

**S6**

**Instrument of Delegation from the Council**

**to**

**members of staff**

**June 22, 2026**

## Instrument of Delegation

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the council:

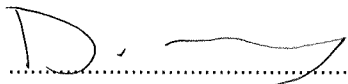
1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. records that a reference to the abbreviated title in the Schedule means the title shown below:

<b>Abbreviated Title</b>	<b>Title</b>
CEO	Chief Executive Officer
<b>Directors</b>	
DC	Director Corporate
DCP	Director Community and Partnerships
DID	Director Infrastructure and Development
<b>Managers</b>	
GC	General Counsel
MCGC	Manager City Growth and Communications
MCD	Manager Community Development
MCFS	Manager Child and Family Services
MCityS	Manager City Services
MCS	Manager Cultural Services
MFR	Manager Finance and Risk
MIS	Manager Information Services
MPA	Manager Projects and Assets
MPSCE	Manager People, Safety and Customer Experience
MSS	Manager Statutory Services
<b>Team leaders</b>	
MBS	Municipal Building Surveyor
SAEIA	Senior Advisor Economy, Investment and Advocacy
SIE	Senior Infrastructure Engineer
TLSAM	Team Leader Strategic Asset Management
TLBI	Team Leader Business Improvement
TLBME	Team Leader Bonegilla Migrant Experience
TLComm	Team Leader Communications
TLC	Team Leader Compliance
TLCE	Team Leader Customer Experience
TLD	Team Leader Design
TLE	Team Leader Events
TLEH	Team Leader Environmental Health
TLAPR	Team Leader Accounts Payable and Reporting
TLG	Team Leader Gardens
TLH	Team Leader Hyphen
TLHSW	Team Leader Health, Safety and Wellbeing
TLI	Team Leader Immunisation
TLIS	Team Leader Information Systems
TLITND	Team Leader IT Network Delivery
TLK	Team Leader Kindergarten
TLM	Team Leader Marketing
TLMAP	Team Leader Management Accounting and Payroll
TLMCH	Team Leader Maternal and Child Health
TLOAM	Team Leader Operational Assets Management
TLPHCW	Team Leader Population Health and Community Wellbeing
TLRisk	Team Leader Risk

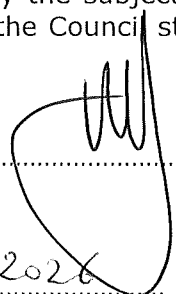
TLPD	Team Leader Project Delivery
TLPNR	Team Leader Parks and Natural Resources
TLPP	Team Leader People
TLR	Team Leader Revenue
TLRReuse	Team Leader Recovery and Reuse
TLRR	Team Leader Roads and Roadsides
TLSP	Team Leader Strategic Planning
TLSR	Team Leader Sport and Recreation
TLStatP	Team Leader Statutory Planning
TLTC	Team Leader - The Cube
<b>Other staff</b>	
AO	Assets Officer
AMO	Asset Management Officer
BS	Building Surveyor
CEC	Customer Experience Coordinator
CExpO	Senior / Customer Experience Officer
CO	Compliance Officer (includes Road Reserves Permit Officer)
CSAO	Compliance Administration Officer
DE	Design Engineer
DMBS	Deputy Municipal Building Surveyor
EACM	Executive Assistant to CEO and Mayor
EHO	Environmental Health Officer
EL	Educational Leader
EMC	Emergency Management Coordinator
ESO	Executive Services Officer
FA	Financial Accountant
FBPA	Finance Business Partner - Assets
FBPB	Finance Business Partner - Budgets
FOPA	Finance Officer - Payroll
GISC	GIS Coordinator
GISPO	GIS Officer
GO	Governance Officer
IE	Infrastructure Engineer
IMC	Information Management Co-ordinator
KT	Kindergarten Teacher
LITC	Library IT Coordinator
MCHN	Maternal and Child Health Nurse
MERO	Municipal Emergency Response Officer
MFPO	Municipal Fire Prevention Officer
NRP	Natural Resources Planner
OWMI	On-site Waste Water Management Inspector
PTA	Payroll and Taxation Accountant
PBP	Procurement Business Partner
PTO	Planning Technical Officer
PC	People Coordinator
PPO	People Officer
RA	Revenue Administrator
RAO	Risk and Assurance Officer
RMI	Road Management Inspector
RO	Revenue Officer
SEDO	Senior Economic Development Officer
SP	Strategic Planner
SPF	Supported Playgroup Facilitator
SSP	Senior Strategic Planner
SStatP	Senior Statutory Planner
StatP	Statutory Planner
Not delegated	The power to make a decision on this matter has been retained by the council

3. declares that:
- 3.1 this Instrument of Delegation is authorised by a resolution of the Council passed on June 22, 2026; and
  - 3.2 the delegation:
    - 3.2.1 comes into force immediately on the resolution of Council;
    - 3.2.2 remains in force until varied or revoked;
    - 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and in the Schedule; and
    - 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts.
  - 3.3 the delegate must not determine the issue, take the action or do the act or thing:
    - 3.3.1 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 at a council meeting;
    - 3.3.2 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;
    - 3.3.3 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
    - 3.3.4 if the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of the Council staff or delegated committee.

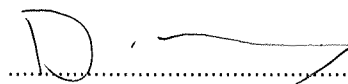
Signed by the Chief Executive Officer of Council } .....  
 in the presence of } .....

  
 .....  
 Witness

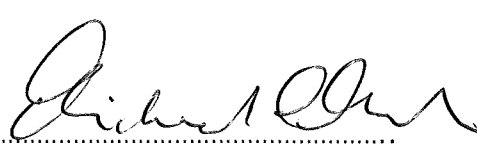
Date 30/6/2026



Signed by the Mayor in the presence of } .....  
 } .....

  
 .....  
 Witness

Date 30/6/2026



# Schedule

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**Instrument of Delegation from Council to members of staff (S6)**

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<b>Domestic Animals Act 1994</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.41A(1)	Power to declare a dog to be a menacing dog.	CEO, TLC, CO	Council may delegate this power to a Council authorised officer. Delegate is to provide email advice to Chief Executive Officer and councillors.

**Instrument of Delegation from Council to members of staff (S6)**

<b>Food Act 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition.	CEO, TLEH, EHO	If section 19(1) applies.
s.19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable.	CEO, TLEH, EHO	If section 19(1) applies.
s.19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process.	CEO, TLEH, EHO	If section 19(1) applies. Only in relation to temporary food premises or mobile food premises.
s.19(4)(a)	Power to direct that an order made under section 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, (ia) displayed at any point of sale, (ib) be published on the food business's Internet site and (ii) inform the public by notice in a published newspaper, on the internet site or otherwise.	CEO, TLEH, EHO	If section 19(1) applies.
s.19(6)(a)	Duty to revoke any order under s.19 if satisfied that an order has been complied with.	CEO, TLEH, EHO	If section 19(1) applies.
s.19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with.	CEO, TLEH, EHO	If section 19(1) applies.

**Instrument of Delegation from Council to members of staff (S6)**

<b>Food Act 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	CEO, TLEH, EHO	Where council is the registration authority.
s.19AA(4)(c)	Power to direct, in an order made under s.19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises.	CEO, TLEH, EHO	Note: the power to direct the matters under s.19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution.
s.19AA(7)	Duty to revoke order issued under s.19AA and give written notice of revocation, if satisfied that that order has been complied with.	CEO, TLEH, EHO	Where council is the registration authority.
s.19CB(4)(b)	Power to request copy of records.	CEO, TLEH, EHO	Where council is the registration authority.
s.19E(1)(d)	Power to request a copy of the food safety program.	CEO, TLEH, EHO	Where council is the registration authority.
s 19EA(3)	Function of receiving copy of revised food safety program.	CEO, TLEH, EHO	Where Council is the registration authority
s 19FA(1)	Power to direct a proprietor of a food premises to revise the food safety program for the premises or comply with any requirements specified in the food safety program	CEO, TLEH, EHO	Where Council is the registration authority. Subject to s 19FA(2), which requires a time limit for compliance to be specified.

**Instrument of Delegation from Council to members of staff (S6)**

<b>Food Act 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s 19FA(3)(a)	Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	CEO, TLEH, EHO	Where Council is the registration authority. Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2)).
s 19FA(3)(b)	Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	CEO, TLEH, EHO	Where Council is the registration authority.
s 19FA(3)(c)	Power to suspend the registration of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	CEO, TLEH, EHO	Where Council is the registration authority.
s.19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor.	CEO, TLEH, EHO	Where council is the registration authority.
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	CEO, TLEH, EHO	Where Council is the registration authority.
s 19IA(2)	Duty to give written notice to the proprietor of the premises	CEO, TLEH, EHO	Where Council is the registration authority Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s 19IA(3)).

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<b>Food Act 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified.	CEO, TLEH, EHO	Where council is the registration authority.
s 19N(2)	Function of receiving notice from the auditor	CEO, TLEH, EHO	Where Council is the registration authority
s.19NA(1)	Power to request food safety audit reports.	CEO, TLEH, EHO	Where council is the registration authority.
s.19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances.	CEO, DCP, MCD, TLEH	
s.19UA	Power to charge fees for conducting a food safety assessment or inspection.	CEO, TLEH, EHO	Except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39.
s.19W	Power to direct a proprietor of a food premises to comply with any requirement under Part III B.	CEO, TLEH, EHO	Where council is the registration authority.
s.19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction.	CEO, TLEH, EHO	Where council is the registration authority.
s.19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises.	CEO, TLEH, EHO	Where council is the registration authority.

## Instrument of Delegation from Council to members of staff (S6)

<b>Food Act 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
---	Power to register or renew the registration of food premises.	CEO, TLEH, EHO	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 section 58A(2)).
s 36A	Power to accept an application for registration or notification using online portal	CEO, TLEH, EHO	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	CEO, TLEH, EHO	Where Council is the registration authority
s.38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt.	CEO, TLEH, EHO	Where council is the registration authority.
s.38AB(4)	Power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under section 38AB(1).	CEO, TLEH	Where council is the registration authority.
s.38A(4)	Power to request a copy of a completed food safety program template.	CEO, TLEH, EHO	Where council is the registration authority.
s.38B(1)(a)	Duty to assess the application and determine which class of food premises under section 19C the food premises belongs.	CEO, TLEH, EHO	Where council is the registration authority.
s.38B(1)(b)	Duty to ensure proprietor has complied with requirements of section 38A.	CEO, TLEH, EHO	Where council is the registration authority.

**Instrument of Delegation from Council to members of staff (S6)**

<b>Food Act 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.38B(2)	Duty to be satisfied of the matters in section 38B(2)(a)-(b).	CEO, TLEH, EHO	Where council is the registration authority.
s.38D(1)	Duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39.	CEO, TLEH, EHO	Where council is the registration authority.
s.38D(2)	Duty to be satisfied of the matters in section 38D(2)(a)-(d).	CEO, TLEH, EHO	Where council is the registration authority.
s.38D(3)	Power to request copies of any audit reports.	CEO, TLEH, EHO	Where council is the registration authority.
s.38E(2)	Power to register the food premises on a conditional basis.	CEO, TLEH, EHO	Where council is the registration authority. Not exceeding the prescribed time limit defined under section 38E(5).
s.38E(4)	Duty to register the food premises when conditions are satisfied.	CEO, TLEH, EHO	Where council is the registration authority.
s.38F(3)(b)	Power to require proprietor to comply with requirements of this Act.	CEO, TLEH, EHO	Where council is the registration authority.
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	CEO, TLEH, EHO	Where Council is the registration authority
s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	CEO, TLEH, EHO	Where Council is the registration authority

**Instrument of Delegation from Council to members of staff (S6)**

<b>Food Act 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	CEO, TLEH, EHO	Where Council is the registration authority
s 39(2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	CEO, TLEH, EHO	Where Council is the registration authority
s.39A	Power to register, or renew the registration of a food premises despite minor defects.	CEO, TLEH	Where council is the registration authority. Only if satisfied of matters in section 39A(2)(a)-(c).
s 39A (6)	Duty to comply with a direction of the Secretary	CEO, TLEH, EHO	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	CEO, TLEH, EHO	Where Council is the registration authority
s.40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under part 6 of the <i>Public Health and Wellbeing Act 2008</i> .	CEO, TLEH, EHO	
s.40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year.	CEO, TLEH, EHO	Where council is the registration authority.
s.40D(1)	Power to suspend or revoke the registration of food premises.	CEO, TLEH, EHO	Where council is the registration authority.

**Instrument of Delegation from Council to members of staff (S6)**

<b>Food Act 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s 40E	Duty to comply with direction of the Secretary	CEO, TLEH, EHO	
s 40F	Power to cancel registration of food premises	CEO, TLEH	Where Council is the registration authority
s 43	Duty to maintain records of registration	CEO, TLEH, EHO	Where Council is the registration authority
s.43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business.	CEO, TLEH, EHO	Where council is the registration authority.
s.43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements.	CEO, TLEH, EHO	Where council is the registration authority. Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2)).
s 45AC	Power to bring proceedings	CEO, DCP, MCD, TLEH	
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.	CEO, TLEH, EHO	Where council is the registration authority.

**Instrument of Delegation from Council to members of staff (S6)**

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<b>Heritage Act 2017</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.116	Power to sub-delegate Executive Director's functions duties or powers.	CEO, DID, MSS, TLSP, TLStatP	Must first obtain Executive Director, Heritage Victoria's written consent.  Council can only sub-delegate if the instrument of delegation from the Executive Director authorises sub-delegation.

**Instrument of Delegation from Council to members of staff (S6)**

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<b>Local Government Act 1989</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s 185L(4)	Power to declare and levy a cladding rectification charge	Not delegated.	The only member of staff who can be a delegate in Column 3 is the CEO. The power to make a decision on this matter has been retained by the council.

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.4B	Power to prepare an amendment to the Victorian Planning Provisions.	Not delegated.	The power to make a decision on this matter has been retained by the council.
s.4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister.	CEO, DID, MSS, TLSP, TLStatP	
s.4H	Duty to make amendment to Victorian Planning Provisions available in accordance with the public availability requirements.	CEO, DID, MSS	
s.4I(2)	Duty to make a copy of the Victorian Planning Provisions and other documents available in accordance with the public availability requirements.	CEO, DID, MSS	
s.12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons.	Not delegated	The power to make a decision on this matter has been retained by the council.
s.12B(1)	Duty to review planning scheme.	Not delegated	The power to make a decision on this matter has been retained by the council.
s.12B(2)	Duty to review planning scheme at direction of Minister.	Not delegated.	The power to make a decision on this matter has been retained by the council.
s.12B(5)	Duty to report findings of review of planning scheme to Minister without delay.	Not delegated.	The power to make a decision on this matter has been retained by the council.

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.14	Duties of a Responsible Authority as set out in subsections 14(a) to (d).	CEO, DID, MSS, TLSP, TLStatP, SSP, SP, SStatP, PTO, StatP	
s.16B	Duty (upon receiving a request to prepare an amendment to the planning scheme) to decide: - to apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F, or - to refuse the request.  <b>Note:</b> see also sections 16A, 16D, 16E and 16K.	Not delegated.	
s.16C(1)	Duty to give written notice of its decision under section 16B to the person who made the request within 10 business days of making the decision.  <b>Note:</b> The notice must contain prescribed information, and reasons if it is a refusal.	CEO, DID, MSS, TLSP	
s.16C(4)	Duty to give a copy of the request and the notice under subsection 16C(1) to the Minister.	CEO, DID, MSS, TLSP	

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<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.16F	Power to apply to the Minister for authorisation to prepare an amendment to the State standard provisions or the local provisions of a planning scheme in force in the municipal district. <b>Note:</b> see also sections 16G and 16K.	Not delegated.	
s.16F	Power to prepare an amendment to the planning scheme where the Minister has authorised Council to do so under section 16F	CEO, DID, MSS, TLSP	
s.16H	Power to prepare an amendment specified in an application without the Minister's authorisation if no response received after 10 business days.	CEO, DID, MSS, TLSP	Does not apply in relation to an application for the preparation of an amendment that will apply to land to which a Suburban Rail Loop planning area declaration applies. <b>Note:</b> see also section 16K.
s.16I	Power to apply to the Minister for authorisation to prepare an amendment to any part of the State standard provisions and local provisions of a planning scheme applying to an area adjoining its municipal district.	Not delegated.	
S.16I	Power to prepare amendment to the planning scheme applying to an area adjoining Council's municipal district where the Minister has authorised Council to do so under section 16I.	Not delegated.	<b>Note:</b> see also sections 16D, 16G and 16J.

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.17(1)	Duty of giving copy amendment to the planning scheme.	CEO, DID, MSS, TLSP, SSP, SP,	
s.17(2)	Duty of giving copy s.173 agreement.	CEO, DID, MSS, TLSP, SSP, SP,	
s.17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days.	CEO, DID, MSS	
s.18	Duty to make amendment etc. available in accordance with the public availability requirements.	CEO, DID, MSS, TLSP, SSP, SP	Until the proposed amendment is approved or lapsed.
s.19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme.	CEO, DID, MSS, TLSP, SSP, SP	The council's approval to prepare an amendment is required.
s.19	Function of receiving notice of preparation of an amendment to a planning scheme.	CEO, DID, MSS, TLSP	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or  Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
s.20(1)	Power to apply to Minister for exemption from the requirements of s 19.	CEO, DID, MSS, TLSP, SSP, SP	Where Council is a planning authority. Delegation can only be exercised once approved by the council.

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.21 (2)	Duty to make submissions available in accordance with the public availability requirements.	CEO, DID, MSS, TLSP, SSP, SP	Until the end of 2 months after the amendment comes into operation or lapses.
s.21A(4)	Duty to publish notice.	CEO, DID, MSS, TLSP	
s.22(1)	Duty to consider all submissions received before the date specified in the notice.	Not delegated.	Except submissions which request a change to the items in s.22(5)(a) and (b). The power to make a decision on this matter has been retained by the council.
s.22(2)	Power to consider a late submission. Duty to consider a late submission, if directed by the Minister.	Not delegated.	
s.23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel.	Not delegated.	The power to make a decision on this matter has been retained by the council.
s.23(2)	Power to refer to a panel submissions which do not require a change to the amendment.	Not delegated.	The power to make a decision on this matter has been retained by the council.
s.23A(2)	Power to: <ul style="list-style-type: none"> <li>– change the amendment in the manner requested;</li> <li>– not change the amendment in the manner requested; or</li> <li>– abandon the amendment or part of the amendment.</li> </ul>	Not delegated.	Where Council is the planning authority. After considering a submission which requests a change to a 'low-impact' amendment (as described in section 16N).

## Instrument of Delegation from Council to members of staff (S6)

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.24	Function to represent council and present a submission at a panel hearing (including a hearing referred to in s 96D).	CEO, DID, MSS, TLSP, SSP, SP	
s.26(1)	Power to make report available for inspection in accordance with the public availability requirements.	CEO, DID, MSS, TLSP, SSP, SP	
s.26(2)	Duty to keep report of panel available for inspection in accordance with the public availability requirements.	CEO, DID, MSS, TLSP, SSP, SP	During the inspection period.
s.27(2)	Power to apply for exemption if panel's report not received.	Not delegated.	The power to make a decision on this matter has been retained by the council.
s.28(1) (amended)	Duty to notify the Minister if abandoning an amendment, with a copy of any submission considered, and a statement of reasons for the decision.	CEO, DID, MSS, TLSP, TLStatP	Note: the power to make a decision to abandon an amendment cannot be delegated.
s.28(2)	Duty to publish notice of the decision on Internet site.	CEO, DID, MSS, TLSP, SSP, SP, PTO	
s.28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months.	CEO, DID, MSS, TLSP, SSP, SP, PTO	

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.28C	Duty to comply with directions of the Minister after abandoning the amendment with respect to: <ul style="list-style-type: none"> <li>- providing relevant documentation; and</li> <li>- providing assistance with steps to be taken for the amendment.</li> </ul>	CEO, DID, MSS, TLSP	
s.30(4)(a)	Duty to say if amendment has lapsed.	CEO, DID, MSS, TLSP, TLStatP, SSP, SP, SStatP, StatP	
s.30(4)(b)	Duty to provide information in writing upon request.	CEO, DID, MSS, TLSP, SSP, SP	
s.32(2)	Duty to give more notice if required.	CEO, DID, MSS, TLSP, SSP, SP	
s.33(1)	Duty to give more notice of changes to an amendment.	CEO, DID, MSS, TLSP, SSP, SP	
s.36(2)	Duty to give notice of approval of amendment.	CEO, DID, MSS, TLSP, TLStatP	The decision must be reported to the council.
s.38(5)	Duty to give notice of revocation of an amendment.	CEO, DID, MSS, TLSP, TLStatP	The decision must be reported to the council.
s.39	Function of being a party to a proceeding commenced under s.39 and duty to comply with determination by VCAT.	CEO, DID, MSS, TLSP, TLStatP, SSP, SP, SStatP, StatP	VCAT determination to be reported to the council.

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.40(1)	Function of lodging copy of approved amendment.	CEO, DID, MSS, TLSP, SSP, SP	
s.41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period.	CEO, DID, MSS, TLSP, SSP, SP	
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.	CEO, DID, MSS, TLSP, SSP, SP, PTO	
s.42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements.	CEO, DID, MSS, TLSP, TLStatP, SSP, SP, SStatP, PTO, StatP	
s.46AW	Function of being consulted by the Minister.	CEO, DID, MSS	Where Council is a responsible public entity.
s.46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy.  Power to endorse the draft Statement of Planning Policy.	Not delegated	The power to make a decision on this matter has been retained by the council.  Where Council is a responsible public entity.

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
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.	CEO, DID	Where Council is a responsible public entity.
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.	CEO, DID	Where Council is a responsible public entity.
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.	CEO	Where council is a collecting agency. Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency.
s.46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans.	CEO, DID	
s.46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority.	CEO, DID	
s.46GN(1)	Duty to arrange for estimates of values of inner public purpose land.	CEO, DID, MSS, TLSP	

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.46GO(1)	Duty to give notice to owners of certain inner public purpose land.	CEO, DID, MSS, TLSP	
s.46GP	Function of receiving a notice under s.46GO.	CEO, DID	Where Council is the collecting agency.
s.46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land.	CEO, DID, MSS, TLSP	
s.46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s.46GO.	Not delegated	The power to make a decision on this matter has been retained by the council.
s.46GR(2)	Power to consider a late submission. Duty to consider a late submission if directed to do so by the Minister.	CEO, DID, MSS, TLSP	
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.	Not delegated	The power to make a decision on this matter has been retained by the council.
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.	Not delegated	The power to make a decision on this matter has been retained by the council.

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference.	CEO, DID	
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.	CEO, DID	
s.46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s.46GT(5).	CEO, DID	
s.46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s.46GU(1)(a) and (b) are met.	Not delegated	The power to make a decision on this matter has been retained by the council.
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.	CEO, DID, MSS, TLSP	Where Council is the collecting agency.
s.46GV(3)(b)	Power to enter into an agreement with the applicant.	CEO, DID, MSS, TLStat	Where Council is the collecting agency.

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s.46GV(5) and (6).	CEO, DID, MSS, TLSP	Where Council is the development agency.
s.46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s.46GV(5) and (6).	CEO, DID, MSS, TLStat	Where Council is the collecting agency.
s.46GV(7)	Duty to impose the requirements set out in s.46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area.	CEO, DID, MSS, TLStat, SStatP, StatP	
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.	CEO, DID, MSS, TLSP, SSP, SP	Where Council is the collecting agency.
s.46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable.	CEO, DID, MSS	Where Council is the collecting agency.
s.46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s.46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan.	CEO, DID, MSS, TLStat	Where Council is the collecting agency.
s.46GY(1)	Duty to keep proper and separate accounts and records.	CEO, DC, MFR, MSS	Where Council is the collecting agency.

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.46GY(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 1989</i> .	CEO, DC, MFR, MSS	Where Council is the collecting agency.
s.46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs.	Not applicable.	Where Council is the collecting agency under an approved infrastructure contributions plan.  This duty does not apply where Council is that planning authority.
s.46GZ(2)(a)	Function of receiving the monetary component.	Not applicable.	Where the Council is the planning authority  This duty does not apply where Council is also the collecting agency.
s.46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan as responsible for those works, services or facilities.	Not applicable.	Where Council is the collecting agency under an approved infrastructure contributions plan.  This provision does not apply where Council is also the relevant development agency.
s.46GZ(2)(b)	Function of receiving the monetary component.	Not applicable.	Where Council is the development agency under an approved infrastructure contributions plan.  This provision does not apply where Council is also the collecting agency.

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
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).	CEO, DID, MSS	Where Council is the collecting agency under an approved infrastructure contributions plan.
s.46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency.	Not applicable.	Where Council is the collecting agency under an approved infrastructure contributions plan.  This provision does not apply where Council is also the relevant development agency.
s.46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land.	Not applicable.	Where Council is the development agency specified in the approved infrastructure contributions plan.  This provision does not apply where Council is also the collecting agency.
s.46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s.46GW.	CEO, DID, MSS	Where Council is the collecting agency under an approved infrastructure contributions plan.

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
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.	Not applicable.	If any inner public purpose land is vested in Council under the <i>Subdivision Act 1988</i> or acquired by Council before the time it is required to be provided to Council under s.46GV(4).  Where Council is the collecting agency under an approved infrastructure contributions plan.  This duty does not apply where Council is also the development agency.
s.46GZ(9)	Function of receiving the fee simple in the land.	Not applicable.	Where Council is the development agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the collecting agency.
s.46GZA(1)	Duty to keep proper and separate accounts and records.	CEO, DC, MFR, MSS	Where Council is a development agency under an approved infrastructure contributions plan.
s.46GZA(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i> .	CEO, DC, MFR	Where Council is a development agency under an approved infrastructure contributions plan.
s.46GZB(3)	Duty to follow the steps set out in s.46GZB(3)(a) – (c).	CEO, DID, MSS	Where Council is a development agency under an approved infrastructure contributions plan.

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency annual report and provide reports on the use of the infrastructure contribution to the VPA.	Not applicable.	If the VPA is the collecting agency under an approved infrastructure contributions plan.  Where Council is a development agency under an approved infrastructure contributions plan.
s.46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s.46GZD(2)(a) and (b).	CEO, DID	Where Council is the development agency under an approved infrastructure contributions plan.
s.46GZD(3)	Duty to follow the steps set out in s.46GZD(3)(a) and (b).	CEO, DID	Where Council is the collecting agency under an approved infrastructure contributions plan.
s.46GZD(5)	Duty to make payments under s.46GZD(3) in accordance with ss.46GZD(5)(a) and (46GZD(5)(b).	CEO, DID	Where Council is the collecting agency under an approved infrastructure contributions plan.
s.46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires.	Not applicable.	Where council is the development agency under an approved infrastructure contributions plan.  This duty does not apply where Council is also the collecting agency.

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.46GZE(2)	Function of receiving the unexpended land equalisation amount.	Not applicable.	Where Council is the collecting agency under an approved infrastructure contributions plan.  This duty does not apply where Council is also the development agency.
s.46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s.46GZE(3)(a) and (b).	CEO, DID	Where Council is the collecting agency under an approved infrastructure contributions plan.
s.46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land.	CEO, DID	Where Council is the development agency under an approved infrastructure contributions plan.
s.46GZF(3)	Duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b).	CEO, DID, MSS	Where Council is the development agency under an approved infrastructure contributions plan.
s.46GZF(3)	Function of receiving proceeds of sale.	Not applicable.	Where Council is the collection agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the development agency.

## Instrument of Delegation from Council to members of staff (S6)

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
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).	CEO, DID, MSS	Where Council is the collecting agency under an approved infrastructure contributions plan.
s.46GZF(6)	Duty to make the payments under s.46GZF(4) in accordance with s.46GZF(6)(a) and (b).	CEO, DID, MSS	Where Council is the collecting agency under an approved infrastructure contributions plan.
s.46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction.	CEO, DID, MSS, TLStat	Where Council is the collecting agency under an approved infrastructure contributions plan.
s.46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister.	CEO, DID, DC, MFR, MSS	Where Council is a collecting agency or development agency.
s.46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council.	CEO, DID, MSS, TLStat	Where Council is a collecting agency or development agency.
s.46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s.46LB (2).	CEO, DID, DC, MFR, MSS	
s.46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy.	CEO, DID, MSS, TLStatP, SStatP, StatP	

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.46N(2)(c)	Function of determining time and manner for receipt of development contributions levy.	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy.	CEO, DID, MSS	
s.46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit.	CEO, DID, MSS	
s.46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy.	CEO, DID, MSS	
s.46P(1)	Power to require payment of amount of levy under s.46N or s.46O to be satisfactorily secured.	CEO, DID, MSS	
s.46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable.	CEO (not sub-delegated)	
s.46Q(1)	Duty to keep proper accounts of levies paid.	CEO, DID, DC, MSS, MFR	

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
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.	CEO, DID, DC, MSS, MFR	
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.	CEO, DID, DC, MSS, MFR	
s.46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed.	CEO, DID, DC, MSS, MFR	Only applies when levy is paid to council as a 'development agency'.
s.46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the council or for the provision by the council of works, services or facilities in an area under s.46Q(4)(a).	CEO, DID, DC, MSS, MFR	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister.
s.46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan.	Not delegated	Must be done in accordance with Part 3. The power to make a decision on this matter has been retained by the council.
s46Q(4)(e)	Duty to expend that amount on other works etc.	CEO, DID, DC, MSS, MFR	With the consent of, and in the manner approved by, the Minister.

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.46QC	Power to recover any amount of levy payable under Part 3B.	CEO, DID, DC, MSS, MFR	
s.46QD	Duty to prepare report and give a report to the Minister.	CEO, DID, DC, MSS, MFR	Where council is a collecting agency or development agency.
s.46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available.	Not applicable	
s.46Y	Duty to carry out works in conformity with the approved strategy plan.	Not applicable	
s.47	Power to decide that an application for a planning permit does not comply with that Act.	CEO, DID, MSS, TLStatP, SStatP, StatP	NB: This section relates only to whether adequate information has been submitted with application.
s.48A	Power to notify an applicant that the application is incomplete.	CEO, DID, MSS, TLStatP, SStatP	Where Council is the responsible authority. <b>Note:</b> The notice must set out any required fees or information, the date for payment or production, and the effect of non-compliance set out in section 48B(1).
s.48C	Power to refund a fee paid for an application which is void and of no effect under section 48B(1).	CEO, DID, MSS, TLStatP, SStatP	Where Council is the responsible authority.

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.49(1)	Duty to keep a register of all applications for permits and determinations relating to permits.	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.49(2)	Duty to make register available for inspection in accordance with the public availability requirements.	CEO, DID, MSS, TLStatP, SStatP, PTO, StatP	
s.50(4)	Duty to amend application.	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.50(5)	Power to refuse to amend application.	CEO, DID, MSS, TLStatP, SStatP, StatP	The responsible authority may refuse to amend the application if it considers that the amendment is so substantial that a new application for a permit should be made.
s.50(6)	Duty to make note of amendment to application in register.	CEO, DID, MSS, TLStatP, SStatP, StatP, PTO	
s.50A(1)	Power to make amendment to application.	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given.	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.50A(4)	Duty to note amendment to application in register.	CEO, DID, MSS, TLStatP, SStatP, StatP, PTO	

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.51	Duty to make copy of application available for inspection in accordance with the public availability requirements.	CEO, DID, MSS, TLStatP, SStatP, StatP, PTO	
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.	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.52(1)(b)	Duty to give notice of the application to other municipal councils where appropriate.	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme.	CEO, DID, MSS, TLSP, TLStatP, SSP, SP, SStatP, PTO, StatP	
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.	CEO, DID, MSS, TLStatP, SStatP, StatP	
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.	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.52(1)(d)	Duty to give notice of the application to other persons if granting the permit may cause material detriment to them.	CEO, DID, MSS, TLStatP, SStatP, StatP	

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant.	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.52(3)	Power to give any further notice of an application where appropriate.	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.53(1)	Power to require the applicant to give notice under section 52(1) to persons specified by it.	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.53(1A)	Power to require the applicant to give the notice under section 52(1AA).	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.54(1)	Power to require the applicant to provide more information.	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.54(1A)	Duty to give notice in writing of information required under s.54(1).	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.54(1B)	Duty to specify the lapse date for an application.	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.54A(3)	Power to decide to extend time or refuse to extend time to give required information.	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s.54A(3).	CEO, DID, MSS, TLStatP, SStatP, StatP	

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme.	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector.	CEO, DID, MSS, TLStatP	
s.57(3)	Function of receiving name and address of persons to whom notice of decision is to go.	CEO, DID, MSS, TLStatP, SStatP, PTO, StatP	
s.57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements.	CEO, DID, MSS, TLStatP, SStatP, PTO, StatP	
s.57A(4)	Duty to amend application in accordance with applicant's request, subject to s.57A(5).	CEO, DID, MSS, TLStatP	
s.57A(5)	Power to refuse to amend application.	CEO, DID, MSS, TLStatP	
s.57A(6)	Duty to note amendments to application in register.	CEO, DID, MSS, TLStatP, SStatP, StatP, PTO	
s.57B(1)	Duty to determine whether and to whom notice should be given.	CEO, DID, MSS, TLStatP	

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.57B(2)	Duty to consider certain matters in determining whether notice should be given.	CEO, DID, MSS, TLStatP	
s.57C(1)	Duty to give copy of amended application to referral authority.	CEO, DID, MSS, TLStatP, SStatP, PTO, StatP	
s.58	Duty to consider every application for a permit.	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.58A	Power to request advice from the Planning Application Committee.	Not applicable	
s.60	Duty to consider certain matters.	CEO, DID, MSS, TLStatP, SStatP, StatP	
s60(1A)	Duty to consider certain matters.	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect.	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.61(1)	Power to determine application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application.	CEO, DID, MSS, TLSP, TLStatP, SSP, SP, SStatP, StatP	The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i> .  <b>If greater than five objections the matter must be referred to council for a decision.</b>

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit.	CEO, DID, MSS, TLStatP, SStatP	
s.61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit.	CEO, DID, MSS, TLStatP, SStatP	
s.61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent.	Not applicable	
s.61(3)(b)	Duty to refuse to grant the permit without the Minister's consent.	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant.	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.62(1)	Duty to include certain conditions in deciding to grant a permit.	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.62(2)	Power to include other conditions.	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.62(4)	Duty to ensure conditions are consistent with subsections (a),(b) and (c).	CEO, DID, MSS, TLStatP, SStatP, StatP	

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.62(5)(a)	Power to include a permit condition to implement an approved development contributions plan, or an approved infrastructure contributions plan.	CEO, DID, MSS, TLStatP, SStatP	
s.62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with section 173 agreement.	CEO, DID, MSS, TLStatP, SStatP	
s.62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant.	CEO, DID, MSS, TLStatP, SStatP	
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).	CEO, DID, MSS, TLStatP, SStatP, StatP	
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).	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.63	Duty to issue the permit where made a decision in favour of the application (if no one has objected).	CEO, DID, MSS, TLStatP, SStatP, StatP	

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.64(1)	Duty to give notice of decision to grant a permit to applicant and objectors.	CEO, DID, MSS, TLStatP, SStatP, PTO, StatP	This provision applies also to a decision to grant an amendment to a permit - see section 75.
s.64(3)	Duty not to issue a permit until after the specified period.	CEO, DID, MSS, TLStatP, SStatP, PTO, StatP	This provision applies also to a decision to grant an amendment to a permit - see section 75.
s.64(5)	Duty to give each objector a copy of an exempt decision.	CEO, DID, MSS, TLStatP, SStatP, PTO, StatP	This provision applies also to a decision to grant an amendment to a permit - see section 75.
s.64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit.	CEO, DID, MSS, TLStatP, SStatP, StatP	This provision applies also to a decision to grant an amendment to a permit - see section 75A.
s.65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under section 57.	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.66(1)	Duty to give notice under s.64 or s.65 and copy permit to relevant determining referral authorities.	CEO, DID, MSS, TLStatP, SStatP, PTO, StatP	

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit.	CEO, DID, MSS, TLStatP, SStatP, StatP	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority.
s.66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit.	CEO, DID, MSS, TLStatP, SStatP, StatP	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit.
s.66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65.	CEO, DID, MSS, TLStatP, SStatP, PTO, StatP	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit.
s.69(1)	Function of receiving application for extension of time of permit.	CEO, DID, MSS, TLStatP, SStatP, PTO, StatP	
s.69(1A)	Function of receiving application for extension of time to complete development.	CEO, DID, MSS	
s.69(2)	Power to extend time.	CEO, DID, MSS	

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.70	Duty to make copy of permit available for inspection in accordance with the public availability requirements.	CEO, DID, MSS, TLStatP, SStatP, PTO, StatP	
s.71(1)	Power to correct certain mistakes.	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.71(2)	Duty to note corrections in register.	CEO, DID, MSS, TLStatP, SStatP, PTO, StatP	
s.73	Power to decide to grant amendment subject to conditions.	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.74	Duty to issue amended permit to applicant if no objectors.	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit.	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice.	CEO, DID, MSS, TLStatP, SStatP, PTO, StatP	

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit.	CEO, DID, MSS, TLStatP, SStatP, StatP	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority.
s.76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit.	CEO, DID, MSS, TLStatP, SStatP, StatP	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit.
s.76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under section 64 or 76.	CEO, DID, MSS, TLStatP, SStatP, PTO, StatP	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit.
s.76D	Duty to comply with direction of Minister to issue amended permit.	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.83	Function of being respondent to an appeal.	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.83B	Duty to give or publish notice of application for review.	CEO, DID, MSS, TLStatP, SStatP, StatP	

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit.	Not delegated	The power to make a decision on this matter has been retained by the council.
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.	Not delegated	The power to make a decision on this matter has been retained by the council.
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.	CEO, DID, MSS, TLStatP	
s.84(6)	Duty to issue permit on receipt of advice within 3 business days.	CEO, DID, MSS, TLStatP, SStatP, StatP, PTO	
s.84AB	Power to agree to confining a review by the Tribunal.	CEO, DID, MSS	
s.86	Duty to issue a permit at order of Tribunal within 3 business days after the next meeting of the council.	CEO, DID, MSS, TLStatP, SStatP, StatP, PTO	
s.87(3)	Power to apply to VCAT for the cancellation or amendment of a permit.	Not delegated	The power to make a decision on this matter has been retained by the council.
s.90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit.	CEO, DID, MSS, TLStatP	

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.91(2)	Duty to comply with the directions of VCAT.	CEO, DID, MSS, TLStatP, SStatP, PTO, StatP	
s.91(2A)	Duty to issue amended permit to owner if Tribunal so directs.	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s.90.	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.93(2)	Duty to give notice of VCAT order to stop development.	CEO, DID, MSS, TLStatP, TLC, SStatP, StatP, PTO, CSAO	
s.95(3)	Function of referring certain applications to the Minister.	CEO, DID, MSS, TLStatP	
s.95(4)	Duty to comply with an order or direction.	CEO, DID, MSS, TLStatP, SStatP, PTO, StatP	
s.96(1)	Duty to obtain a permit from the Minister to use and develop its land.	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land.	CEO, DID, MSS, TLStatP,	Decision must be reported to the council.

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.96A(2) (amended)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment.	CEO, DID, MSS, TLStatP,	The request to prepare the amendment must be made under section 16A.  Delegate must not agree to consider the application for the permit concurrently with the preparation of the proposed amendment unless it has made a decision under section 16B(a) to apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F.
s.96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C.	CEO, DID, MSS, TLStatP	Decision must be reported to the council.
s.96F	Duty to consider the panel's report under section 96E.	Not delegated.	The power to make a decision on this matter has been retained by the council.
s.96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996).	CEO, DID, MSS, TLStatP	Decision must be reported to the council.
s.96H(3)	Power to give notice in compliance with Minister's direction.	CEO, DID, MSS, TLStatP	

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.96J	Duty to issue permit as directed by the Minister.	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.96K	Duty to comply with direction of the Minister to give notice of refusal.	CEO, DID, MSS, TLStatP, SStatP, PTO, StatP	
s. 96Z (amended)	Duty to keep levy certificates and levy exemption certificates given to it under ss. 47 or 96A for no less than 5 years from receipt of the certificate.	CEO, DID, MSS, TLStatP, SStatP, PTO, StatP	
s.97C	Power to request Minister to decide the application.	Not delegated.	The power to make a decision on this matter has been retained by the council.
s.97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application.	CEO, DID, MSS, TLStatP, SStatP, PTO, StatP	
s.97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister.	CEO, DID, MSS, TLStatP, SStatP, PTO, StatP	
s.97G(6)	Duty to make a copy of permits issued under s.97F available in accordance with the public availability requirements.	CEO, DID, MSS, TLStatP, SStatP, PTO, StatP	

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.97L	Duty to include Ministerial decisions in a register kept under s.49.	CEO, DID, MSS, TLStatP, SStatP, PTO, StatP	
s.97MH	Duty to provide information or assistance to the Planning Application Committee.	Not applicable	
s.97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee.	Not applicable	
s.97O	Duty to consider application and issue or refuse to issue certificate of compliance.	CEO, DID, MSS, TLSP, TLStatP, SSP, SP, SStatP, StatP	
s.97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate.	CEO, DID, MSS, TLStatP, SStatP, PTO, StatP	
s.97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate.	CEO, DID, MSS, TLStatP	
s.97Q(4)	Duty to comply with directions of VCAT.	CEO, DID, MSS, TLStatP, SStatP, PTO, StatP	
s.97R	Duty to keep register of all applications for certificate of compliance and related decisions.	CEO, DID, MSS, TLStatP, SStatP, PTO	

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.98(1)&(2)	Function of receiving claim for compensation in certain circumstances.	CEO, DID, MSS, TLStatP	
s.98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed.	CEO, DID, MSS, TLStatP	
s.101	Function of receiving claim for expenses in conjunction with claim.	CEO, DID, MSS, TLStatP	
s.103	Power to reject a claim for compensation in certain circumstances.	CEO, DID, MSS	
s.107(1)	Function of receiving claim for compensation.	CEO, DID, MSS	
s.107(3)	Power to agree to extend time for making claim.	Not delegated.	The power to make a decision on this matter has been retained by the council.
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes.	Not delegated	The power to make a decision on this matter has been retained by the council.
s.114(1)	Power to apply to the VCAT for an enforcement order.	CEO, DID, MSS	
s.117(1)(a)	Function of making a submission to the VCAT where objections are received.	CEO, DID, MSS, TLC, CSAO	
s.120(1)	Power to apply for an interim enforcement order where s.114 application has been made.	CEO, DID, MSS, TLC	

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.123(1)	Power to carry out work required by enforcement order and recover costs.	CEO, DID, MSS, TLC	
s.123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s.123(1).	CEO, DID, MSS, TLC	Except Crown Land. Provide email advice to chief executive officer and councillors.
s.125(1)	Power to apply to any court of competent jurisdiction or to the tribunal for an injunction restraining any person from contravening an enforcement order or an interim enforcement order.	CEO, DID, MSS, TLC	Section 123 of the <i>Victorian Civil and Administrative Tribunal Act 1998</i> applies on an application to the Tribunal.
s.129	Function of recovering penalties.	CEO, DID, DC, MSS, TLC, MFR, CSAO	
s.130(5)	Power to allow person served with an infringement notice further time.	CEO, DID, MSS, TLC, CSAO	
s.149A(1)	Power to refer a matter to the VCAT for determination.	CEO, DID, MSS	
s.149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement.	CEO, DID, MSS	
s.149B	Power to apply to the Tribunal for a declaration.	CEO, DID, MSS	

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.156	Duty to pay fees and allowances (including a payment to the Crown under section 156(2A)), and payment or reimbursement for reasonable cost and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under section 156(2B), power to ask for contribution under section 156(3) and power to abandon amendment or part of it under section 156(4).	CEO, DID, MSS, MFR	Where council is the relevant planning authority.
s.158F	Power to make submissions in response to a directions panel.	CEO, DID, MSS	
s.171(2)(f)	Power to carry out studies and commission reports.	CEO, DID, MSS	Within budgetary parameters and delegation approval limits.
s.171(2)(g)	Power to grant and reserve easements.	CEO, DID, MSS	
s.172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan.	Not delegated.	Where Council is a development agency specified in an approved infrastructure contributions plan. The power to make a decision on this matter has been retained by the council.
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).	Not delegated.	Where Council is a collecting agency specified in an approved infrastructure contributions plan. The power to make a decision on this matter has been retained by the council.

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
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).	Not delegated.	Where Council is the development agency specified in an approved infrastructure contributions plan. The power to make a decision on this matter has been retained by the council.
s.173(1)	Power to enter into agreement covering matters set out in s.174.	CEO, DID	Decision must be reported to the council.
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.	Not delegated.	Where council is the relevant responsible authority. The power to make a decision on this matter has been retained by the council.
---	Power to decide whether something is to the satisfaction of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority.	CEO, DID, MSS, TLStatP	Decision must be reported to the council.

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
---	Power to give consent on behalf of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority.	CEO, DID, MSS	Decision must be reported to the council.
s.177(2)	Power to end a section 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9.	CEO, DID, MSS	
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.	CEO, DID – refer conditions and limitations.	Decision must be reported to the council. If there are budget implications with an amendment to the s.173 agreement the matter is not delegated and must be determined by the council.
s.178A(1)	Function of receiving application to amend or end an agreement.	CEO, DID	Decision must be reported to the council.
s.178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1).	CEO, DID	
s.178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal.	CEO, DID	
s.178A(5)	Power to propose to amend or end an agreement.	CEO, DID	

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.178B(1)	Duty to consider certain matters when considering proposal to amend an agreement.	CEO, DID	
s.178B(2)	Duty to consider certain matters when considering proposal to end an agreement.	CEO, DID	
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.	CEO, DID	
s.178C(4)	Function of determining how to give notice under s.178C(2).	CEO, DID	
s.178E(1)	Duty not to make decision until after 14 days after notice has been given.	CEO, DID	
s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal.	CEO, DID	If no objections are made under s.178D. Must consider matters in s.178B.
s.178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal.	CEO, DID	If no objections are made under s.178D. Must consider matters in s.178B.
s.178E(2)(c)	Power to refuse to amend or end the agreement.	CEO, DID	If no objections are made under s.178D. Must consider matters in s.178B.
s.178E(3)(a)	Power to amend or end the agreement in accordance with the proposal.	CEO, DID	After considering objections, submissions and matters in s.178B.
s.178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal.	CEO, DID	After considering objections, submissions and matters in s.178B.

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.178E(3)(c)	Power to amend or end the agreement in a manner that is substantively different from the proposal.	CEO, DID	After considering objections, submissions and matters in s.178B.
s.178E(3)(d)	Power to refuse to amend or end the agreement.	CEO, DID	After considering objections, submissions and matters in s.178B.
s.178F(1)	Duty to give notice of its decision under s.178E(3)(a) or (b).	CEO, DID	
s.178F(2)	Duty to give notice of its decision under s.178E(2)(c) or (3)(d).	CEO, DID	
s.178F(4)	Duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn.	CEO, DID	
s.178G	Duty to sign amended agreement and give copy to each other party to the agreement.	CEO, DID	
s.178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement.	CEO, DID	
s.178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land.	CEO, DID	
s.179(2)	Duty to make a copy of each agreement available in accordance with the public availability requirements.	CEO, DID, MSS, TLStatP, SStatP, PTO, StatP	

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.181	Duty to apply to the Registrar of Titles to record the agreement.	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement.	CEO, DID, MSS, TLStatP, SStatP, StatP	
s.181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement.	CEO, DID, MSS, TLStatP	
s.182	Power to enforce an agreement.	CEO, DID, MSS,	
s.183	Duty to tell Registrar of Titles of ending / amendment of agreement.	CEO, DID, MSS,	
s.184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision.	CEO, DID	
s.184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement.	CEO, DID	
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.	CEO, DID	
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.	CEO, DID, MSS, TLStatP, SStatP	

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.184G(2)	Duty to comply with a direction of the Tribunal.	CEO, DID, MSS, TLStatP, SStatP	
s.184G(3)	Duty to give notice as directed by the Tribunal.	CEO, DID, MSS, TLStatP, SStatP	
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.	CEO, DID, MSS, TLStatP, SStatP	
s.198(1)	Function to receive application for planning certificate	Not applicable	
s.201(1)	Function of receiving application for declaration of underlying zoning.	CEO, DID, MSS, TLStatP, SStatP, PTO, StatP	
s.201(3)	Duty to make declaration.	CEO, DID, MSS	
-	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.	CEO, DID, MSS	
-	Power to decide, in relation to any planning scheme or permit, that a specified thing may be altered or modified with Council's consent.	CEO, DID, MSS	
-	Power to decide, in relation to any planning scheme or permit, that a specified thing may be done subject to Council's prior consent or must not be done without Council's prior consent.	CEO, DID, MSS	

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
-	Power to decide, in relation to any planning scheme or permit, that a specified thing is required to be approved and or endorsed by Council.	CEO, DID, MSS	
-	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.	CEO, DID, MSS	
	Power to approve and or endorse 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.	CEO, DID, MSS, TLSP, TLStatP, SSP, SP, SStatP, StatP	
	Power to approve Development Plans as required under clause 43.04 of the Wodonga Planning Scheme.	Not delegated.	
	Power to give written authorisation in accordance with a provision of a planning scheme.	CEO, DID, MSS, TLSP, TLStatP, SSP, SP, SStatP, StatP	
s.201UAB(1)	Function of providing the Victorian Planning Authority with information relating to any land within municipal district.	CEO, DID, MSS, TLSP, TLStatP, SSP, SP, SStatP, PTO, StatP	
s.201UAB(2)	Duty to provide the Victorian Planning Authority with information requested under subsection (1) as soon as possible.	CEO, DID, MSS, TLSP, TLStatP, SSP, SP, SStatP, PTO, StatP	
	Power to approve planning permit applications which include carparking waiver requests.	CEO, DID, MSS, TLStatP	

**Instrument of Delegation from Council to members of staff (S6)**

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<b>Planning and Environment Act 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
	Power to approve planning permit applications within the landfill buffer.	Not delegated	The power to make a decision on this matter has been retained by the council.

**Instrument of Delegation from Council to members of staff (S6)**

<b>Residential Tenancies Act 1997</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements.	CEO, TLEH, EHO, EMC	
s.522(1)	Power to give a compliance notice to a person.	CEO, TLC, CO, TLEH, EHO, CSAO	
s.525(2)	Power to authorise an officer to exercise powers in s.526 (either generally or in a particular case).	CEO, TLEH	
s.525(4)	Duty to issue identity card to authorised officers.	CEO, GO	
s.526(5)	Duty to keep record of entry by authorised officer under section 526.	CEO, TLEH	
s.526A(3)	Function of receiving report of inspection.	CEO, TLEH	
s.527	Power to authorise a person to institute proceedings (either generally or in a particular case).	CEO, TLEH, TLC, CSAO	

**Instrument of Delegation from Council to members of staff (S6)**

<b>Road Management Act 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.11(1)	Power to declare a road by publishing a notice in the Government Gazette.	CEO	Obtain consent in circumstances specified in s11(2).
s.11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette.	CEO	
s.11(9)(b)	Duty to advise Registrar.	CEO, DID, MPAMPA, MCityS, TLRR, RMI	
s.11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	CEO, DID, MPA MCityS, TLRR, RMI	Clause subject to s11(10A).
s.11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person.	CEO, DID, MPA MCityS, TLRR, RMI	Duty of coordinating road authority.
s.12(2)(b)	Function of providing consent to the Head, Transport for Victoria for the discontinuance of a road or part of a road.	CEO, DID, MPA	
s.12(10)	Duty to notify of decision made.	CEO, MPA, MCityS, MSS, SIE, TLRR, RMI	Power 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.

**Instrument of Delegation from Council to members of staff (S6)**

<b>Road Management Act 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.13(1)	Power to fix a boundary road by publishing notice in Government Gazette.	CEO	Power of coordinating road authority and obtain consent under s13(3) and s13(4) as appropriate.
s.14(4)	Function of receiving notice from the Head, Transport for Victoria.	CEO, MPA	
s.14(7)	Power to appeal against decision of the Head, Transport for Victoria.	Not delegated.	The power to make a decision on this matter has been retained by the council.
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.	CEO	
s.15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority.	CEO	
s.15(2)	Duty to include details of arrangement in public roads register.	CEO, MPA, MCityS, TLSAM, TLOAM, TLRR, RMI, AMO, AO	
s.16(7)	Power to enter into an arrangement under s15.	CEO	
s.16(8)	Duty to enter details of determination in public roads register.	CEO, MPA, MCityS, TLSAM, TLOAM, TLRR, RMI, AMO, AO	

**Instrument of Delegation from Council to members of staff (S6)**

<b>Road Management Act 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.17(2)	Duty to register public road in public roads register.	CEO, MPA, MCityS, TLSAM, TLOAM, TLRR, RMI, AMO, AO	Where Council is the coordinating road authority.
s.17(3)	Power to decide that a road is reasonably required for general public use.	Not delegated.	Where Council is the coordinating road authority. The power to make a decision on this matter has been retained by the council.
s.17(3)	Duty to register a road reasonably required for general public use in public roads register.	CEO, MPA, MCityS, TLSAM, TLOAM, TLRR, RMI, AMO, AO	Where Council is the coordinating road authority.
s.17(4)	Power to decide that a road is no longer reasonably required for general public use.	Not delegated.	Where Council is the coordinating road authority. The power to make a decision on this matter has been retained by the council.
s.17(4)	Duty to remove road no longer reasonably required for general public use from public roads register.	CEO, MPA, MCityS, TLSAM, TLOAM, TLRR, RMI	Where Council is the coordinating road authority.
s.18(1)	Power to designate ancillary area.	CEO	Where Council is the coordinating road authority, and obtain consent in circumstances specified in section 18(2).
s.18(3)	Duty to record designation in public roads register.	CEO, MPA, MCityS, TLSAM, TLOAM, TLRR, RMI, AMO, AO	Where Council is the coordinating road authority.

**Instrument of Delegation from Council to members of staff (S6)**

<b>Road Management Act 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority.	CEO, MPA, MCityS, TLSAM, TLOAM, TLRR, RMI, AMO, AO	
s.19(4)	Duty to specify details of discontinuance in public roads register.	CEO, MPA, MCityS, TLSAM, TLOAM, TLRR, RMI, AMO, AO	
s.19(5)	Duty to ensure public roads register is available for public inspection.	CEO, MPA, MCityS, TLSAM, TLOAM, TLRR, RMI, AMO, AO	
s.21	Function of replying to request for information or advice.	CEO, MPA, MCityS, TLSAM, TLOAM, TLRR, RMI, SIE	Obtain consent in circumstances specified in s11(2).
s.22(2)	Function of commenting on proposed direction.	Not delegated.	The power to make a decision on this matter has been retained by the council.
s.22(4)	Duty to publish a copy or summary of any direction made under section 22 by the Minister in its annual report.	CEO	
s.22(5)	Duty to give effect to a direction under section 22.	CEO, MPA, MCityS, TLRR, RMI	
s.40(1)	Duty to inspect, maintain and repair a public road.	CEO, MPA, MCityS, TLRR, RMI	

**Instrument of Delegation from Council to members of staff (S6)**

<b>Road Management Act 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.40(5)	Power to inspect, maintain and repair a road which is not a public road.	CEO, MPA, MCityS, TLRR, RMI	
s.41(1)	Power to determine the standard of construction, inspection, maintenance and repair.	CEO, MPA, MCityS, SIE, TLRR, RMI	
s.42(1)	Power to declare a public road as a controlled access road.	CEO, MPA, MCityS, SIE, TLSAM, TLOAM, RMI	Power of coordinating road authority and Schedule 2 also applies.
s.42(2)	Power to amend or revoke declaration by notice published in Government Gazette.	CEO	Power of coordinating road authority and Schedule 2 also applies.
s.42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified.	CEO	Where Council is the coordinating road authority. If road is a municipal road or part thereof.
s.42A(4)	Power to approve Minister's decision to specify a road as a specified freight road.	Not delegated.	The power to make a decision on this matter has been retained by the council.
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).	CEO, MPA, MCityS, SIE, TLRR, RMI	Duty of responsible road authority, infrastructure manager or works manager.

**Instrument of Delegation from Council to members of staff (S6)**

<b>Road Management Act 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under section 48M.	CEO, MPA, MCityS, TLRR, RMI	
s.49	Power to develop and publish a road management plan.	CEO, MPA, MCityS, TLRR, TLSAM, TLOAM, RMI	
s.51	Power to determine standards by incorporating the standards in a road management plan.	CEO, MPA, MCityS, TLRR, TLSAM, TLOAM, RMI	
s.53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan.	CEO	
s.54(2)	Duty to give notice of proposal to make a road management plan.	CEO	
s.54(5)	Duty to conduct a review of road management plan at prescribed intervals.	CEO, MCityS, TLRR, TLSAM, TLOAM, RMI	
s.54(6)	Power to amend road management plan.	CEO, MCityS, TLRR, TLSAM, TLOAM, RMI	
s.54(7)	Duty to incorporate the amendments into the road management plan.	CEO, MCityS, TLRR, TLSAM, TLOAM, RMI	

**Instrument of Delegation from Council to members of staff (S6)**

<b>Road Management Act 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper.	CEO	
s.63(1)	Power to consent to conduct of works on road.	CEO, MPA, MCityS, SIE, TLRR, RMI	Where council is the coordinating road authority.
s.63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency.	CEO, MPA, MCityS, SIE, TLRR, RMI	Where council is the infrastructure manager.
s.64(1)	Duty to comply with clause 13 of Schedule 7.	CEO, MPA, MCityS, SIE, TLRR, RMI	Where council is the infrastructure manager or works manager.
s.66(1)	Power to consent to structure etc.	CEO, MPA, MCityS, DID, MSS, TLSP, TLStatP, TLRR, RMI	Where council is the coordinating road authority.
s.67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill.	CEO, MPA, MCityS, TLRR, RMI	Where council is the coordinating road authority.
s.67(3)	Power to request information.	CEO, DID, MSS, TLSP, TLStatP, TLRR, RMI	Where council is the coordinating road authority.
s.68(2)	Power to request information.	CEO, DID, MSS, TLSP, TLStatP, TLRR, RMI	Where council is the coordinating road authority.
s.71(3)	Power to appoint an authorised officer.	CEO	

**Instrument of Delegation from Council to members of staff (S6)**

<b>Road Management Act 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.72	Duty to issue an identity card to each authorised officer.	CEO, MPA, MCityS, GO	
s.85	Function of receiving report from authorised officer.	CEO, MPA, MCityS	
s.86	Duty to keep register re s85 matters.	CEO, DID, MPA, MCityS, MSS, SIE, TLRR, RMI	
s.87(1)	Function of receiving complaints.	CEO, MPA, MCityS, TLRR, RMI	
s.87(2)	Power to investigate complaint and provide report.	CEO	
s 96	Power to authorise a person for the purpose of instituting legal proceedings.	CEO, DID,	
s.112(2)	Power to recover damages in court.	CEO, TLC	
s.116	Power to cause or carry out inspection.	CEO, DID, MPA, MCityS, SIE, TLRR, RMI	
s.119(2)	Function of consulting with the Head, Transport for Victoria.	CEO, MPA, MCityS, SIE, TLRR, RMI	

**Instrument of Delegation from Council to members of staff (S6)**

<b>Road Management Act 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
s.120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria).	CEO, MPA, MCityS, SIE, TLRR, RMI	
s.120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in section 120(1).	CEO, MPA, MCityS, SIE, TLRR, RMI	
s.121(1)	Power to enter into an agreement in respect of works.	CEO, DID, MPA, MCityS, TLRR, RMI	Within budgetary parameters and delegation approval limits.
s.122(1)	Power to charge and recover fees.	CEO	
s.123(1)	Power to charge for any service.	CEO	
Schedule 2 Clause 2(1)	Power to make a decision in respect of controlled access roads.	CEO	
Schedule 2 Clause 3(1)	Duty to make policy about controlled access roads.	CEO, DID	
Schedule 2 Clause 3(2)	Power to amend, revoke or substitute policy about controlled access roads.	CEO, DID	
Schedule 2 Clause 4	Function of receiving details of proposal from the Head, Transport for Victoria.	CEO, MPA, MCityS, SIE, TLRR, RMI	
Schedule 2 Clause 5	Duty to publish notice of declaration.	CEO, DID, MSS	

**Instrument of Delegation from Council to members of staff (S6)**

<b>Road Management Act 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
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.	CEO, MPA, MCityS, TLRR, RMI	Where council is the infrastructure manager or works manager.
Schedule 7, Clause 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road.	CEO, MPA, MCityS, TLRR, RMI	Where council is the infrastructure manager or works manager.
Schedule 7, Clause 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works.	CEO, MPA, MCityS, TLRR, RMI	Where council is the infrastructure manager or works manager responsible for non-road infrastructure.
Schedule 7, Clause 9(2)	Duty to give information to another infrastructure manager or works manager where infrastructure manager or works manager 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.	CEO, MPA, MCityS, TLRR, RMI	Where council is the infrastructure manager or works manager.

**Instrument of Delegation from Council to members of staff (S6)**

<b>Road Management Act 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
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.	CEO, MPA, MCityS, TLRR, RMI	Where council is the infrastructure manager or works manager.
Schedule 7 Clause 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	CEO, MPA, MCityS, SIE, TLRR, RMI	Where council is the coordinating road authority.
Schedule 7 Clause 12(3)	Power to take measures to ensure reinstatement works are completed.	CEO, MPA, MCityS, SIE, TLRR, RMI	Where council is the coordinating road authority.
Schedule 7 Clause 12(4)	Duty to ensure that works are conducted by an appropriately qualified person.	CEO, MPA, MCityS, SIE, TLRR, RMI	Where council is the coordinating road authority.
Schedule 7 Clause 12(5)	Power to recover costs.	CEO, MPA, MCityS, SIE, TLRR, RMI	Where council is the coordinating road authority.
Schedule 7, Clause 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to Schedule 7, Clause 13(2).	CEO, MPA, MCityS, TLRR, RMI	Where council is the works manager.
Schedule 7 Clause 13(2)	Power to vary notice period.	CEO, MPA, MCityS, TLRR, RMI	Where council is the coordinating road authority.
Schedule 7, Clause 13(3)	Duty to ensure works manager has complied with obligation to give notice under Schedule 7, Clause 13(1).	CEO, MPA, MCityS, TLRR, RMI	Where council is the infrastructure manager.
Schedule 7 Clause 16(1)	Power to consent to proposed works.	CEO, MPA, MCityS, SIE, TLRR, RMI	Where council is the coordinating road authority.

**Instrument of Delegation from Council to members of staff (S6)**

<b>Road Management Act 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
Schedule 7 Clause 16(4)	Duty to consult.	CEO, MPA, MCityS, SIE, TLRR, RMI	Where council is the coordinating road authority, responsible authority or infrastructure manager.
Schedule 7 Clause 16(5)	Power to consent to proposed works.	CEO, MPA, MCityS, SIE, TLRR, RMI	Where council is the coordinating road authority.
Schedule 7 Clause 16(6)	Power to set reasonable conditions on consent.	CEO, MPA, MCityS, SIE, TLRR, RMI	Where council is the coordinating road authority.
Schedule 7 Clause 16(8)	Power to include consents and conditions.	CEO, MPA, MCityS, SIE, TLRR, RMI	Where council is the coordinating road authority.
Schedule 7 Clause 17(2)	Power to refuse to give consent and duty to give reasons for refusal.	CEO, MPA, MCityS, SIE, TLRR, RMI	Where council is the coordinating road authority.
Schedule 7 Clause 18(1)	Power to enter into an agreement.	CEO, MPA, MCityS, SIE, TLRR, RMI	Where council is the coordinating road authority.
Schedule 7 Clause 19(1)	Power to give notice requiring rectification of works.	CEO, MPA, MCityS, SIE, TLRR, RMI	Where council is the coordinating road authority.
Schedule 7 Clause 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred.	CEO, MPA, MCityS, SIE, TLRR, RMI	Where council is the coordinating road authority.
Schedule 7 Clause 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure.	CEO, MPA, MCityS, SIE, TLRR, RMI	Where council is the coordinating road authority.

**Instrument of Delegation from Council to members of staff (S6)**

<b>Road Management Act 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
Schedule 7A Clause 2	Power to cause street lights to be installed on roads.	CEO, MPA, MCityS, SIE, TLRR, RMI	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road.
Schedule 7A Clause 3(1)(d)	Duty to pay installation and operation costs of street lighting – where road is not an arterial road.	CEO, MPA, MCityS, TLRR, RMI	Where council is the responsible road authority for the road.
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.	CEO, MPA, MCityS, TLRR, RMI	Where council is the responsible road authority.
Schedule 7A Clause 3(1)(f)	Duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with clauses 3(2) and 4.	CEO, MPA, MCityS, TLRR, RMI	Duty of council as responsible road authority that installed the light (re: installation costs) and where council is relevant municipal council (re: operating costs).

**Instrument of Delegation from Council to members of staff (S6)**

<b>Planning and Environment Regulations 2015</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
r.6	Function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme.	CEO, DID, MSS, TLSP	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or  where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r.21	Power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act.	CEO, DID, MSS, TLStatP	
r.25(a)	Duty to make copy of matter considered under section 60(1A)(g) available in accordance with the public availability requirements.	CEO, DID, MSS, TLStatP, SSP, SP, PTO	Where Council is the responsible authority.
r.25(b))	Function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available in accordance with the public availability requirements.	CEO, DID, MSS, TLSP, TLStatP, SSP, SP, PTO	Where Council is not the responsible authority but the relevant land is within Council's municipal district.
r.42	Function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an	Not delegated	The power to make a decision on this matter has been retained by the council. Where Council is not the planning authority

**Instrument of Delegation from Council to members of staff (S6)**

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<b>Planning and Environment Regulations 2015</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
	amendment to a planning scheme and notice of a permit application.		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.

**Instrument of Delegation from Council to members of staff (S6)**

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<b>Planning and Environment (Fees) Regulations 2016</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
r.19	Power to waive or rebate a fee relating to an amendment of a planning scheme.	CEO, DID	
r.20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme.	CEO, DID	
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.	CEO, DID, MSS, TLSP, TLStatP	

**Instrument of Delegation from Council to members of staff (S6)**

<b>Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
r 7	Power to enter into a written agreement with a caravan park owner	CEO, TLEH, EHO	
r 10	Function of receiving application for registration	CEO, TLEH, EHO	
r 11	Function of receiving application for renewal of registration	CEO, TLEH, EHO	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	CEO, TLEH, EHO	
r 12(1)	Power to refuse to grant the registration if not satisfied that the caravan park complies with these regulations	CEO, TLEH, EHO	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	CEO, TLEH, EHO	
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	CEO, TLEH, EHO	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	CEO, TLEH, EHO	
r 12(4) & (5)	Duty to issue certificate of registration	CEO, TLEH, EHO	

**Instrument of Delegation from Council to members of staff (S6)**

<b>Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
r 14(1)	Function of receiving notice of transfer of ownership	CEO, TLEH, EHO	
r 14(3)	Power to determine where notice of transfer is displayed	CEO, TLEH, EHO	
r 15(1)	Duty to transfer registration to new caravan park owner	CEO, TLEH, EHO	
r 15(2)	Duty to issue a certificate of transfer of registration	CEO, TLEH, EHO	
r 15(3)	Power to determine where certificate of transfer of registration is displayed	CEO, TLEH, EHO	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	CEO, TLEH, EHO	
r 17	Duty to keep register of caravan parks	CEO, TLEH, EHO	
r 21(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	CEO, TLEH, EHO	
r 21(2)	Duty to consult with relevant emergency services agencies	CEO, TLEH, EHO	

**Instrument of Delegation from Council to members of staff (S6)**

<b>Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
r 22	Power to determine places in which caravan park owner must display a copy of emergency procedures	CEO, TLEH, EHO	
r 23	Power to determine places in which caravan park owner must display copy of public emergency warnings	CEO, TLEH, EHO	
r 24(2)	Power to consult with relevant floodplain management authority	CEO, TLEH, EHO	
r 26(b)(i)	Power to approve system for the discharge of sewage and wastewater from a movable dwelling	CEO, TLEH, EHO	
r 38	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	CEO, TLEH, EHO	
r 38(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	CEO, TLEH, EHO	
r 39(3)	Function of receiving installation certificate	CEO, TLEH, EHO	
r 45(3)	Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person	CEO, TLEH, EHO	

**Instrument of Delegation from Council to members of staff (S6)**

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<b>Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
r 45(5)	Power to determine places in which caravan park owner must display the certificate of registration or certificate of renewal of registration, the plan of the caravan park and a copy of the caravan park rules	CEO, TLEH, EHO	

**Instrument of Delegation from Council to members of staff (S6)**

<b>Road Management (General) Regulations 2016</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
r.8(1)	Duty to conduct reviews of road management plan.	CEO	
r.9(2)	Duty to produce written report of review of road management plan and make report available.	CEO, MPA, MCityS, TLSAM	
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).	CEO, MPA, MCityS, TLSAM	Where council is the coordinating road authority.
r.10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under section 41 of the Act.	CEO	
r.13(1)	Duty to publish notice of amendments to road management plan.	CEO, MPA, MCityS, TLSAM, TLOAM	Where council is the coordinating road authority.
r.13(3)	Duty to record on road management plan the substance and date of effect of amendment.	CEO, MPA, MCityS, TLSAM, TLOAM	
r.16(3)	Power to issue permit.	CEO, MPA, MCityS, TLC, TLRR, RMI, CSAO	Power of coordinating road authority.
r.18(1)	Power to give written consent re damage to road.	CEO, MPA, MCityS, TLC, TLRR, RMI	Power of coordinating road authority.

**Instrument of Delegation from Council to members of staff (S6)**

<b>Road Management (General) Regulations 2016</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
r.23(2)	Power to make submission to Tribunal.	CEO, MPA, MCityS, TLC	Power of coordinating road authority.
r.23(4)	Power to charge a fee for application under section 66(1) Road Management Act.	CEO, MPA, MCityS, TLC	Where council is the coordinating road authority.
r.25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road.	CEO, MPA, MCityS, TLC	Power of responsible road authority.
r.25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with r.509(3)).	CEO, MPA, MCityS, TLC	Power of responsible road authority.
r.25(5)	Power to recover in the Magistrates' Court, expenses from person responsible.	CEO, DID, TLC	

**Instrument of Delegation from Council to members of staff (S6)**

<b>Road Management (Works and Infrastructure) Regulations 2015</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Provision</b>	<b>Thing delegated</b>	<b>Delegate</b>	<b>Conditions &amp; limitations</b>
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.	CEO, MPA, MCityS	Where council is the coordinating road authority and where consent given under section 63(1) of the Act.
r.22(2)	Power to waive whole or part of fee in certain circumstances.	Not delegated.	The power to make a decision on this matter has been retained by the council. Where council is the coordinating road authority.