	
Overall progress status	100%

The next iteration of the Better Together all employee opinion Survey is planned for March 2024, which will provide further insights into the City’s progress towards becoming a healthy, inclusive and safe workplace with sustained employee engagement.



The City’s first Gender Equality Action Plan (GEAP) was launched at Wurriki Nyal in September 2022, with Commissioner for Gender Equality in the Public Sector. In June 2023, the City participated in the People Matter Survey for Local Government and is preparing for the organisational response to address priority actions across Directorates and teams in September and October 2024. Simultaneously, work is commencing for the Workplace Gender Audit in preparation for the progress report due in February 2024. Implementation of Gender+ Impact Assessments has continued with integration in Business Case, Business Planning and Policy processes.

The City has commenced work on the development of the Access and Inclusion Action Plan 2024–2028, to identify actions to remove barriers to employment for people with a disability and to continue to build an inclusive workplace. The plan will be finalised by April 2024.

A Working Better Together leader forum was hosted in July for all people leaders with focus on developing increased psychological safety at the City. The event was attended by 164 leaders with 90% reporting that they increased their understanding of what is meant by psychological safety and the benefits of a psychologically safe workplace as a result of the event.

Front line leader development sessions completed for more than 70% of people leaders, integrating a strong focus on Health, Safety and Wellbeing leadership.

6. SERVICE PLANNING AND REVIEW

Project	Update
Service Planning / Review	 <p>Service Review Framework has been superseded by the Organisation Business Planning Cycle and Accountability Framework.</p>
Business analytics / reporting	 <p>Data Management Project rescoped. We are working on a new data architecture and data capabilities, and this will form a new project to implement at in future.</p>
Overall progress status	100%

Key priorities for the future

Business analytics and reporting

- Complete the City’s target state data capabilities, data architecture and data roadmap
- Establish a business case for the build and implementation of our new data foundations
- Implement the new data foundations with a key focus on the immediate business priorities

Achievements

Business analytics and reporting

- ✓ Continued to develop the PowerBI community of practice across the organisation
- ✓ Review the existing data strategy to understand key business priorities and capability requirements
- ✓ Initiated the assessment and development of the City’s new data architecture, data capabilities, and data service requirements

Report sign-off

Chief Executive Officer's Comments

This report was composed as of June 30, 2023. As of the submission date in December 2023, a strategic organisational realignment has been enacted to decentralise project management offices, while upholding consistent corporate governance over projects and programs. All commitments will proceed as scheduled within this restructured framework.

The City has concluded its Transformation Program 2.0 commitments, marking a significant milestone in our journey towards becoming a high-performing organisation.

The completion and occupancy of Wurriki Nyal in 2022 means the conclusion and successful completion of this project within the Transformation Program. An extended defect period is being managed as part of BAU.

Over the past year, we have achieved a significant milestone by conducting a comprehensive review of the initial Digital Modernisation program. All recommendations stemming from this review have been embraced and are slated for integration into Phase 2 of this program, the Digital Innovation initiative.

As we look ahead to Phase 2, our primary objective is to continue the positive momentum of Phase 1 by continually enhancing its implementation. Furthermore, we are committed to rolling out additional modules within our technological framework, thereby empowering the City to provide even more robust support to our community through enhanced service delivery.

As we conclude the formal Transformation Program, these commitments will retain their significant focus in the City's forward trajectory. The incorporation of reporting processes into our routine business-as-usual operations will occur seamlessly now that the project has successfully reached its completion.

Ali Wastie

Chief Executive Officer
City of Greater Geelong

Date: 01/12/2023

—

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2.4. Review of Instrument of Delegation - Council to Members of Council Staff

Source: Corporate Services
Executive Director: Troy Edwards

Purpose

1. To review and update the Greater Geelong City Council (Council) Instrument of Delegation for Council to members of Council staff.

Background

2. The *Local Government Act 2020* (the Act) provides for the delegation of Council's powers, duties and functions under that Act or any other Act.
3. Council last reviewed the delegation to members of Council staff on 25 July 2023.
4. Council subscribes to Maddocks Lawyers delegations and authorisation service which provides six-monthly updates ensuring changes to legislation are captured.

Key Matters

5. It is important to ensure that Council has properly delegated powers, duties and functions, in order to avoid any issues arising regarding the legality of a decision or an action purportedly made or taken on behalf of the Council.
6. The powers conferred on the Council under some legislative instruments cannot be delegated through the CEO and must be delegated by resolution directly to members of Council staff.
7. The schedule to the instrument of delegation Council to members of Council staff (Attachment 1) has been updated to reflect organisational structure changes.

RESOLUTION - Item 2.4

Cr Murrhly moved, Cr Nelson seconded -

- 1. In the exercise of the powers conferred by the legislation referred to in the attached Instrument of Delegation, the Greater Geelong City Council (Council) resolves that:**
 - 1.1. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instrument of Delegation to members of Council staff, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument (Attachment 1);**
 - 1.2. The Instrument comes into force immediately upon the resolution of Council;**
 - 1.3. The Instrument be signed by the Chief Executive Officer on behalf of Council;**
 - 1.4. On the coming into force of the instrument all previous delegations from Council to members of Council staff (other than the Chief Executive Officer) are revoked; and**
 - 1.5. The duties and functions set out in the Instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**

Carried

Financial Sustainability

8. There are no financial sustainability implications associated with this report.

Community Engagement

9. The attached Instruments have been prepared in consultation with relevant Council officers.

Social Equity and Sustainability

10. There are no social equity or sustainability issues arising from the subject of this report.

Relevant Law/Policy/Legal Implications

11. The powers conferred on the Council under some legislative instruments cannot be delegated through the CEO and must be delegated by resolution directly to Council officers.
12. The Acts and Regulations referred to in Attachment 1 are among those which require direct delegation.

Alignment to Community Plan and Vision

13. This report aligns with Our Community Plan 2021-2025 strategic priority: High-performing council and organisation.

Conflict of Interest

14. No officer involved in the preparation of this report declared a general or material conflict of interest.

Risk Assessment

15. There are no high or extreme risks associated with the subject of this report.

Environmental Sustainability

16. There are no environmental sustainability implications identified for the subject of this report.

Attachments

1. Instrument of Delegation Council to Members of Council Staff [2.4.1 - 153 pages]

Greater Geelong City Council

Instrument of Delegation

to

Members of Council Staff

Instrument of Delegation

In exercise of the power conferred by the legislation referred to in the attached Schedule, the Greater Geelong City Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. declares that:
 - 2.1 this Instrument of Delegation is authorised by a resolution of Council passed on 30 January 2024; and
 - 2.2 the delegation:
 - 2.2.1 comes into force immediately upon the resolution of Council;
 - 2.2.2 remains in force until varied or revoked;
 - 2.2.3 is subject to any conditions and limitations set out in sub-paragraph 2.3, and the Schedule; and
 - 2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.3 the delegate must not determine the issue, take the action or do the act or thing:
 - 2.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or
 - 2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategy;adopted by Council; or
 - 2.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
 - 2.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

Signed for GREATER GEELONG CITY COUNCIL by
ALI WASTIE, Chief Executive Officer

Chief Executive Officer

Date:

SCHEDULE

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DOMESTIC ANIMALS ACT 1994

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
DOMESTIC ANIMALS ACT 1994	s 41A(1)	Power to declare a dog to be a menacing dog	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Parking & Animal Management Services	Council may delegate this power to a Council authorised officer

ENVIRONMENT PROTECTION ACT 2017

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
ENVIRONMENT PROTECTION ACT 2017	s 271	Power to issue improvement notice	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	
ENVIRONMENT PROTECTION ACT 2017	s 272	Power to issue prohibition notice	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	
ENVIRONMENT PROTECTION ACT 2017	s 279	Power to amend a notice	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	
ENVIRONMENT PROTECTION ACT 2017	s 358	Functions of the Environment Protection Authority	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
ENVIRONMENT PROTECTION ACT 2017	s 359(1)(b)	Power to do all things that are necessary or convenient to be done for or in connection with the performance of the Environment Protection Authority's functions and duties and to enable the Authority to achieve its objective	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	
ENVIRONMENT PROTECTION ACT 2017	s 359(2)	Power to give advice to persons with duties or obligations	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	

FOOD ACT 1984

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
FOOD ACT 1984	s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	If s 19(1) applies
FOOD ACT 1984	s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	If s 19(1) applies
FOOD ACT 1984	s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health	If s 19(1) applies. Only in relation to temporary food premises or mobile food premises
FOOD ACT 1984	s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health	If s 19(1) applies

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
FOOD ACT 1984	s 19(6)(a)	Duty to revoke any order under s 19 if satisfied that an order has been complied with	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer	If s 19(1) applies
FOOD ACT 1984	s 19(6)(b)	Duty to give written notice of revocation under s 19(6)(a) if satisfied that an order has been complied with	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer	If s 19(1) applies
FOOD ACT 1984	s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c)	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	Where council is the registration authority
FOOD ACT 1984	s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	Note: the power to direct the matters under s 19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution
FOOD ACT 1984	s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	Where council is the registration authority

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
FOOD ACT 1984	s 19CB(4)(b)	Power to request copy of records	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	Where council is the registration authority
FOOD ACT 1984	s 19E(1)(d)	Power to request a copy of the food safety program	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	Where council is the registration authority
FOOD ACT 1984	s 19EA(3)	Function of receiving copy of revised food safety program	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	Where council is the registration authority
FOOD ACT 1984	s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	Where council is the registration authority

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
FOOD ACT 1984	S 19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	Where council is the registration authority
FOOD ACT 1984	s 19IA(2)	Duty to give written notice to the proprietor of the premises	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	Where council is the registration authority Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s 19IA(3))
FOOD ACT 1984	s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer	Where council is the registration authority
FOOD ACT 1984	s 19N(2)	Function of receiving notice from the auditor	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	Where council is the registration authority

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
FOOD ACT 1984	s 19NA(1)	Power to request food safety audit reports	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	Where council is the registration authority
FOOD ACT 1984	s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health	
FOOD ACT 1984	s 19UA	Power to charge fees for conducting a food safety assessment or inspection	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health	Except for an assessment required by a declaration under s 19C or an inspection under s 38B(1)(c) or 39
FOOD ACT 1984	s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	Where council is the registration authority
FOOD ACT 1984	s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	Where council is the registration authority

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
FOOD ACT 1984	s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	Where council is the registration authority
FOOD ACT 1984	---	Power to register or renew the registration of a food premises	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer	Where council is the registration authority refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
FOOD ACT 1984	s 36A	Power to accept an application for registration or notification using online portal	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	Where council is the registration authority
FOOD ACT 1984	s 36B	Duty to pay the charge for use of online portal	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer	Where council is the registration authority
FOOD ACT 1984	s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer	Where council is the registration authority

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
FOOD ACT 1984	s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under ss (1)	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health	Where council is the registration authority
FOOD ACT 1984	s 38A(4)	Power to request a copy of a completed food safety program template	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	Where council is the registration authority
FOOD ACT 1984	s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer	Where council is the registration authority
FOOD ACT 1984	s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	Where council is the registration authority
FOOD ACT 1984	s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	Where council is the registration authority

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
FOOD ACT 1984	s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer	Where council is the registration authority
FOOD ACT 1984	s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer	Where council is the registration authority
FOOD ACT 1984	s 38D(3)	Power to request copies of any audit reports	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer	Where council is the registration authority
FOOD ACT 1984	s 38E(2)	Power to register the food premises on a conditional basis	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer	Where council is the registration authority not exceeding the prescribed time limit defined under subsection (5)
FOOD ACT 1984	s 38E(4)	Duty to register the food premises when conditions are satisfied	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer	Where council is the registration authority

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
FOOD ACT 1984	s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	Where council is the registration authority
FOOD ACT 1984	s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	Where council is the registration authority
FOOD ACT 1984	s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	Where council is the registration authority
FOOD ACT 1984	s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	Where council is the registration authority

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
FOOD ACT 1984	s 39(2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	Where council is the registration authority
FOOD ACT 1984	s 39A	Power to register, or renew the registration of a food premises despite minor defects	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health	Where council is the registration authority only if satisfied of matters in subsections (2)(a)-(c)
FOOD ACT 1984	s 39A (6)	Duty to comply with a direction of the Secretary	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	
FOOD ACT 1984	s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	Where council is the registration authority
FOOD ACT 1984	s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
FOOD ACT 1984	s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	Where council is the registration authority
FOOD ACT 1984	s 40D(1)	Power to suspend or revoke the registration of food premises	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer	Where council is the registration authority
FOOD ACT 1984	s 40E	Duty to comply with direction of the Secretary	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	
FOOD ACT 1984	s 40F	Power to cancel registration of food premises	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	Where council is the registration authority

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
FOOD ACT 1984	s 43	Duty to maintain records of registration	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer Environmental Health Technical Officer Food Safety Assessment Officer Food Safety Officer	Where council is the registration authority
FOOD ACT 1984	s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering, or renewing registration of a component of a food business	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Technical Officer	Where council is the registration authority
FOOD ACT 1984	s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Technical Officer	Where council is the registration authority
FOOD ACT 1984	s 45AC	Power to bring proceedings	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health Environmental Health Officer	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
FOOD ACT 1984	s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	Chief Executive Officer Executive Director City Life Manager Community Safety & Regulation Coordinator Environmental Health Team Leader Environmental Health	Where council is the registration authority

HERITAGE ACT 2017

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
HERITAGE ACT 2017	s 116	Power to sub-delegate Executive Director's functions, duties or powers	Chief Executive Officer	Must first obtain Executive Director's written consent Council can only sub-delegate if the instrument of delegation from the Executive Director authorises sub-delegation

LOCAL GOVERNMENT ACT 1989

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
LOCAL GOVERNMENT ACT 1989	s 185L(4)	Power to declare and levy a cladding rectification charge	Chief Executive Officer ¹	

¹ The only member of staff who can be a delegate in Column 3 is the CEO.
S6 Instrument of Delegation – Members of Council Staff

PLANNING AND ENVIRONMENT ACT 1987

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 4B	Power to prepare an amendment to the Victoria Planning Provisions	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Implementation	If authorised by the Minister
PLANNING AND ENVIRONMENT ACT 1987	s 4G	Function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Team Leader Statutory Planning Principal Planner- Business Facilitation Principal Planner Senior Strategic Planner Senior Planning Subdivision Officer Senior Statutory Planner Subdivision Officer Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Senior Strategic Planner Student Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 4I(2)	Duty to make a copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Coordinator Planning Delivery Senior Strategic Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Strategic Implementation Senior Strategic Planner Strategic Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Strategic Implementation Coordinator Planning Delivery	
PLANNING AND ENVIRONMENT ACT 1987	s 8A(5)	Function of receiving notice of the Minister's decision	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Manager Urban Design and Heritage Coordinator Strategic Planning Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Coordinator Planning Delivery	
PLANNING AND ENVIRONMENT ACT 1987	s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Strategic Implementation Senior Strategic Planner Strategic Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Strategic Implementation Senior Strategic Planner Strategic Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 12(3)	Power to carry out studies and do things to ensure proper use of land in which Council is the planning authority and consult with other persons to ensure co-ordination of planning scheme with these persons	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Strategic Implementation Coordinator Planning Delivery Project Manager Northern and Western Geelong Growth Areas Senior Strategic Planner Strategic Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 12B(1)	Duty to review planning scheme	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Coordinator Planning Delivery Senior Strategic Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 12B(2)	Duty to review planning scheme at direction of Minister	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Coordinator Planning Delivery Senior Strategic Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 12B(5)	Duty to report findings of review of planning scheme to Minister without delay	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Coordinator Planning Delivery Senior Strategic Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 14	Duties of a Responsible Authority as set out in subsections (a) to (d)	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Principal Planning Investigations Officer Senior Planning Investigations Officer Planning Investigations Officer	
PLANNING AND ENVIRONMENT ACT 1987	s 17(1)	Duty of giving copy amendment to the planning scheme	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Coordinator Planning Delivery Senior Strategic Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 17(2)	Duty of giving copy s 173 agreement	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Coordinator Planning Delivery Senior Strategic Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Strategic Implementation Senior Strategic Planner Snr Strategic Planner/Project Officer Strategic Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 18	Duty to make amendment etc. available in accordance with public availability requirements	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Coordinator Planning Delivery Senior Strategic Planner	Until the proposed amendment is approved or lapsed
PLANNING AND ENVIRONMENT ACT 1987	s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	Chief Executive Officer Executive Director Placemaking Manager Planning & Growth Manager City Development Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Planning Coordinator Planning Delivery	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 19	Function of receiving notice of preparation of an amendment to a planning scheme	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Strategic Implementation Coordinator Planning Delivery	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority
PLANNING AND ENVIRONMENT ACT 1987	s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	Chief Executive Officer Executive Director Placemaking Manager Planning & Growth Manager City Development Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Planning Coordinator Planning Delivery	Where Council is a planning authority
PLANNING AND ENVIRONMENT ACT 1987	s 21(2)	Duty to make submissions available in accordance with public availability requirements	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Strategic Planning Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Coordinator Planning Delivery	Until the end of 2 months after the amendment comes into operation or lapses
PLANNING AND ENVIRONMENT ACT 1987	s 21A(4)	Duty to publish notice in accordance with section	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Coordinator Planning Delivery Coordinator Strategic Planning	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 22(1)	Duty to consider all submissions received before the date specified in the notice	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Strategic Planning Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Coordinator Planning Delivery Senior Strategic Planner Strategic Planner Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	Except submissions which request a change to the items in s 22(5)(a) & (b)
PLANNING AND ENVIRONMENT ACT 1987	s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Strategic Planning Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Coordinator Planning Delivery Senior Strategic Planner Strategic Planner Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Strategic Implementation Coordinator Planning Delivery	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 23(2)	Power to refer to a panel submission which do not require a change to the amendment	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Planning Coordinator Planning Delivery	
PLANNING AND ENVIRONMENT ACT 1987	s 24	Function to represent council and present a submission at a panel hearing (including a hearing referred to in s 96D)	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Planning Coordinator Planning Delivery Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Senior Strategic Planner Strategic Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 26(1)	Power to make report available for inspection in accordance with public availability requirements	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Planning Coordinator Planning Delivery	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 26(2)	Duty to keep report of panel available for inspection in accordance with public availability requirements	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Planning Coordinator Planning Delivery	During the inspection period
PLANNING AND ENVIRONMENT ACT 1987	s 27(2)	Power to apply for exemption if panel's report not received	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Planning Coordinator Planning Delivery	
PLANNING AND ENVIRONMENT ACT 1987	s 28(1)	Duty to notify the Minister if abandoning an amendment	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Planning Coordinator Planning Delivery	
PLANNING AND ENVIRONMENT ACT 1987	s 28(2)	Duty to publish notice of the decision on Internet site	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Planning Coordinator Planning Delivery	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Planning Coordinator Planning Delivery	
PLANNING AND ENVIRONMENT ACT 1987	s 30(4)(a)	Duty to say if amendment has lapsed	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Planning Coordinator Planning Delivery	
PLANNING AND ENVIRONMENT ACT 1987	s 30(4)(b)	Duty to provide information in writing upon request	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Planning Coordinator Planning Delivery	
PLANNING AND ENVIRONMENT ACT 1987	s 32(2)	Duty to give more notice if required	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Planning Coordinator Planning Delivery	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 33(1)	Duty to give more notice of changes to an amendment	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Planning Coordinator Planning Delivery	
PLANNING AND ENVIRONMENT ACT 1987	s 36(2)	Duty to give notice of approval of amendment	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Planning Coordinator Planning Delivery	
PLANNING AND ENVIRONMENT ACT 1987	s 38(5)	Duty to give notice of revocation of an amendment	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Planning Coordinator Planning Delivery	
PLANNING AND ENVIRONMENT ACT 1987	s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Planning Coordinator Planning Delivery	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 40(1)	Function of lodging copy of approved amendment	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Planning Coordinator Planning Delivery	
PLANNING AND ENVIRONMENT ACT 1987	s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Planning Coordinator Planning Delivery	
PLANNING AND ENVIRONMENT ACT 1987	s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Planning Coordinator Planning Delivery	
PLANNING AND ENVIRONMENT ACT 1987	s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Coordinator Planning Delivery	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 46AAA	Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	Not applicable	Where Council is a responsible public entity and is a planning authority Note: this provision is not yet in force and will commence on the day on which the initial Yarra Strategic Plan comes into operation. It will affect a limited number of councils
PLANNING AND ENVIRONMENT ACT 1987	s 46AW	Function of being consulted by the Minister	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth	Where Council is a responsible public entity
PLANNING AND ENVIRONMENT ACT 1987	s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy power to endorse the draft Statement of Planning Policy	Chief Executive Officer Executive Director Placemaking	Where Council is a responsible public entity
PLANNING AND ENVIRONMENT ACT 1987	s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Planning Delivery Coordinator Strategic Implementation Senior Strategic Planner Snr Strategic Planner/Project Officer Strategic Planner	Where Council is a responsible public entity

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Statutory Planning. Statutory Planning Project Coordinator Coordinator Planning Delivery Coordinator Strategic Implementation Senior Strategic Planner Snr Strategic Planner/Project Officer Strategic Planner Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	Where Council is a responsible public entity
PLANNING AND ENVIRONMENT ACT 1987	s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
PLANNING AND ENVIRONMENT ACT 1987	s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Statutory Planning. Statutory Planning Project Coordinator Coordinator Planning Delivery Coordinator Strategic Implementation Senior Strategic Planner Snr Strategic Planner/Project Officer Strategic Planner Development Contributions Accountant Senior Strategic Planner – Planning Delivery Growth Area Officer	
PLANNING AND ENVIRONMENT ACT 1987	s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	
PLANNING AND ENVIRONMENT ACT 1987	s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Planning Delivery Coordinator Strategic Implementation Senior Strategic Planner Snr Strategic Planner/Project Officer Strategic Planner Development Contributions Accountant Senior Strategic Planner – Planning Delivery Growth Area Officer	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 46GP	Function of receiving a notice under s 46GO	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Planning Delivery Coordinator Strategic Implementation Senior Strategic Planner Snr Strategic Planner/Project Officer Strategic Planner Development Contributions Accountant Senior Strategic Planner – Planning Delivery Growth Area Officer	Where Council is the collecting agency
PLANNING AND ENVIRONMENT ACT 1987	s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Planning Delivery Coordinator Strategic Implementation Senior Strategic Planner Snr Strategic Planner/Project Officer Strategic Planner Development Contributions Accountant Senior Strategic Planner – Planning Delivery Growth Area Officer	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Planning Delivery Coordinator Strategic Implementation Senior Strategic Planner Snr Strategic Planner/Project Officer Strategic Planner Development Contributions Accountant Senior Strategic Planner – Planning Delivery Growth Area Officer	
PLANNING AND ENVIRONMENT ACT 1987	s 46GR(2)	Power to consider a late submission duty to consider a late submission if directed to do so by the Minister	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Statutory Planning. Statutory Planning Project Coordinator Coordinator Planning Delivery Coordinator Strategic Implementation Senior Strategic Planner Snr Strategic Planner/Project Officer Strategic Planner Development Contributions Accountant Senior Strategic Planner – Planning Delivery Growth Area Officer	
PLANNING AND ENVIRONMENT ACT 1987	s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Senior Strategic Planner Development Contributions Accountant	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	
PLANNING AND ENVIRONMENT ACT 1987	s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	
PLANNING AND ENVIRONMENT ACT 1987	s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	
PLANNING AND ENVIRONMENT ACT 1987	s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 46GU	Duty not to adopt an amendment under s 29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) & (b) are met	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	
PLANNING AND ENVIRONMENT ACT 1987	s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution power to specify the manner in which the payment is to be made	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	Where Council is the collecting agency
PLANNING AND ENVIRONMENT ACT 1987	s 46GV(3)(b)	Power to enter into an agreement with the applicant	Chief Executive Officer Executive Director Placemaking Manager Planning & Growth Manager City Development Coordinator Statutory Planning Statutory Planning Projects Coordinator Coordinator Strategic Implementation Coordinator Strategic Planning Coordinator Planning Delivery	Where Council is the collecting agency
PLANNING AND ENVIRONMENT ACT 1987	s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) & (6)	Chief Executive Officer Executive Director Placemaking Manager Planning & Growth Manager City Development Coordinator Statutory Planning Statutory Planning Projects Coordinator Coordinator Strategic Implementation Coordinator Strategic Planning Coordinator Planning Delivery	Where Council is the development agency

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) & (6)	Chief Executive Officer Executive Director Placemaking Manager Planning & Growth Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Coordinator Strategic Planning Coordinator Planning Delivery	Where Council is the collecting agency
PLANNING AND ENVIRONMENT ACT 1987	s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) & (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Planning Delivery Coordinator Strategic Implementation Senior Strategic Planner Snr Strategic Planner/Project Officer Strategic Planner Development Contributions Accountant Senior Strategic Planner – Planning Delivery Growth Area Officer Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	Where Council is the collecting agency

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	Chief Executive Officer Executive Director Placemaking	Where Council is the collecting agency
PLANNING AND ENVIRONMENT ACT 1987	s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	Chief Executive Officer Executive Director Placemaking Manager Planning & Growth	Where Council is the collecting agency Limited to instances where the value of works, services, land or facilities do not exceed value of levy payable
PLANNING AND ENVIRONMENT ACT 1987	s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	Where Council is the collecting agency
PLANNING AND ENVIRONMENT ACT 1987	s 46GY(1)	Duty to keep proper and separate accounts and records	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Chief Financial Officer Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	Where Council is the collecting agency
PLANNING AND ENVIRONMENT ACT 1987	s 46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Chief Financial Officer Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	Where Council is the collecting agency

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	Where Council is the collecting agency under an approved infrastructure contributions plan this duty does not apply where Council is that planning authority
PLANNING AND ENVIRONMENT ACT 1987	s 46GZ(2)(a)	Function of receiving the monetary component	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	Where the Council is the planning authority this duty does not apply where Council is also the collecting agency
PLANNING AND ENVIRONMENT ACT 1987	s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan as responsible for those works, services or facilities	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	Where Council is the collecting agency under an approved infrastructure contributions plan this provision does not apply where Council is also the relevant development agency
PLANNING AND ENVIRONMENT ACT 1987	s 46GZ(2)(b)	Function of receiving the monetary component	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	Where Council is the development agency under an approved infrastructure contributions plan this provision does not apply where Council is also the collecting agency

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	Where Council is the collecting agency under an approved infrastructure contributions plan
PLANNING AND ENVIRONMENT ACT 1987	s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
PLANNING AND ENVIRONMENT ACT 1987	s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
PLANNING AND ENVIRONMENT ACT 1987	s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	Where Council is the collecting agency under an approved infrastructure contributions plan

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	If any inner public purpose land is vested in Council under the Subdivision Act 1988 or acquired by Council before the time it is required to be provided to Council under s 46GV(4) Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
PLANNING AND ENVIRONMENT ACT 1987	s 46GZ(9)	Function of receiving the fee simple in the land	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
PLANNING AND ENVIRONMENT ACT 1987	s 46GZA(1)	Duty to keep proper and separate accounts and records	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Chief Financial Officer Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	Where Council is a development agency under an approved infrastructure contributions plan
PLANNING AND ENVIRONMENT ACT 1987	s 46GZA(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Chief Financial Officer Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	Where Council is a development agency under an approved infrastructure contributions plan

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) - (c)	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	Where Council is a development agency under an approved infrastructure contributions plan
PLANNING AND ENVIRONMENT ACT 1987	s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	If the VPA is the collecting agency under an approved infrastructure contributions plan where Council is a development agency under an approved infrastructure contributions plan
PLANNING AND ENVIRONMENT ACT 1987	s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) & (b)	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	Where Council is the development agency under an approved infrastructure contributions plan
PLANNING AND ENVIRONMENT ACT 1987	s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) & (b)	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	Where Council is the collecting agency under an approved infrastructure contributions plan

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	Where Council is the collecting agency under an approved infrastructure contributions plan
PLANNING AND ENVIRONMENT ACT 1987	s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	Where Council is the development agency under an approved infrastructure contributions plan this duty does not apply where Council is also the collecting agency
PLANNING AND ENVIRONMENT ACT 1987	s 46GZE(2)	Function of receiving the unexpended land equalisation amount	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	Where Council is the collecting agency under an approved infrastructure contributions plan this duty does not apply where Council is also the development agency
PLANNING AND ENVIRONMENT ACT 1987	s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) & (b)	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	Where Council is the collecting agency under an approved infrastructure contributions plan

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	Where Council is the development agency under an approved infrastructure contributions plan
PLANNING AND ENVIRONMENT ACT 1987	s 46GZF(3)	Duty, if land is sold under s 46GZF(2)(b), to follow the steps in s 46GZF(3)(a) & (b)	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	Where Council is the development agency under an approved infrastructure contributions plan
PLANNING AND ENVIRONMENT ACT 1987	s 46GZF(3)	Function of receiving proceeds of sale	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	Where Council is the collection agency under an approved infrastructure contributions plan this provision does not apply where Council is also the development agency
PLANNING AND ENVIRONMENT ACT 1987	s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	Where Council is the collecting agency under an approved infrastructure contributions plan

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) & (b)	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	Where Council is the collecting agency under an approved infrastructure contributions plan
PLANNING AND ENVIRONMENT ACT 1987	s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Planning Delivery Coordinator Statutory Planning Statutory Planning Project Coordinator Development Contributions Accountant	Where Council is the collecting agency under an approved infrastructure contributions plan
PLANNING AND ENVIRONMENT ACT 1987	s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	Where Council is a collecting agency or development agency
PLANNING AND ENVIRONMENT ACT 1987	s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	Where Council is a collecting agency or development agency

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	Chief Executive Officer Executive Director Placemaking Manager Planning & Growth Coordinator Planning Delivery Development Contributions Accountant	
PLANNING AND ENVIRONMENT ACT 1987	s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Planning Delivery Development Contributions Accountant Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	
PLANNING AND ENVIRONMENT ACT 1987	s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permits	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions	
PLANNING AND ENVIRONMENT ACT 1987	s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth	
PLANNING AND ENVIRONMENT ACT 1987	s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Planning Delivery Development Contributions Accountant	
PLANNING AND ENVIRONMENT ACT 1987	s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	Chief Executive Officer Executive Director Placemaking Manager Planning & Growth	Limited to instances where the value of works, services, land or facilities do not exceed value of levy payable
PLANNING AND ENVIRONMENT ACT 1987	s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	Chief Executive Officer Executive Director Placemaking	
PLANNING AND ENVIRONMENT ACT 1987	s 46Q(1)	Duty to keep proper accounts of levies paid	Chief Executive Officer Chief Financial Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency or plan preparation costs incurred by a development agency	Chief Executive Officer Chief Financial Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	
PLANNING AND ENVIRONMENT ACT 1987	s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc.	Chief Executive Officer Chief Financial Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Manager Civil Infrastructure Chief Financial Officer Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Development Contributions Accountant	
PLANNING AND ENVIRONMENT ACT 1987	s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	Chief Executive Officer Executive Director Placemaking Manager Planning & Growth	Only applies when levy is paid to Council as a 'development agency'
PLANNING AND ENVIRONMENT ACT 1987	s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has 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)	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Planning Delivery Coordinator Strategic Planning Development Contributions Accountant	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

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Strategic Implementation Coordinator Planning Delivery Development Contributions Accountant	Must be done in accordance with Part 3
PLANNING AND ENVIRONMENT ACT 1987	s 46Q(4)(e)	Duty to expend that amount on other works etc.	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Strategic Implementation Coordinator Planning Delivery Development Contributions Accountant	With the consent of, and in the manner approved by, the Minister
PLANNING AND ENVIRONMENT ACT 1987	s 46QC	Power to recover any amount of levy payable under Part 3B	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Planning Delivery Development Contributions Accountant	
PLANNING AND ENVIRONMENT ACT 1987	s 46QD	Duty to prepare report and give a report to the Minister	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Planning Delivery Development Contributions Accountant	Where council is a collecting agency or development agency
PLANNING AND ENVIRONMENT ACT 1987	s 46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with the public availability requirements, during the inspection period	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Coordinator Planning Delivery	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 46V(4)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with s 197B of the Act and on payment of the prescribe fee, after the inspection period	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Coordinator Planning Delivery	
PLANNING AND ENVIRONMENT ACT 1987	s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Coordinator Planning Delivery	
PLANNING AND ENVIRONMENT ACT 1987	s 46V(6)	Duty to make a copy of the approved strategy plan incorporating all amendments to it available in accordance with the public available requirements	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Coordinator Planning Delivery	
PLANNING AND ENVIRONMENT ACT 1987	s 46Y	Duty to carry out works in conformity with the approved strategy plan	Chief Executive Officer Executive Director Placemaking Manager Planning & Growth	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 47	Power to decide that an application for a planning permit does not comply with that Act	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Team Leader Statutory Planning Senior Planning Subdivision Officer Subdivision Officer Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Senior Planning Subdivision Officer Subdivision Officer Team Leader Statutory Planning Administration Administration/Technical Officer	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Senior Planning Subdivision Officer Subdivision Officer Team Leader Statutory Planning Administration Administration/Technical Officer	
PLANNING AND ENVIRONMENT ACT 1987	s 50(4)	Duty to amend application	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Planning Subdivision Officer Senior Statutory Planner Town Planner Student Planner Team Leader Statutory Planning Administration Administration/Technical Officer	
PLANNING AND ENVIRONMENT ACT 1987	s 50(5)	Power to refuse to amend application	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 50(6)	Duty to make note of amendment to application in register	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Senior Planning Subdivision Officer Subdivision Officer Team Leader Statutory Planning Administration Administration/Technical Officer	
PLANNING AND ENVIRONMENT ACT 1987	s 50A(1)	Power to make amendment to application	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 50A(4)	Duty to note amendment to application in register	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Senior Planning Subdivision Officer Subdivision Officer Team Leader Statutory Planning Administration Administration/Technical Officer	
PLANNING AND ENVIRONMENT ACT 1987	s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Senior Planning Subdivision Officer Subdivision Officer Team Leader Statutory Planning Administration Administration/Technical Officer	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 52(1)(b)	Duty to give notice of the application to other municipal councils where appropriate	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 52(3)	Power to give any further notice of an application where appropriate	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 54(1)	Power to require the applicant to provide more information	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 54(1A)	Duty to give notice in writing of information required under s 54(1)	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 54(1B)	Duty to specify the lapse date for an application	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Senior Planning Subdivision Officer Subdivision Officer Team Leader Statutory Planning Administration Administration/Technical Officer	
PLANNING AND ENVIRONMENT ACT 1987	s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	Not Delegated	
PLANNING AND ENVIRONMENT ACT 1987	s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Senior Planning Subdivision Officer Subdivision Officer Team Leader Statutory Planning Administration Administration/Technical Officer	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 57(5)	Duty to make a copy of all objections in accordance with the public availability requirements	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Senior Planning Subdivision Officer Subdivision Officer Team Leader Statutory Planning Administration Administration/Technical Officer	
PLANNING AND ENVIRONMENT ACT 1987	S 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 57A(5)	Power to refuse to amend application	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 57A(6)	Duty to note amendments to application in register	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Team Leader Statutory Planning Administration Administration/Technical Officer	
PLANNING AND ENVIRONMENT ACT 1987	s 57B(1)	Duty to determine whether and to whom notice should be given	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 57B(2)	Duty to consider certain matters in determining whether notice should be given	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner – Business Facilitation Senior Statutory Planner Town Planner Student Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 57C(1)	Duty to give copy of amended application to referral authority	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Senior Planning Subdivision Officer Subdivision Officer Team Leader Statutory Planning Administration Administration/Technical Officer	
PLANNING AND ENVIRONMENT ACT 1987	s 58	Duty to consider every application for a permit	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner – Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 58A	Power to request advice from the Planning Application Committee	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 60	Duty to consider certain matters	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner – Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 60(1A)	Duty to consider certain matters	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage At 2006
PLANNING AND ENVIRONMENT ACT 1987	s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	Not Delegated	
PLANNING AND ENVIRONMENT ACT 1987	s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 62(1)	Duty to include certain conditions in deciding to grant a permit	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 62(2)	Power to include other conditions	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	Subject to advising all Councillors prior to any delegated decision being made in respect of applications with 6 or more objections with the right for any Councillor to refer an application to the Planning Committee in accordance with the Planning Committee terms of reference

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 64(3)	Duty not to issue a permit until after the specified period	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	This provision applies also to a decision to grant an amendment to a permit - see s 75
PLANNING AND ENVIRONMENT ACT 1987	s 64(5)	Duty to give each objector a copy of an exempt decision	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	This provision applies also to a decision to grant an amendment to a permit - see s 75A

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Team Leader Statutory Planning Administration Administration/Technical Officer	Subject to advising all Councillors prior to any delegated decision being made in respect of refusal of applications with the right for any Councillor to refer an application to the Planning Committee in accordance with the Planning Committee terms of reference
PLANNING AND ENVIRONMENT ACT 1987	s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Senior Planning Subdivision Officer Subdivision Officer Team Leader Statutory Planning Administration Administration/Technical Officer	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Senior Planning Subdivision Officer Subdivision Officer Team Leader Statutory Planning Administration Administration/Technical Officer	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
PLANNING AND ENVIRONMENT ACT 1987	s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Senior Planning Subdivision Officer Subdivision Officer Team Leader Statutory Planning Administration Administration/Technical Officer	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Senior Planning Subdivision Officer Subdivision Officer Team Leader Statutory Planning Administration Administration/Technical Officer	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
PLANNING AND ENVIRONMENT ACT 1987	s 69(1)	Function of receiving application for extension of time of permit	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Senior Planning Subdivision Officer Subdivision Officer Team Leader Statutory Planning Administration Administration/Technical Officer	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 69(1A)	Function of receiving application for extension of time to complete development	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Team Leader Statutory Planning Administration Administration/Technical Officer	
PLANNING AND ENVIRONMENT ACT 1987	s 69(2)	Power to extend time	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 70	Duty to make copy permit available in accordance with the public availability requirements	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Team Leader Statutory Planning Administration Administration/Technical Officer	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 71(1)	Power to correct certain mistakes	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 71(2)	Duty to note corrections in register	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Team Leader Statutory Planning Administration Administration/Technical Officer	
PLANNING AND ENVIRONMENT ACT 1987	s 73	Power to decide to grant amendment subject to conditions	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 74	Duty to issue amended permit to applicant if no objectors	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Senior Planning Subdivision Officer Subdivision Officer	
PLANNING AND ENVIRONMENT ACT 1987	s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Senior Planning Subdivision Officer Subdivision Officer Team Leader Statutory Planning Administration Administration/Technical Officer	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Senior Planning Subdivision Officer Subdivision Officer Team Leader Statutory Planning Administration Administration/Technical Officer	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
PLANNING AND ENVIRONMENT ACT 1987	s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Senior Planning Subdivision Officer Subdivision Officer Team Leader Statutory Planning Administration Administration/Technical Officer	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Senior Planning Subdivision Officer Subdivision Officer Team Leader Statutory Planning Administration Administration/Technical Officer	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
PLANNING AND ENVIRONMENT ACT 1987	s 76D	Duty to comply with direction of Minister to issue amended permit	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 83	Function of being respondent to an appeal	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 83B	Duty to give or publish notice of application for review	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Team Leader Statutory Planning Administration Administration/Technical Officer	
PLANNING AND ENVIRONMENT ACT 1987	s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	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	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 84(6)	Duty to issue permit on receipt of advice within 3 business days	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 84AB	Power to agree to confining a review by the Tribunal	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Planning Delivery Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 86	Duty to issue a permit at order of Tribunal within 3 business days	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planning Investigations Officer Senior Planning Investigations Officer Planning Investigations Officer Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Principal Planning Investigations Officer Senior Planning Investigations Officer Planning Investigations Officer	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 91(2)	Duty to comply with the directions of the VCAT	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Senior Planning Subdivision Officer Subdivision Officer Principal Planning Investigations Officer Senior Planning Investigations Officer Planning Investigations Officer	
PLANNING AND ENVIRONMENT ACT 1987	s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 93(2)	Duty to give notice of VCAT order to stop development	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Principal Planning Investigations Officer Senior Planning Investigations Officer Planning Investigations Officer	
PLANNING AND ENVIRONMENT ACT 1987	s 95(3)	Function of referring certain applications to the Minister	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 95(4)	Duty to comply with an order or direction	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	Chief Executive Officer Executive Directors Manager Planning & Growth Chief Financial Officer	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Chief Executive Officer Executive Directors Manager Planning & Growth Chief Financial Officer	
PLANNING AND ENVIRONMENT ACT 1987	s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation	
PLANNING AND ENVIRONMENT ACT 1987	s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation	
PLANNING AND ENVIRONMENT ACT 1987	s 96F	Duty to consider the panel's report under s 96E	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996)	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 96H(3)	Power to give notice in compliance with Minister's direction	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation	
PLANNING AND ENVIRONMENT ACT 1987	s 96J	Duty to issue permit as directed by the Minister	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 96K	Duty to comply with direction of the Minister to give notice of refusal	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 96Z	Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate		N/A Metropolitan Planning Levy

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 97C	Power to request Minister to decide the application	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation	
PLANNING AND ENVIRONMENT ACT 1987	s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with the public availability requirements	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Team Leader Statutory Planning Administration Administration/Technical Officer	
PLANNING AND ENVIRONMENT ACT 1987	s 97L	Duty to include Ministerial decisions in a register kept under s 49	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Team Leader Statutory Planning Administration Administration/Technical Officer	
PLANNING AND ENVIRONMENT ACT 1987	s 97MH	Duty to provide information or assistance to the Planning Application Committee	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator	
PLANNING AND ENVIRONMENT ACT 1987	s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Principal Planning Investigations Officer Senior Planning Investigations Officer Planning Investigations Officer	
PLANNING AND ENVIRONMENT ACT 1987	s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Principal Planning Investigations Officer Senior Planning Investigations Officer Planning Investigations Officer	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Principal Planning Investigations Officer Senior Planning Investigations Officer Planning Investigations Officer Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 97Q(4)	Duty to comply with directions of VCAT	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Principal Planning Investigations Officer Senior Planning Investigations Officer Planning Investigations Officer Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Principal Planning Investigations Officer Senior Planning Investigations Officer Planning Investigations Officer Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Team Leader Statutory Planning Administration Administration/Technical Officer	
PLANNING AND ENVIRONMENT ACT 1987	s 98(1) & (2)	Function of receiving claim for compensation in certain circumstances	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Implementation Coordinator Strategic Planning Coordinator Planning Delivery	
PLANNING AND ENVIRONMENT ACT 1987	s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Implementation Coordinator Strategic Planning Coordinator Planning Delivery	
PLANNING AND ENVIRONMENT ACT 1987	s 101	Function of receiving claim for expenses in conjunction with claim	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Implementation Coordinator Strategic Planning Coordinator Planning Delivery	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 103	Power to reject a claim for compensation in certain circumstances	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth	
PLANNING AND ENVIRONMENT ACT 1987	s 107(1)	Function of receiving claim for compensation	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Implementation Coordinator Strategic Planning Coordinator Planning Delivery	
PLANNING AND ENVIRONMENT ACT 1987	s 107(3)	Power to agree to extend time for making claim	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Implementation Coordinator Strategic Planning Coordinator Planning Delivery	
PLANNING AND ENVIRONMENT ACT 1987	s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Implementation Coordinator Strategic Planning Coordinator Planning Delivery	
PLANNING AND ENVIRONMENT ACT 1987	s 114(1)	Power to apply to the VCAT for an enforcement order	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Principal Planning Investigations Officer Senior Planning Investigations Officer Planning Investigations Officer Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 117(1)(a)	Function of making a submission to the VCAT where objections are received	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Principal Planning Investigations Officer Senior Planning Investigations Officer Planning Investigations Officer Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Principal Planning Investigations Officer Senior Planning Investigations Officer Planning Investigations Officer Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 123(1)	Power to carry out work required by enforcement order and recover costs	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Principal Planning Investigations Officer Senior Planning Investigations Officer Planning Investigations Officer Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	Chief Executive Officer Chief Financial Officer Executive Director Placemaking Manager City Development	Except Crown Land
PLANNING AND ENVIRONMENT ACT 1987	s 129	Function of recovering penalties	Chief Executive Officer Executive Director Placemaking Manager City Development Chief Financial Officer Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planning Investigations Officer	
PLANNING AND ENVIRONMENT ACT 1987	s 130(5)	Power to allow person served with an infringement notice further time	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Principal Planning Investigations Officer Senior Planning Investigations Officer Planning Investigations Officer Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Town Planner Student Planner Senior Statutory Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 149A(1)	Power to refer a matter to the VCAT for determination	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Principal Planning Investigations Officer Senior Planning Investigations Officer Planning Investigations Officer Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s 173 agreement	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Planning Delivery Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Team Leader Statutory Planning Town Planner Student Planner Principal Planning Investigations Officer Senior Planning Investigations Officer Planning Investigations Officer	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B) power to ask for contribution under s 156(3) power to abandon amendment or part of it under s 156(4)	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Senior Strategic Planner Strategic Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 171(2)(f)	Power to carry out studies and commission reports	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Coordinator Planning Delivery Team Leader Statutory Planning Principal Planner - Business Facilitation Principal Planner Senior Statutory Planner Senior Planning Subdivision Officer Subdivision Officer Town Planner Student Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 171(2)(g)	Power to grant and reserve easements	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Coordinator Planning Delivery Team Leader Statutory Planning Principal Planner - Business Facilitation Principal Planner Senior Statutory Planner Senior Planning Subdivision Officer Subdivision Officer Town Planner Student Planner Manager Civil Infrastructure Coordinator Development Planning Principal Development Engineer	
PLANNING AND ENVIRONMENT ACT 1987	s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Planning Delivery	Where Council is a development agency specified in an approved infrastructure contributions plan
PLANNING AND ENVIRONMENT ACT 1987	s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Strategic Implementation Coordinator Planning Delivery	Where Council is a collecting agency specified in an approved infrastructure contributions plan
PLANNING AND ENVIRONMENT ACT 1987	s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Planning Delivery	Where Council is the development agency specified in an approved infrastructure contributions plan

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 173(1)	Power to enter into agreement covering matters set out in s 174	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth	
PLANNING AND ENVIRONMENT ACT 1987	S 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth	Where council is the relevant responsible authority
PLANNING AND ENVIRONMENT ACT 1987		Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Manager Civil Infrastructure Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Team Leader Statutory Planning Senior Planning Subdivision Officer Subdivision Officer Principal Planning Investigations Officer Senior Planning Investigations Officer Planning Investigations Officer Town Planner Student Planner Coordinator Development Planning Principle Development Engineer Senior Development Engineer Development Engineer	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987		Power to give consent on behalf of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Manager Urban Design and Heritage Manager Civil Infrastructure Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Strategic Implementation Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Team Leader Statutory Planning Senior Planning Subdivision Officer Subdivision Officer Principal Planning Investigations Officer Senior Planning Investigations Officer Planning Investigations Officer Town Planner Student Planner Coordinator Development Planning Principal Development Engineer Senior Development Engineer Development Engineer	
PLANNING AND ENVIRONMENT ACT 1987	s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Planning Delivery	
PLANNING AND ENVIRONMENT ACT 1987	s 178	Power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 178A(1)	Function of receiving application to amend or end an agreement	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Team Leader Statutory Planning Administration Administration/Technical Officer	
PLANNING AND ENVIRONMENT ACT 1987	s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation	
PLANNING AND ENVIRONMENT ACT 1987	s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 178A(5)	Power to propose to amend or end an agreement	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning	
PLANNING AND ENVIRONMENT ACT 1987	s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 178C(4)	Function of determining how to give notice under s 178C(2)	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 178E(1)	Duty not to make decision until after 14 days after notice has been given	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth	If no objections are made under s 178D Must consider matters in s 178B
PLANNING AND ENVIRONMENT ACT 1987	s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth	If no objections are made under s 178D Must consider matters in s 178B
PLANNING AND ENVIRONMENT ACT 1987	s 178E(2)(c)	Power to refuse to amend or end the agreement	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth	If no objections are made under s 178D Must consider matters in s 178B
PLANNING AND ENVIRONMENT ACT 1987	s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth	After considering objections, submissions and matters in s 178B
PLANNING AND ENVIRONMENT ACT 1987	s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth	After considering objections, submissions and matters in s 178B
PLANNING AND ENVIRONMENT ACT 1987	s 178E(3)(c)	Power to amend or end the agreement in a manner that is substantively different from the proposal	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth	After considering objections, submissions and matters in s 178B
PLANNING AND ENVIRONMENT ACT 1987	s 178E(3)(d)	Power to refuse to amend or end the agreement	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth	After considering objections, submissions and matters in s 178B

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 178F(2)	Duty to give notice of its decision under s1 78E(2)(c) or (3)(d)	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 178F(4)	Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner- Business Facilitation Principal Planner Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Team Leader Statutory Planning Administration Administration/Technical Officer	
PLANNING AND ENVIRONMENT ACT 1987	s 178(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 179(2)	Duty to make copy of each agreement available in accordance with the public availability requirements	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 181	Duty to apply to the Registrar of Titles to record the agreement	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation	
PLANNING AND ENVIRONMENT ACT 1987	s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation	
PLANNING AND ENVIRONMENT ACT 1987	s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 182	Power to enforce an agreement	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Coordinator Planning Delivery Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Principal Planning Investigations Officer Senior Statutory Planner Planning Investigations Officer Senior Planning Investigations Officer Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation	
PLANNING AND ENVIRONMENT ACT 1987	s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 184G(2)	Duty to comply with a direction of the Tribunal	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Principal Planning Investigations Officer Senior Planning Investigations Officer Planning Investigations Officer	
PLANNING AND ENVIRONMENT ACT 1987	s 184G(3)	Duty to give notice as directed by the Tribunal	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Strategic Implementation Coordinator Statutory Planning Statutory Planning Project Coordinator Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 198(1)	Function to receive application for planning certificate	Not applicable	
PLANNING AND ENVIRONMENT ACT 1987	s 199(1)	Duty to give planning certificate to applicant	Not applicable	
PLANNING AND ENVIRONMENT ACT 1987	s 201(1)	Function of receiving application for declaration of underlying zoning	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Projects Coordinator Coordinator Strategic Implementation Team Leader Statutory Planning Principal Planner Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 201(3)	Duty to make declaration	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Projects Coordinator Coordinator Strategic Implementation Senior Strategic Planner Strategic Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987		Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	Chief Executive Officer Executive Directors Manager City Development Manager Planning & Growth Manager Urban Design and Heritage Manager Civil Infrastructure Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Development Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Team Leader Statutory Planning Principal Development Engineer Senior Development Engineer Technical Officer (Engineering) Business Support Officer Senior WSUD Development Engineer Senior Development Engineer Traffic Traffic Development Engineer Principal Stormwater Planning Officer Development Engineer Coordinator Open Space Planning Senior Open Space Planner Open Space Planner Parks Planning Officer Senior Planning Subdivision Officer Subdivision Officer Town Planner Student Planner Environmental Planning Team Leader Environmental Planning Officer Senior Sustainable Development Officer	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987		Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Manager Urban Design and Heritage Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Coordinator Planning Delivery Coordinator Strategic Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Team Leader Statutory Planning Senior Planning Subdivision Officer Subdivision Officer Principal Planning Investigations Officer Planning Investigations Officer Senior Planning Investigations Officer Town Planner Student Planner	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987		Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	Chief Executive Officer Executive Directors Manager City Development Manager Planning & Growth Manager Urban Design and Heritage Manager Civil Infrastructure Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Development Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Team Leader Statutory Planning Coordinator Development Planning Principal Development Engineer Senior Development Engineer Development Engineer Technical Officer (Engineering) Business Support Officer Senior WSUD Development Engineer Senior Development Engineer Traffic Traffic Development Engineer Principal Stormwater Planning Officer Coordinator Open Space Planning Senior Open Space Planner Open Space Planner Parks Planning Officer Senior Planning Subdivision Officer Subdivision Officer Town Planner Student Planner Environmental Planning Team Leader Environmental Planning Officer	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987		Power to give written authorisation in accordance with a provision of a planning scheme	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Manager Urban Design and Heritage Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Coordinator Strategic Planning Coordinator Planning Delivery Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT ACT 1987	s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Coordinator Strategic Planning Coordinator Planning Delivery Team Leader Statutory Planning Principal Planner- Business Facilitation Principal Planner Senior Statutory Planner Town Planner Student Planner Senior Planning Subdivision Officer Subdivision Officer	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT ACT 1987	s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Coordinator Strategic Planning Coordinator Planning Delivery Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Senior Planning Subdivision Officer Subdivision Officer	
PLANNING AND ENVIRONMENT ACT 1987	-----	Power to determine whether or not a document or series of documents constitute a Development Plan for the purposes of the Greater Geelong Planning Scheme is to the satisfaction of the Responsible Authority	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator	
PLANNING AND ENVIRONMENT ACT 1987		Exercise all the powers, duties and functions of a referral authority under the Planning and Environment Act	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	

PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016	r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Strategic Implementation	
PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016	r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation	
PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016	r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r 19 or 20	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Strategic Implementation Statutory Planning Project Coordinator Coordinator Strategic Implementation	

PLANNING AND ENVIRONMENT REGULATIONS 2015

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT REGULATIONS 2015	r 6	Function of receiving notice, under s 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Planning Coordinator Strategic Implementation Coordinator Planning Delivery	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority
PLANNING AND ENVIRONMENT REGULATIONS 2015	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	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	
PLANNING AND ENVIRONMENT REGULATIONS 2015	r 25(a)	Duty to make copy of matter considered under s 60(1A)(g) in accordance with the public availability requirements	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner	Where Council is the responsible authority

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
PLANNING AND ENVIRONMENT REGULATIONS 2015	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 in accordance with the public availability requirements	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Statutory Planning Statutory Planning Project Coordinator Coordinator Strategic Implementation Team Leader Statutory Planning Principal Planner Principal Planner - Business Facilitation Senior Statutory Planner Town Planner Student Planner Team Leader Statutory Planning Administration Administration/Technical Officer	Where Council is not the responsible authority but the relevant land is within Council's municipal district
PLANNING AND ENVIRONMENT REGULATIONS 2015	r 42	Function of receiving notice under s 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	Chief Executive Officer Executive Director Placemaking Manager City Development Manager Planning & Growth Coordinator Strategic Implementation Coordinator Strategic Planning Coordinator Planning Delivery Coordinator Statutory Planning Statutory Planning Projects Coordinator	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.

RESIDENTIAL TENANCIES ACT 1997

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
RESIDENTIAL TENANCIES ACT 1997	s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	Chief Executive Officer Executive Director Placemaking Manager City Development Municipal Building Surveyor Coordinator Building Services Deputy Municipal Building Surveyor - Governance Deputy Municipal Building Surveyor - Permits Building Surveyor Building Inspector	
RESIDENTIAL TENANCIES ACT 1997	s 522(1)	Power to give a compliance notice to a person	Chief Executive Officer Executive Director Placemaking Manager City Development Municipal Building Surveyor Coordinator Building Services Deputy Municipal Building Surveyor - Governance Deputy Municipal Building Surveyor - Permits Building Surveyor Building Inspector	
RESIDENTIAL TENANCIES ACT 1997	S 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	Chief Executive Officer Executive Director Placemaking Manager City Development Municipal Building Surveyor Coordinator Building Services Deputy Municipal Building Surveyor - Governance Deputy Municipal Building Surveyor - Permits Building Inspector	
RESIDENTIAL TENANCIES ACT 1997	s 525(4)	Duty to issue identity card to authorised officers	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Building Services Support Municipal Building Surveyor Coordinator Building Services Deputy Municipal Building Surveyor - Governance Deputy Municipal Building Surveyor - Permits	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
RESIDENTIAL TENANCIES ACT 1997	s 526(5)	Duty to keep record of entry by authorised officer under s 526	Chief Executive Officer Executive Director Placemaking Manager City Development Municipal Building Surveyor Coordinator Building Services Coordinator Building Services Support Deputy Municipal Building Surveyor - Governance Deputy Municipal Building Surveyor - Permits Building Surveyor Building Investigations Officer Team Leader Building Services Administration Technical Officer	
RESIDENTIAL TENANCIES ACT 1997	s 526A(3)	Function of receiving report of inspection	Chief Executive Officer Executive Director Placemaking Manager City Development Coordinator Building Services Support Municipal Building Surveyor Coordinator Building Services Deputy Municipal Building Surveyor - Governance Deputy Municipal Building Surveyor - Permits Building Surveyor Building Inspector Building Investigations Officer	
RESIDENTIAL TENANCIES ACT 1997	s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	Chief Executive Officer Executive Director Placemaking Executive Director City Life Manager City Development Manager Community Safety & Regulation Municipal Building Surveyor Coordinator Building Services	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020	r 7	Power to enter into a written agreement with a caravan park owner	Chief Executive Officer Executive Director Placemaking Coordinator Building Services Support Municipal Building Surveyor Coordinator Building Services Deputy Municipal Building Surveyor - Governance Deputy Municipal Building Surveyor - Permits	
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020	r 10	Function of receiving application for registration	Chief Executive Officer Executive Director Placemaking Municipal Building Surveyor Coordinator Building Services Coordinator Building Services Support Deputy Municipal Building Surveyor - Governance Deputy Municipal Building Surveyor - Permits Building Surveyor Building Inspector Assistant Building Surveyor Technical Officer Team Leader Building Services Administration Administration/Technical Officer Administration Officer	
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020	r 11	Function of receiving application for renewal of registration	Chief Executive Officer Executive Director Placemaking Municipal Building Surveyor Coordinator Building Services Coordinator Building Services Support Deputy Municipal Building Surveyor - Governance Deputy Municipal Building Surveyor - Permits Building Surveyor Building Inspector Assistant Building Surveyor Technical Officer Team Leader Building Services Administration Administration/Technical Officer Administration Officer	
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020	r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	Chief Executive Officer Executive Director Placemaking Municipal Building Surveyor Coordinator Building Services Coordinator Building Services Support Deputy Municipal Building Surveyor - Governance Deputy Municipal Building Surveyor - Permits	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020	r 12(1)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	Chief Executive Officer Executive Director Placemaking Municipal Building Surveyor Coordinator Building Services Coordinator Building Services Support Deputy Municipal Building Surveyor - Governance Deputy Municipal Building Surveyor - Permits	
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020	r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	Chief Executive Officer Executive Director Placemaking Municipal Building Surveyor Coordinator Building Services Coordinator Building Services Support Deputy Municipal Building Surveyor - Governance Deputy Municipal Building Surveyor - Permits Building Surveyor Building Inspector Assistant Building Surveyor Team Leader Building Services Administration Administration/Technical Officer Technical Officer	
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020	r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	Chief Executive Officer Executive Director Placemaking Municipal Building Surveyor Coordinator Building Services Coordinator Building Services Support Deputy Municipal Building Surveyor - Governance Deputy Municipal Building Surveyor - Permits	
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020	r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	Chief Executive Officer Executive Director Placemaking Municipal Building Surveyor Coordinator Building Services Coordinator Building Services Support Deputy Municipal Building Surveyor - Governance Deputy Municipal Building Surveyor - Permits	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020	r 12(4) & (5)	Duty to issue certificate of registration	Chief Executive Officer Executive Director Placemaking Municipal Building Surveyor Coordinator Building Services Coordinator Building Services Support Deputy Municipal Building Surveyor - Governance Deputy Municipal Building Surveyor - Permits Building Surveyor Building Inspector Assistant Building Surveyor Technical Officer Team Leader Building Services Administration Administration/Technical Officer Administration Officer	
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020	r 14(1)	Function of receiving notice of transfer of ownership	Chief Executive Officer Executive Director Placemaking Municipal Building Surveyor Coordinator Building Services Coordinator Building Services Support Deputy Municipal Building Surveyor - Governance Deputy Municipal Building Surveyor - Permits Building Surveyor Building Inspector Assistant Building Surveyor Technical Officer Team Leader Building Services Administration Administration/Technical Officer Administration Officer	
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020	r 14(3)	Power to determine where notice of transfer is displayed	Chief Executive Officer Executive Director Placemaking Coordinator Building Services Support Municipal Building Surveyor Coordinator Building Services Deputy Municipal Building Surveyor - Governance Deputy Municipal Building Surveyor - Permits Building Surveyor Building Inspector Assistant Building Surveyor Team Leader Building Services Administration Technical Officer	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020	r 15(1)	Duty to transfer registration to new caravan park owner	Chief Executive Officer Executive Director Placemaking Municipal Building Surveyor Coordinator Building Services Coordinator Building Services Support Deputy Municipal Building Surveyor - Governance Deputy Municipal Building Surveyor - Permits Building Surveyor Building Inspector Assistant Building Surveyor Technical Officer Team Leader Building Services Administration Administration/Technical Officer Administration Officer	
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020	r 15(2)	Duty to issue a certificate of transfer of registration	Chief Executive Officer Executive Director Placemaking Municipal Building Surveyor Coordinator Building Services Coordinator Building Services Support Deputy Municipal Building Surveyor - Governance Deputy Municipal Building Surveyor - Permits Building Surveyor Building Inspector Assistant Building Surveyor Technical Officer Team Leader Building Services Administration Administration/Technical Officer Administration Officer	
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020	r 15(3)	Power to determine where certificate of transfer of registration is displayed	Chief Executive Officer Executive Director Placemaking Municipal Building Surveyor Coordinator Building Services Coordinator Building Services Support Deputy Municipal Building Surveyor - Governance Deputy Municipal Building Surveyor - Permits Building Surveyor Building Inspector Assistant Building Surveyor Technical Officer	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020	r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	Chief Executive Officer Executive Director Placemaking Coordinator Building Services Support Municipal Building Surveyor Coordinator Building Services Deputy Municipal Building Surveyor - Governance Deputy Municipal Building Surveyor - Permits Building Surveyor Building Inspector Assistant Building Surveyor Technical Officer Team Leader Building Services Administration Administration/Technical Officer Administration Officer	
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020	r 17	Duty to keep register of caravan parks	Chief Executive Officer Executive Director Placemaking Municipal Building Surveyor Coordinator Building Services Coordinator Building Services Support Deputy Municipal Building Surveyor - Governance Deputy Municipal Building Surveyor - Permits Building Surveyor Building Inspector Assistant Building Surveyor Technical Officer Team Leader Building Services Administration Administration/Technical Officer Administration Officer	
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020	r 18(4)	Power to determine where the emergency contact person's details are displayed	Chief Executive Officer Executive Director Placemaking Municipal Building Surveyor Coordinator Building Services Coordinator Building Services Support Deputy Municipal Building Surveyor - Governance Deputy Municipal Building Surveyor - Permits Building Surveyor Building Inspector Assistant Building Surveyor Technical Officer	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020	r 18(6)	Power to determine where certain information is displayed	Chief Executive Officer Executive Director Placemaking Municipal Building Surveyor Coordinator Building Services Coordinator Building Services Support Deputy Municipal Building Surveyor - Governance Deputy Municipal Building Surveyor - Permits Building Surveyor Building Inspector Assistant Building Surveyor Technical Officer	
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020	r 22(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	Chief Executive Officer Executive Director Placemaking Municipal Building Surveyor Coordinator Building Services Coordinator Building Services Support Deputy Municipal Building Surveyor - Governance Deputy Municipal Building Surveyor - Permits Building Surveyor Building Inspector Assistant Building Surveyor Technical Officer	
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020	r 22(2)	Duty to consult with relevant emergency services agencies	Chief Executive Officer Executive Director Placemaking Municipal Building Surveyor Coordinator Building Services Coordinator Building Services Support Deputy Municipal Building Surveyor - Governance Deputy Municipal Building Surveyor - Permits	
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020	r 23	Power to determine places in which caravan park owner must display a copy of emergency procedures	Chief Executive Officer Executive Director Placemaking Municipal Building Surveyor Coordinator Building Services Coordinator Building Services Support Deputy Municipal Building Surveyor - Governance Deputy Municipal Building Surveyor - Permits Building Surveyor Building Inspector Assistant Building Surveyor Technical Officer	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020	r 24	Power to determine places in which caravan park owner must display copy of public emergency warnings	Chief Executive Officer Executive Director Placemaking Municipal Building Surveyor Coordinator Building Services (Municipal Building Surveyor) Coordinator Building Services Support Deputy Municipal Building Surveyor - Governance Deputy Municipal Building Surveyor - Permits Building Surveyor Building Inspector Assistant Building Surveyor Technical Officer	
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020	r 25(3)	Duty to consult with relevant floodplain management authority	Chief Executive Officer Executive Director Placemaking Municipal Building Surveyor Coordinator Building Services Deputy Municipal Building Surveyor - Governance Deputy Municipal Building Surveyor - Permits Building Surveyor Assistant Building Surveyor Technical Officer	
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020	r 26	Duty to have regard to any report of the relevant fire authority	Chief Executive Officer Executive Director Placemaking Municipal Building Surveyor Coordinator Building Services Coordinator Building Services Support Deputy Municipal Building Surveyor - Governance Deputy Municipal Building Surveyor - Permits Building Surveyor Building Inspector Assistant Building Surveyor Technical Officer	
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020	r 28(c)	Power to approve system for the collection, removal and disposal of sewage and wastewater from a movable dwelling	Chief Executive Officer Executive Director Placemaking Municipal Building Surveyor Coordinator Building Services Coordinator Building Services Support Deputy Municipal Building Surveyor - Governance Deputy Municipal Building Surveyor - Permits Building Surveyor Building Inspector Assistant Building Surveyor Technical Officer	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020	r 40	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	Chief Executive Officer Executive Director Placemaking Municipal Building Surveyor Coordinator Building Services Coordinator Building Services Support Deputy Municipal Building Surveyor - Governance Deputy Municipal Building Surveyor - Permits Building Surveyor Building Inspector Assistant Building Surveyor Technical Officer Team Leader Building Services Administration Administration/Technical Officer Administration Officer	
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020	r 40(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	Chief Executive Officer Executive Director Placemaking Municipal Building Surveyor Coordinator Building Services Coordinator Building Services Support Deputy Municipal Building Surveyor - Governance Deputy Municipal Building Surveyor - Permits Building Surveyor Building Inspector Assistant Building Surveyor Technical Officer Team Leader Building Services Administration Administration/Technical Officer Administration Officer	
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020	r 41(4)	Function of receiving installation certificate	Chief Executive Officer Executive Director Placemaking Municipal Building Surveyor Coordinator Building Services Coordinator Building Services Support Deputy Municipal Building Surveyor - Governance Deputy Municipal Building Surveyor - Permits Building Surveyor Building Inspector Assistant Building Surveyor Technical Officer Team Leader Building Services Administration Administration/Technical Officer Administration Officer	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020	r 43	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	Chief Executive Officer Executive Director Placemaking Municipal Building Surveyor Coordinator Building Services Deputy Municipal Building Surveyor - Governance Deputy Municipal Building Surveyor - Permits	
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020	Schedule 3 clause 4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling	Chief Executive Officer Executive Director Placemaking Municipal Building Surveyor Coordinator Building Services Deputy Municipal Building Surveyor - Governance Deputy Municipal Building Surveyor - Permits	

ROAD MANAGEMENT ACT 2004

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
ROAD MANAGEMENT ACT 2004	s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	Chief Executive Officer Executive Director City Infrastructure Executive Director Corporate Services Chief Financial Officer Manager Civil Infrastructure Coordinator Revenue Property & Valuations	Obtain consent in circumstances specified in s 11(2)
ROAD MANAGEMENT ACT 2004	s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	Chief Executive Officer Executive Director City Infrastructure Executive Director Corporate Services Chief Financial Officer Manager Civil Infrastructure Coordinator Revenue Property & Valuations	Not applicable
ROAD MANAGEMENT ACT 2004	s 11(9)(b)	Duty to advise Registrar	Chief Executive Officer Executive Director City Infrastructure Executive Director Corporate Services Chief Financial Officer Manager Civil Infrastructure Coordinator Revenue Property & Valuations	
ROAD MANAGEMENT ACT 2004	s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	Chief Executive Officer Executive Director City Infrastructure Executive Director Corporate Services Chief Financial Officer Manager Civil Infrastructure Coordinator Revenue Property & Valuations	Clause subject to s 11(10A)
ROAD MANAGEMENT ACT 2004	s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure	Where council is the coordinating road authority
ROAD MANAGEMENT ACT 2004	s 12(2)	Power to discontinue road or part of a road	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure	Where council is the coordinating road authority
ROAD MANAGEMENT ACT 2004	s 12(4)	Duty to publish, and provide copy, notice of proposed discontinuance	Chief Executive Officer Executive Director City Infrastructure Executive Director Corporate Services Chief Financial Officer Manager Civil Infrastructure	Power of coordinating road authority where it is the discontinuing body unless subsection (11) applies

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
ROAD MANAGEMENT ACT 2004	s 12(5)	Duty to consider written submissions received within 28 days of notice	Chief Executive Officer Executive Director City Infrastructure Executive Director Corporate Services Chief Financial Officer Manager Civil Infrastructure	Power of coordinating road authority where it is the discontinuing body unless subsection (11) applies
ROAD MANAGEMENT ACT 2004	s 12(6)	Function of hearing a person in support of their written submission	Chief Executive Officer Executive Director City Infrastructure Executive Director Corporate Services Chief Financial Officer Manager Civil Infrastructure	Power of coordinating road authority where it is the discontinuing body unless subsection (11) applies
ROAD MANAGEMENT ACT 2004	s 12(7)	Duty to fix day, time and place of meeting under subsection (6) and to give notice	Chief Executive Officer Executive Director City Infrastructure Executive Director Corporate Services Chief Financial Officer Manager Civil Infrastructure	Power of coordinating road authority where it is the discontinuing body unless subsection (11) applies
ROAD MANAGEMENT ACT 2004	s 12(10)	Duty to notify of decision made	Chief Executive Officer Executive Director City Infrastructure Executive Director Corporate Services Chief Financial Officer Manager Civil Infrastructure	Duty of coordinating road authority where it is the discontinuing body does not apply where an exemption is specified by the regulations or given by the Minister
ROAD MANAGEMENT ACT 2004	s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Development Planning Coordinator Infrastructure Planning	Power of coordinating road authority and obtain consent under s 13(3) & s 13(4) as appropriate
ROAD MANAGEMENT ACT 2004	s 14(4)	Function of receiving notice from the Head, Transport for Victoria	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure	
ROAD MANAGEMENT ACT 2004	s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure	Not applicable

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
ROAD MANAGEMENT ACT 2004	s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Development Planning Coordinator Design & Services Coordinator Infrastructure Planning Coordinator Program Delivery	Not applicable
ROAD MANAGEMENT ACT 2004	s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Development Planning Coordinator Design & Services Coordinator Infrastructure Planning Coordinator Program Delivery	Not applicable
ROAD MANAGEMENT ACT 2004	s 15(2)	Duty to include details of arrangement in public roads register	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Infrastructure Planning Coordinator Transport Coordinator Program Delivery	
ROAD MANAGEMENT ACT 2004	s 16(7)	Power to enter into an arrangement under s 15	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure	Not applicable
ROAD MANAGEMENT ACT 2004	s 16(8)	Duty to enter details of determination in public roads register	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Infrastructure Planning Coordinator Development Planning Coordinator Transport	
ROAD MANAGEMENT ACT 2004	s 17(2)	Duty to register public road in public roads register	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Infrastructure Planning Coordinator Transport	Where council is the coordinating road authority

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
ROAD MANAGEMENT ACT 2004	s 17(3)	Power to decide that a road is reasonably required for general public use	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure	Where council is the coordinating road authority
ROAD MANAGEMENT ACT 2004	s 17(3)	Duty to register a road reasonably required for general public use in public roads register	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure	Where council is the coordinating road authority
ROAD MANAGEMENT ACT 2004	s 17(4)	Power to decide that a road is no longer reasonably required for general public use	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Infrastructure Planning Coordinator Development Planning Coordinator Transport	Where council is the coordinating road authority
ROAD MANAGEMENT ACT 2004	s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Infrastructure Planning Coordinator Development Planning Coordinator Transport	Where council is the coordinating road authority
ROAD MANAGEMENT ACT 2004	s 18(1)	Power to designate ancillary area	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Development Planning Coordinator Infrastructure Planning	Where council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)
ROAD MANAGEMENT ACT 2004	s 18(3)	Duty to record designation in public roads register	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Infrastructure Planning Coordinator Transport	Where council is the coordinating road authority
ROAD MANAGEMENT ACT 2004	s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Infrastructure Planning Coordinator Transport	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
ROAD MANAGEMENT ACT 2004	s 19(4)	Duty to specify details of discontinuance in public roads register	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Infrastructure Planning Coordinator Development Planning Coordinator Transport	
ROAD MANAGEMENT ACT 2004	s 19(5)	Duty to ensure public roads register is available for public inspection	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Infrastructure Planning Coordinator Transport	
ROAD MANAGEMENT ACT 2004	s 21	Function of replying to request for information or advice	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Manager City Works Manager Major Projects Coordinator Design & Services Coordinator Development Planning Coordinator Infrastructure Planning Coordinator Transport Coordinator Program Delivery	Obtain consent in circumstances specified in s 11(2)
ROAD MANAGEMENT ACT 2004	s 22(2)	Function of commenting on proposed direction	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Design & Services Coordinator Development Planning Coordinator Infrastructure Planning Coordinator Program Delivery Coordinator Transport Coordinator Program Delivery	
ROAD MANAGEMENT ACT 2004	s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure	
ROAD MANAGEMENT ACT 2004	s 22(5)	Duty to give effect to a direction under this section	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
ROAD MANAGEMENT ACT 2004	s 40(1)	Duty to inspect, maintain and repair a public road	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Manager City Works Coordinator Maintenance City Works Coordinator Construction City Works Manager Major Projects Coordinator Design & Services Coordinator Development Planning Coordinator Infrastructure Planning Coordinator Program Delivery Coordinator Transport	
ROAD MANAGEMENT ACT 2004	s 40(5)	Power to inspect, maintain and repair a road which is not a public road	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Manager Major Projects Coordinator Design & Services Coordinator Development Planning Coordinator Infrastructure Planning Coordinator Program Delivery Coordinator Transport	Not applicable
ROAD MANAGEMENT ACT 2004	s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Manager Major Projects	
ROAD MANAGEMENT ACT 2004	s 42(1)	Power to declare a public road as a controlled access road	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Development Planning Coordinator Infrastructure Planning Coordinator Program Delivery	Power of coordinating road authority and Schedule 2 also applies
ROAD MANAGEMENT ACT 2004	s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Development Planning Coordinator Infrastructure Planning	Power of coordinating road authority and Schedule 2 also applies

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
ROAD MANAGEMENT ACT 2004	s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure	Where council is the coordinating road authority if road is a municipal road or part thereof
ROAD MANAGEMENT ACT 2004	s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure	Where council is the coordinating road authority if road is a municipal road or part thereof and where road is to be specified a freight road
ROAD MANAGEMENT ACT 2004	s 48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Manager Major Projects	Where Council is the responsible road authority, infrastructure manager or works manager
ROAD MANAGEMENT ACT 2004	s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure	
ROAD MANAGEMENT ACT 2004	s 49	Power to develop and publish a road management plan	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Infrastructure Planning Coordinator Transport	
ROAD MANAGEMENT ACT 2004	s 51	Power to determine standards by incorporating the standards in a road management plan	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Infrastructure Planning Coordinator Transport	
ROAD MANAGEMENT ACT 2004	s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Transport Coordinator Infrastructure Planning	Not applicable

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
ROAD MANAGEMENT ACT 2004	s 54(2)	Duty to give notice of proposal to make a road management plan	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Infrastructure Planning Coordinator Transport	
ROAD MANAGEMENT ACT 2004	s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Infrastructure Planning Coordinator Transport	
ROAD MANAGEMENT ACT 2004	s 54(6)	Power to amend road management plan	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Infrastructure Planning Coordinator Transport	Not applicable
ROAD MANAGEMENT ACT 2004	s 54(7)	Duty to incorporate the amendments into the road management plan	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Infrastructure Planning Coordinator Transport	
ROAD MANAGEMENT ACT 2004	s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Infrastructure Planning Coordinator Transport	
ROAD MANAGEMENT ACT 2004	s 63(1)	Power to consent to conduct of works on road	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Manager City Works	Where council is the coordinating road authority
ROAD MANAGEMENT ACT 2004	s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Manager City Works	Where council is the infrastructure manager

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
ROAD MANAGEMENT ACT 2004	s 64(1)	Duty to comply with clause 13 of Schedule 7	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Manager Major Projects Manager City Works	Where council is the infrastructure manager or works manager
ROAD MANAGEMENT ACT 2004	s 66(1)	Power to consent to structure etc	Chief Executive Officer Executive Director City Infrastructure Executive Director City Life Manager Community Safety & Regulation Manager Civil Infrastructure Manager Major Projects Coordinator Development Planning Coordinator Amenity Protection Permits and Review Services Coordinator Parking & Animal Management Services Coordinator Infrastructure Planning Prosecutions and Local Laws Technical Officer Health & Amenity Officer Team Leader Parking & Information Services Parking Information Services Officer Team Leader Animal & Information Services Parking & Information Services Lead Officer Lead Animal & Information Services Officer Animal Management Officer Project Support & Engagement Officer Principal Infrastructure Engineer	Where council is the coordinating road authority
ROAD MANAGEMENT ACT 2004	s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Manager Major Projects Coordinator Development Planning	Where council is the coordinating road authority

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
ROAD MANAGEMENT ACT 2004	s 67(3)	Power to request information	Chief Executive Officer Executive Director City Infrastructure Executive Director City Life Manager Community Safety & Regulation Manager Civil Infrastructure Manager Major Projects Coordinator Development Planning Coordinator Design & Services Coordinator Amenity Protection Permits and Review Services Coordinator Parking & Animal Management Services Coordinator Infrastructure Planning Coordinator Transport Prosecutions & Local Laws Technical Officer Team Leader Parking & Information Services Health & Amenity Officer Parking Information Services Officer Parking & Information Services Lead Officer Team Leader Animal & Information Services Lead Animal & Information Services Officer Animal Management Officer Project Support & Engagement Officer Principal Infrastructure Engineer	Where council is the coordinating road authority
ROAD MANAGEMENT ACT 2004	s 68(2)	Power to request information	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Manager Major Projects Coordinator Development Planning Coordinator Design & Services Coordinator Transport Coordinator Infrastructure Planning Coordinator Program Delivery Principal Infrastructure Engineer	Where council is the coordinating road authority
ROAD MANAGEMENT ACT 2004	s 71(3)	Power to appoint an authorised officer	Chief Executive Officer Executive Director City Infrastructure Executive Director City Life Manager Civil Infrastructure Manager Community Safety & Regulation	Not applicable

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
ROAD MANAGEMENT ACT 2004	s 72	Duty to issue an identity card to each authorised officer	Chief Executive Officer Executive Director City Life Executive Director City Infrastructure Manager Civil Infrastructure Manager Community Safety & Regulation Technical Officer Security	
ROAD MANAGEMENT ACT 2004	s 85	Function of receiving report from authorised officer	Chief Executive Officer Executive Director City Life Executive Director City Infrastructure Manager Civil Infrastructure Manager Community Safety & Regulation Manager City Works	
ROAD MANAGEMENT ACT 2004	s 86	Duty to keep register re s 85 matters	Chief Executive Officer Executive Director City Life Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Development Planning	
ROAD MANAGEMENT ACT 2004	s 87(1)	Function of receiving complaints	Chief Executive Officer Executive Director City Infrastructure Executive Director City Life Manager Civil Infrastructure Manager City Works Manager Community Safety & Regulation	
ROAD MANAGEMENT ACT 2004	s 87(2)	Duty to investigate complaint and provide report	Chief Executive Officer Executive Director City Infrastructure Executive Director City Life Manager Civil Infrastructure Manager Community Safety & Regulation Coordinator Infrastructure Planning Coordinator Transport	
ROAD MANAGEMENT ACT 2004	s 96	Power to authorise a person for the purpose of instituting legal proceedings	Chief Executive Officer Executive Director City Infrastructure Executive Director City Life Manager Civil Infrastructure Manager Major Projects Manager Community Safety & Regulation	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
ROAD MANAGEMENT ACT 2004	s 112(2)	Power to recover damages in court	Chief Executive Officer Executive Director City Infrastructure Executive Director City Life Executive director Corporate Services Chief Legal Counsel Manager Civil Infrastructure Manager Major Projects	Not applicable
ROAD MANAGEMENT ACT 2004	s 116	Power to cause or carry out inspection	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Manager Community Safety & Regulation Manager City Works Coordinator Transport Coordinator Infrastructure Planning Principal Asset Management Engineer Principal Infrastructure Engineer	Not applicable
ROAD MANAGEMENT ACT 2004	s 119(2)	Function of consulting with the Head, Transport for Victoria	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Manager City Works	
ROAD MANAGEMENT ACT 2004	s 120(1)	Power to exercise road management functions on an arterial road (with the consent of The Head, Transport for Victoria)	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Manager City Works	
ROAD MANAGEMENT ACT 2004	s 120(2)	Duty to seek consent of VicRoads to exercise road management functions before exercising power in s 120(1)	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Design & Services Coordinator Development Planning Coordinator Infrastructure Planning Coordinator Transport Coordinator Program Delivery	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
ROAD MANAGEMENT ACT 2004	s 121(1)	Power to enter into an agreement in respect of works	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Manager Major Projects Coordinator Development Planning Coordinator Program Delivery Coordinator Design & Services Coordinator Infrastructure Planning	Not applicable
ROAD MANAGEMENT ACT 2004	s 122(1)	Power to charge and recover fees	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure	Not applicable
ROAD MANAGEMENT ACT 2004	s 123(1)	Power to charge for any service	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure	Not applicable
ROAD MANAGEMENT ACT 2004	Schedule 2 Clause 2(1)	Power to make a decision in respect of controlled access roads	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Development Planning Coordinator Infrastructure Planning	Not applicable
ROAD MANAGEMENT ACT 2004	Schedule 2 Clause 3(1)	Duty to make policy about controlled access roads	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure	
ROAD MANAGEMENT ACT 2004	Schedule 2 Clause 3(2)	Power to amend, revoke or substitute policy about controlled access roads	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure	Not applicable
ROAD MANAGEMENT ACT 2004	Schedule 2 Clause 4	Function of receiving details of proposal from the Head, Transport for Victoria	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Manager City Works Coordinator Development Planning	
ROAD MANAGEMENT ACT 2004	Schedule 2 Clause 5	Duty to publish notice of declaration	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure	
ROAD MANAGEMENT ACT 2004	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	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure	Where council is the infrastructure manager or works manager

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
ROAD MANAGEMENT ACT 2004	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	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Manager City Works Manager Major Projects	Where council is the infrastructure manager or works manager
ROAD MANAGEMENT ACT 2004	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	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Manager City Works	Where council is the infrastructure manager or works manager responsible for non-road infrastructure
ROAD MANAGEMENT ACT 2004	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	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Manager City Works Manager Major Projects	Where council is the infrastructure manager or works manager
ROAD MANAGEMENT ACT 2004	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	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Manager Major Projects	Where council is the infrastructure manager or works manager

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
ROAD MANAGEMENT ACT 2004	Schedule 7 Clause 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure	Where council is the coordinating road authority
ROAD MANAGEMENT ACT 2004	Schedule 7 Clause 12(3)	Power to take measures to ensure reinstatement works are completed	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure	Where council is the coordinating road authority
ROAD MANAGEMENT ACT 2004	Schedule 7 Clause 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure	Where council is the coordinating road authority
ROAD MANAGEMENT ACT 2004	Schedule 7 Clause 12(5)	Power to recover costs	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Manager City Works	Where council is the coordinating road authority
ROAD MANAGEMENT ACT 2004	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)	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Manager City Works	Where council is the works manager
ROAD MANAGEMENT ACT 2004	Schedule 7 Clause 13(2)	power to vary notice period	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Manager City Works	Where council is the coordinating road authority
ROAD MANAGEMENT ACT 2004	Schedule 7 Clause 13(3)	Duty to ensure works manager has complied with obligation to give notice under Schedule 7 Clause 13(1)	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure	Where council is the infrastructure manager
ROAD MANAGEMENT ACT 2004	Schedule 7 Clause 16(1)	Power to consent to proposed works	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Development Planning Coordinator Infrastructure Planning	Where council is the coordinating road authority
ROAD MANAGEMENT ACT 2004	Schedule 7 Clause 16(4)	Duty to consult	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Development Planning	Where council is the coordinating road authority, responsible authority or infrastructure manager

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
ROAD MANAGEMENT ACT 2004	Schedule 7 Clause 16(5)	Power to consent to proposed works	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Development Planning Coordinator Infrastructure Planning Principal Infrastructure Engineer	Where council is the coordinating road authority
ROAD MANAGEMENT ACT 2004	Schedule 7 Clause 16(6)	Power to set reasonable conditions on consent	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Development Planning Coordinator Infrastructure Planning Principal Infrastructure Engineer	Where council is the coordinating road authority
ROAD MANAGEMENT ACT 2004	Schedule 7 Clause 16(8)	Power to include consents and conditions	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Development Planning Coordinator Infrastructure Planning Principal Infrastructure Engineer	Where council is the coordinating road authority
ROAD MANAGEMENT ACT 2004	Schedule 7 Clause 17(2)	Power to refuse to give consent and duty to give reasons for refusal	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Development Planning Coordinator Infrastructure Planning	Where council is the coordinating road authority
ROAD MANAGEMENT ACT 2004	Schedule 7 Clause 18(1)	Power to enter into an agreement	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Manager City Works Manager Major Projects Coordinator Development Planning	Where council is the coordinating road authority
ROAD MANAGEMENT ACT 2004	Schedule 7 Clause 19(1)	Power to give notice requiring rectification of works	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Manager City Works Coordinator Development Planning Coordinator Program Delivery Coordinator Infrastructure Planning	Where council is the coordinating road authority

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
ROAD MANAGEMENT ACT 2004	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	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Manager City Works Coordinator Development Planning Coordinator Program Delivery Coordinator Infrastructure Planning	Where council is the coordinating road authority
ROAD MANAGEMENT ACT 2004	Schedule 7 Clause 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Manager City Works Coordinator Development Planning Coordinator Program Delivery Coordinator Design & Services Coordinator Infrastructure Planning	Where council is the coordinating road authority
ROAD MANAGEMENT ACT 2004	Schedule 7A Clause 2	Power to cause street lights to be installed on roads	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
ROAD MANAGEMENT ACT 2004	Schedule 7A Clause 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Manager City Works	Where council is the responsible road authority
ROAD MANAGEMENT ACT 2004	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	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Manager City Works	Where council is the responsible road authority
ROAD MANAGEMENT ACT 2004	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	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Manager City Works	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
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
ROAD MANAGEMENT (GENERAL) REGULATIONS 2016	r 8(1)	Duty to conduct reviews of road management plan	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Infrastructure Planning Coordinator Program Delivery Coordinator Transport	
ROAD MANAGEMENT (GENERAL) REGULATIONS 2016	r 9(2)	Duty to produce written report of review of road management plan and make report available	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Infrastructure Planning Coordinator Program Delivery Coordinator Transport	
ROAD MANAGEMENT (GENERAL) REGULATIONS 2016	r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Infrastructure Planning Coordinator Transport	Where council is the coordinating road authority
ROAD MANAGEMENT (GENERAL) REGULATIONS 2016	r 10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Infrastructure Planning Coordinator Transport	
ROAD MANAGEMENT (GENERAL) REGULATIONS 2016	r 13(1)	Duty to publish notice of amendments to road management plan	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Development Planning	Where council is the coordinating road authority
ROAD MANAGEMENT (GENERAL) REGULATIONS 2016	r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Infrastructure Planning Coordinator Transport	

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
ROAD MANAGEMENT (GENERAL) REGULATIONS 2016	r 16(3)	Power to issue permit	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Development Planning Coordinator Infrastructure Planning Principal Infrastructure Engineer	Where council is the coordinating road authority
ROAD MANAGEMENT (GENERAL) REGULATIONS 2016	r 18(1)	Power to give written consent re damage to road	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Development Planning Coordinator Infrastructure Planning Principal Infrastructure Engineer	Where council is the coordinating road authority
ROAD MANAGEMENT (GENERAL) REGULATIONS 2016	r 23(2)	Power to make submission to Tribunal	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure	Where council is the coordinating road authority
ROAD MANAGEMENT (GENERAL) REGULATIONS 2016	r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Development Planning Coordinator Infrastructure Planning	Where council is the coordinating road authority
ROAD MANAGEMENT (GENERAL) REGULATIONS 2016	r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Coordinator Development Planning Coordinator Program Delivery Coordinator Infrastructure Planning	Where council is the coordinating road authority
ROAD MANAGEMENT (GENERAL) REGULATIONS 2016	r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with r 25(3))	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Manager City Works	Where council is the coordinating road authority
ROAD MANAGEMENT (GENERAL) REGULATIONS 2016	r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure Executive Director City Life Chief Legal Counsel Officer	

ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015

Column 1		Column 2	Column 3	Column 4
Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015	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	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure	Where council is the coordinating road authority and where consent given under s 63(1) of the Act
ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015	r 22(2)	Power to waive whole or part of fee in certain circumstances	Chief Executive Officer Executive Director City Infrastructure Manager Civil Infrastructure	Where council is the coordinating road authority

2.5. Planning Authorisation - Council to Staff

Source: Corporate Services
Executive Director: Troy Edwards

Purpose

1. To appoint City officers as authorised officers under the *Planning and Environment Act 1987* (P&EA).

Background

2. City officers are appointed as authorised officers to exercise statutory powers under various Acts and regulations. Appointments as authorised officers are to individual staff members.
3. The P&EA regulates enforcement and is reliant on authorised officers acting on behalf of the responsible authority (Council).

Key Matters

4. Where there is a specific power within an Act, Council should appoint authorised officers pursuant to that Act. This is the case for the P&EA.
5. **Attachment 1** sets out the Instrument of Appointment and Authorisation under the P&EA and lists the staff member to whom this authorisation applies.

RESOLUTION - Item 2.5

Cr Cadwell moved, Cr Hathway seconded -

In the exercise of the powers conferred by s 147(4) of the *Planning and Environment Act 1987*, Council resolves that:

1. **City staff referred to in the Instrument (Attachment 1) be appointed and authorised as set out in the Instrument;**
2. **The Instrument comes into force immediately upon the resolution of Council; and**
3. **The Instrument be signed by the Chief Executive Officer on behalf of Council.**

Carried

Financial Sustainability

6. There are no financial sustainability implications arising from the subject of this report.

Community Engagement

7. Relevant City managers have been consulted regarding this recommended appointment and authorisation.

Social Equity and Sustainability

8. There are no social equity sustainability implications arising from the subject of this report.

Relevant Law/Policy/Legal Implications

9. The recommended appointment and authorisation of staff members complies with the relevant provisions of the P&EA and the *Local Government Act 2020*.

Alignment to Community Plan and Vision

10. This report aligns with Our Community Plan 2021-2025 strategic priority: High-performing council and organisation.

Conflict of Interest

11. No officer involved in the preparation of this report declared a general or material conflict of interest.

Risk Assessment

12. There are no significant or high risks associated with the subject of this report.

Environmental Sustainability

13. There are no environmental sustainability implications arising from the subject of this report.

Attachments

1. Planning Authorisations Council to Staff [2.5.1 - 2 pages]

Greater Geelong City Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

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

In this instrument "**officer**" means –

Jean Shan

By this instrument of appointment and authorisation Greater Geelong City Council -

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

It is declared that this instrument comes into force immediately upon the resolution of Council.

This instrument is authorised by a resolution of the Greater Geelong City Council on 30 January 2024.

Signed for GREATER GEELONG CITY COUNCIL by
ALI WASTIE, Chief Executive Officer

Chief Executive Officer

Date:

3. RECORD OF INFORMAL MEETINGS OF COUNCILLORS

Source: Strategy, Governance and Corporate

**Chief Legal Counsel,
Governance & Risk Officer:** Vesna Allan

Summary

1. The Governance Rules of the City of Greater Geelong require the tabling of records of informal meetings of Councillors at the next convenient Council meeting and that their record be included in the minutes of that Council meeting.
2. A summary of the informal meetings of Councillors is attached.

RESOLUTION - Item 3.1

Cr Nelson moved, Cr Wilkinson seconded -

That Council receive the summary of the informal meetings of Councillors for the period to 30 January 2024.

Carried

**INFORMAL MEETINGS OF COUNCILLORS
(Council Meeting 30 January 2024)**

Informal Meeting Details	Councillor Attendance/Apology	Officer Attendance	Agenda Items	Conflict of Interest Disclosures
<p>Councillor Briefing 23 January 2024</p>	<p>Crs Sullivan, Aitken, Cadwell, Harwood, Hathway, Kontelj, Moloney, Murrhly, Nelson, Wilkinson</p> <p><i>Leave of Absence: Cr Mason</i></p>	<p>A Wastie (CEO) T Bradley (EXEC DIR) T Edwards (EXEC DIR) A Locke (A/EXEC DIR) J Stirton (EXEC DIR) D Schultz (Chief Financial Off) K Pizzi (MGR) K Ivens (Snr Advisor Mayor and CEO) S Beck (MGR) E Baensch (OFF)</p> <p><i>Also Present: P Digby, Municipal Monitor P Dorling, Municipal Monitor</i></p>	<p><i>Presentations:</i></p> <ul style="list-style-type: none"> • State Government Grants – CoGG Priority Projects • Budget Ward Briefing Overview • NACH Activation • State Government Grants – CoGG Priority Projects <p><i>Reports:</i></p> <ul style="list-style-type: none"> • External Funding Milestone Recognition Guidelines • State Government Grant Opportunities • Transformation Program 2.0 Progress Report to June 2023 • Review of Instruments of Delegation – Council to CEO and Council to Members of Council Staff • Planning Authorisation – Council to Staff • 2023-24 Community Grants (Confidential) 	<ul style="list-style-type: none"> • Nil

4. PLANNING DELEGATIONS

Source: Placemaking
Executive Director: Tennille Bradley

Purpose

1. To provide the schedule of planning permit applications determined under delegation since the last report.

Background

2. Section 11 of the *Local Government Act 2020* and section 188 of the *Planning and Environment Act 1987* empower Council to delegate its powers, duties and functions under relevant legislation to members of Council staff.
3. Section 63 of the *Local Government Act 2020* and section 188 of the *Planning and Environment Act 1987* allow Council to establish a delegated committee with the power to determine planning permit applications.
4. Council to Staff Instrument of Delegation allows staff to determine planning permit applications where there are less than 6 objections lodged.
5. The Planning Committee's terms of reference provide for determination of planning permit applications where there are 6 or more objections lodged.
6. The City is required by Council to provide information on planning permit applications determined under delegation.

Key Matters

7. The Schedule attached to this report provides information on the planning permit applications determined under delegation since the last report.

RESOLUTION - Item 4.1

Cr Aitken moved, Cr Wilkinson seconded -

That Council receive the information in the Schedule entitled Planning Decisions Report for December 2023.

Carried

Planning Decisions Report December 2023

App No	Location	Application Type	Decision Date	Description	Authority Description/No of Objectors
PP-1318-2019	70 Bates Road, LITTLE RIVER VIC 3211	Change of Use for Garden Supplies, Associated Works, and Native Vegetation Removal	14/12/2023	Extended Planning Permit	Delegated Authority
PP-1381-2022	57 Britannia Street, GEELONG WEST VIC 3218	Construction of Three (3) Dwellings and Three (3) Lot Subdivision	19/12/2023	Grant a Planning Permit	Delegated Authority
PP-1512-2020	149 Bellarine Highway, NEWCOMB VIC 3219	Use of the Land for a Service Station and Convenience Restaurant, To Construct a Building and Construct and Carry Out Works and Alteration of an Access to a Road in a Transport Zone 2	20/12/2023	Permit Issued	VCAT
PP-219-2022	1-45 Point Richards Road, BELLARINE VIC 3223	Use and Development of the Land (Chocolaterie, Manufacturing Sales, Restaurant, Group Accommodation, Place of Assembly, Dwelling, and Business Identification Signage)	15/12/2023	Refusal to Grant a Planning Permit	Planning Committee
PP-24-2023	42 Blyth Street, BREAMLEA VIC 3227	Buildings and Works Associated with an Extension to a Dwelling	4/12/2023	Grant a Planning Permit	Delegated Authority
PP-276-2023	71 Reserve Road, GROVEDALE VIC 3216	Use and Development of a Childcare Centre	1/12/2023	DMC Refusal	Decision Making Committee
PP-290-2023	3 Greenfinch Way, WANDANA HEIGHTS VIC 3216	Construction of a Second Dwelling and Two (2) Lot Subdivision	4/12/2023	Grant a Planning Permit	Delegated Authority

PP-31-2022	30 Geelong Road, PORTARLINGTON VIC 3223	Use and Development of a Multi-Level Commercial Building Containing a Residential Hotel, Place of Assembly (Wellbeing Centre), Retail Tenancies, Restaurant & Bar and Access to a Transport Zone 2	14/12/2023	DMC Refusal	Decision Making Committee
PP-355-2023	2046-2100 Portarlington Road, DRYSDALE VIC 3222	Development of a telecommunications facility comprising a 35 metre monopole, associated antennas and equipment; Alteration of Access from the Transport Zone 2	21/12/2023	NOD Planning Permit	Decision Making Committee
PP-408-2023	183 Barwarre Road, MARSHALL VIC 3216	Buildings and Works for the Construction of Thirteen (13) Dwellings	19/12/2023	Grant a Planning Permit	Delegated Authority
PP-431-2023	2/380 Ryrie Street, EAST GEELONG VIC 3219	Buildings and Works in a Heritage Overlay for the Purpose of a Rooming House	8/12/2023	Refusal to Grant a Planning Permit	Planning Committee
PP-441-2018	713-729 Portarlington Road, LEOPOLD VIC 3224	Works to remove rocks at the entrance of an artificial water body to Corio Bay	7/12/2023	Extended Planning Permit	Delegated Authority
PP-487-2022	31-33 Woods Road, ST ALBANS PARK VIC 3219	Two (2) Lot Subdivision	29/12/2023	Permit Issued	VCAT
PP-595-2023	15 Punt Road, BARWON HEADS VIC 3227	Construction of Three (3) Dwellings and Three (3) Lot Subdivision	21/12/2023	NOD Planning Permit	Decision Making Committee

PP-596-2017/C	15 Lelean Street, OCEAN GROVE VIC 3226	Change of Use to a Food and Drink Premises (Cafe), Waiver of Loading Bay Requirement, Reduction of Car Parking, Business Identification Signage, Removal of Restrictive Covenant 0247472 and Use of the Land to Sell and Consume Liquor in Association with a Cafe/Restaurant	21/12/2023	NOD Amended Permit	Decision Making Committee
PP-610-2015/C	23A Cruickshank Avenue, OCEAN GROVE VIC 3226	Construction of Two (2) Dwellings, Two (2) Lot Subdivision and Buildings and Works more than 7.5 metres above Natural Ground Level in accordance with the Design and Development Overlay Schedule 14	12/12/2023	Amended Permit Issued	VCAT
PP-768-2022	294 Torquay Road, GROVEDALE VIC 3216	Use and Development for a Service Station and Two (2) Convenience Restaurants, Construction and Display of Signs (including Internally Illuminated, Business Identification, Reflective and Promotion Signs), and Alteration of Access to a Road in a Transport Zone 2	21/12/2023	NOD Planning Permit	Decision Making Committee
PP-938-2022	137-139 Melbourne Road, RIPPLESIDE VIC 3215	Use and Development of a Car Rental Facility and Construct and Display Internally Illuminated Signage	28/12/2023	Grant a Planning Permit	Delegated Authority
PP-109-2023	76 Purnell Road, CORIO VIC 3214	Development of a Telecommunications Facility (Including a 35 Metre Monopole)	5/12/2023	NOD - Delegate	1

PP-1202-2022	83 Leviens Road, ST LEONARDS VIC 3223	Construction of Six (6) Dwellings	13/12/2023	NOD - Delegate	1
PP-1221-2022	33 Wattle Bird Crescent, BARWON HEADS VIC 3227	Construction of Two (2) Dwellings and Two (2) Lot Subdivision with associated Construction of a Pool on each lot	22/12/2023	NOD - Delegate	1
PP-1405-2022	100 St Albans Road, THOMSON VIC 3219	Buildings and Works, Construct Three (3) Additional Dwellings and Four (4) Lot Subdivision	22/12/2023	NOD - Delegate	2
PP-1439-2022	235-255 Hamilton Highway, FYANSFORD VIC 3218	Construction of Thirty Four (34) Warehouses, Use and Development of a Food and Drinks Premises (Cafe) and an Office, Construct and Display Business Identification Signage, Removal/Variation of Easement, Reduction to Car Parking Requirements, Creation and Alteration of Access to Transport Zone 2	15/12/2023	NOD - Delegate	4
PP-174-2023	21 Grey Street, EAST GEELONG VIC 3219	Partial Demolition and Alterations and Additions to a Dwelling and Construction of a Garage in a Heritage Overlay	12/12/2023	NOD - Delegate	2
PP-178-2023	136 Hope Street, GEELONG WEST VIC 3218	Partial Demolition and Buildings and Works Associated with an Existing Dwelling	7/12/2023	NOD - Delegate	1

PP-181-2023	48 Rose Avenue, NORLANE VIC 3214	Construction of a Second Dwelling to the Rear and Extension to Existing Dwelling	21/12/2023	NOD - Delegate	1
PP-312-2023	58 Mundy Street, GEELONG VIC 3220	Construction of Three Dwellings	21/12/2023	NOD - Delegate	3
PP-378-2023	642-650 Grubb Road, DRYSDALE VIC 3222	Use as a Cellar Door & Construction of a Shed, Use for a Liquor Licence (Producers Licence)	22/12/2023	NOD - Delegate	5
PP-477-2022	29 Teleta Crescent, CORIO VIC 3214	Construction of Four (4) Dwellings	20/12/2023	NOD - Delegate	1
PP-527-2023	16 Seaview Parade, BELMONT VIC 3216	Construction of Additional Dwelling, Two (2) Lot Subdivision, and Alterations and Additions to Existing Dwelling	12/12/2023	NOD - Delegate	1
PP-648-2023	56 Rose Avenue, NORLANE VIC 3214	Construction Four (4) Dwellings	28/12/2023	NOD - Delegate	1
PP-674-2022	90 Refinery Road, CORIO VIC 3214	Use and Development of land for a Service Station (Hydrogen Refuelling) & Industry (Hydrogen production), Business Identification Signage and Access & Alteration to a Transport Zone 2	14/12/2023	NOD - Delegate	1
PP-776-2023	2 Roncliffe Road, HIGHTON VIC 3216	Construction of Additional Dwelling & Two (2) Lot Subdivision	8/12/2023	NOD - Delegate	1
PP-794-2023	25-27 Lupton Street, GEELONG WEST VIC 3218	Demolition of an Outbuilding and Fencing, Partial Demolition, Alteration and Extension to a Dwelling and Construction of Fencing in a Heritage Overlay	18/12/2023	NOD - Delegate	1

PP-859-2023	24 Kilby Court, DRYSDALE VIC 3222	Use and Development of a Dwelling and Construction of a Shed	1/12/2023	NOD - Delegate	1
PP-860-2023	14 Kilby Court, DRYSDALE VIC 3222	Use and Development of a Dwelling and Construction of a Shed	1/12/2023	NOD - Delegate	1
PP-989-2023	26 Roebuck Street, NEWTOWN VIC 3220	Partial Demolition, Alterations and Additions to a Dwelling in a Heritage Overlay	5/12/2023	NOD - Delegate	2

5. CONFIDENTIAL

Council will close the meeting to the public in accordance with the provision of section 66(2) of the *Local Government Act 2020* to consider the following list of items.

5.1. 2023-24 Community Grants (Confidential)

Source: Corporate Services
Executive Director: Troy Edwards

CONFIDENTIAL

RESOLUTION - Item 5.1

Cr Nelson moved, Cr Kontelj seconded -

That Council consider this report at the conclusion of the meeting as it is designated confidential by the Chief Executive Officer pursuant to sections 3(1) and 66(5) of the *Local Government Act 2020*, the information contained in this report is confidential because it contains Council business information being information that would prejudice the Council's position in commercial negotiations. This section is applicable because the agenda item contains a level of detail which if released would diminish the organisation's capacity to compete in a commercial environment.

Carried

CLOSE OF MEETING

Cr Nelson moved, Cr Aitken seconded -

That the meeting be closed to the public.

Carried

The meeting was closed to the public at 7.50pm

Cr Nelson moved, Cr Wilkinson seconded -

That the meeting be re-opened to the public.

Carried

The meeting was re-opened to the public at 8.05pm

As there was no further business the meeting closed at 8.05pm on Tuesday 30 January 2024.

Signed: _____

Cr Trent Sullivan (Mayor)

Date: _____