



# Council Meeting Agenda

**Tuesday 17 March 2026 at 6.00 pm**  
Council Chambers (and by video conferencing)  
East Gippsland Shire Council Corporate Centre  
273 Main Street, Bairnsdale 3875



## Acknowledgement of Country

Council acknowledges the Traditional Owners and custodians of this land and pays deep respect to all First Nations peoples and communities with enduring cultural connections to East Gippsland, who have cared for and nurtured Country for tens of thousands of years.

We honour and celebrate the rich diversity, living cultures, and ongoing contributions of all First Nations peoples who live, work, visit, and play across East Gippsland.

We also acknowledge the many First Nations communities who, together, continue to shape and contribute to the region we know as East Gippsland. The place where we, as Local Government, deliver services and support to our community.

## Council information

East Gippsland Shire Council live streams, records and publishes its meetings via webcasting ([youtube.com/c/EastGippyTV](https://youtube.com/c/EastGippyTV)) to enhance the accessibility of its meetings to the broader East Gippsland community.

These recordings are also archived and available for viewing by the public or used for publicity or information purposes. At the appropriate times during the meeting, any members of the gallery who are addressing the council will have their image, comments or submissions recorded.

No other person has the right to record Council meetings unless approval has been granted by the Chair.

In line with the *Local Government Act 2020*, Councillors are able to attend Council meetings electronically or in person and the meetings will be open to the public via livestreaming.

Members of the public are invited to view the Council Meeting livestreamed by following the link on Council's website or Facebook page.

## Councillors

Cr Jodie Ashworth (Mayor)  
Cr Tom Crook (Deputy Mayor)  
Cr Arthur Allen  
Cr Sonia Buckley  
Cr Barry Davis  
Cr Joanne Eastman  
Cr Bernie Farquhar  
Cr Ian Trevaskis  
Cr John White

## Executive Leadership Team

Fiona Weigall Chief Executive Officer  
Stuart McConnell General Manager Assets and Environment  
Sarah Johnston General Manager Business Excellence  
Chris Stephenson General Manager Place and Community

## Purpose of Council meetings

- (1) Council holds scheduled meetings and, when required, unscheduled meetings to conduct the business of Council.
- (2) Council is committed to transparency in decision making and, in accordance with the *Local Government Act 2020*, Council and Delegated Committee meetings are open to the public and the community are able to attend.
- (3) Meetings will only be closed to members of the public, in accordance with section 66 of the Act, if:
  - (a) there are clear reasons for particular matters to remain confidential; or
  - (b) a meeting is required to be closed for security reasons; or
  - (c) it is necessary to enable the meeting to proceed in an ordinary manner.
- (4) A meeting closed to the public for the reasons outlined in sub-rule 3(b) or 3(c) will continue to be livestreamed. In the event a livestream is not available:
  - (a) the meeting may be adjourned; or
  - (b) a recording of the proceedings may be available on the Council website.

## Governance Rules

A copy of East Gippsland Shire Council's governance rules can be found at <https://www.eastgippsland.vic.gov.au/council/council-policies>

## Councillors Pledge

As Councillors of East Gippsland Shire Council, we solemnly and sincerely declare and affirm that we will consider each item on this agenda in the best interests of the whole municipal community.

## Vision

To foster inclusive, connected, communities and places where all East Gippslanders prosper, and endeavour not to leave anyone behind.

## Our Strategic Themes

1. Community Wellbeing and Social Responsibility
2. Prosperity
3. Making the Most of What We've Got
4. Managing Council Well

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# 1 Procedural

## 1.1 Recognition of Traditional Custodians

Council acknowledges the Traditional Owners and custodians of this land and pays deep respect to all First Nations peoples and communities with enduring cultural connections to East Gippsland, who have cared for and nurtured Country for tens of thousands of years.

We honour and celebrate the rich diversity, living cultures, and ongoing contributions of all First Nations peoples who live, work, visit, and play across East Gippsland.

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## 1.2 Apologies

Cr Bernie Farquhar

## 1.3 Declaration of Conflict of Interest

## 1.4 Confirmation of Minutes

That the minutes of the Council Meeting held Tuesday 17 February 2026 be confirmed.

## 1.5 Next Meeting

The next Council Meeting is scheduled to be held on Tuesday 21 April 2026 at the Corporate Centre, 273 Main Street Bairnsdale commencing at 6.00 pm.

## 1.6 Requests for Leave of Absence

## 1.7 Open Forum

### 1.7.1 Petitions

#### 1.7.1.1 Open Nicholson Street Mall, Bairnsdale

Authorised by General Manager Business Excellence

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### Conflict of Interest

Officers preparing this report have no conflict of interest to declare.

### Key Points

This report informs Council of a petition submitted by Ms Wendy McPhan from Eastwood seeking to open the Nicholson Street Mall, Bairnsdale. The petition was received in hard copy on 24 February 2026 and an electronic copy on 2 March 2026. The petition states:

*“We the undersigned, hereby petition East Gippsland Shire Council to open Nicholson Street Mall for the safety of pedestrians, shoppers, workers and business owners; to stop congestion in Nicholson/Bailey Streets and Nicholson/Service Streets; and to improve traffic flow in the area.”*

The petition has been received and presented in accordance with Governance Rule 8.7.

Councillors have been provided with a full copy of both petitions separately. In the interest of respecting the privacy of signatories, and in accordance with the *Privacy and Data Protection Act 2014*, a copy of the petition has not been included with this report.

In addition to the petition, Officers, the Mayor and Deputy Mayor have met with trader representatives from this part of the Bairnsdale CBD on several occasions. Meetings and discussions have also been held with both the Member for Gippsland and the Member for Gippsland East on this matter. A commitment has also been made to form a small working group or task force to continue to progress initiatives to support both short-term and longer-term actions for this part of the CBD.

A summary of these initiatives and their status will be provided to Councillors when the report is brought back to Council in response to this petition, as detailed below in recommendation 2.

### Recommendation

#### ***That Council:***

- 1. receives the petition;***
- 2. notes that a report on this matter will be provided at a future Council meeting; and***
- 3. notes that the Chief Executive Officer will arrange for Council Officers to write to the head petitioner advising them of these actions.***

1.7.2 *Questions of Council*

1.7.3 *Public Submissions*

1.8 *Items for Noting*

### **1.8.1                    Audit and Risk Committee Biannual Report**

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In accordance with section 54(5)(b) of the *Local Government Act 2020*, a copy of the Audit and Risk Committee Biannual Report is to be tabled and subsequently recorded in the minutes of the meeting.

#### **Attachments**

1.    Audit and Risk Committee Biannual Report - 1 July to 31 December 2025 [1.8.1.1 - 7 pages]

## **2 Notices of Motion**

## **3 Deferred Business**

## **4 Councillor Delegate Reports**

# AUDIT AND RISK COMMITTEE

BIANNUAL REPORT | JULY - DECEMBER 2025



## Introduction

East Gippsland Shire Council (Council) is required under section 53(1) of the *Local Government Act 2020* (Act) to establish an Audit and Risk Committee (Committee). Section 54(1) of the Act further requires Council to adopt a Committee Charter (Charter) that outlines the Committee's objectives, authority, composition, tenure, roles and responsibilities, and its reporting, administrative and governance arrangements.

Following several vacancies among the Independent Members, it was timely for Council to review the Charter to ensure it remains contemporary and aligned with best-practice governance. In preparation for the recruitment process to fill these vacancies, Council requested amendments to the Committee composition to include three Independent Members, one Councillor Member, and the Mayor as ex-officio. This updated structure enhances the Committee's independence and its oversight capability.

Feedback from the Committee's 2024/25 Annual Performance Review also informed the proposed Charter amendments. The review identified opportunities to strengthen clarity, independence, and good governance practice, including improving appointment processes, reinforcing member responsibilities, and removing outdated or unnecessary provisions.

Key amendments to the Charter include:

- establishing a Recruitment Panel comprising the Mayor, Chief Executive Officer (CEO), and a Councillor member of the Committee;
- clarifying that the Independent Chair is appointed by Council; and
- formalising the practice of providing the Committee's meeting minutes to Council for noting, enhancing transparency and supporting community understanding of governance processes.

Section 54(5)(a) of the Act also requires the Committee to prepare a biannual audit and risk report that outlines its activities, findings and recommendations. This report must be provided to the CEO for tabling at the next practicable Council meeting.

This Report outlines the activities of the Committee for the period of July to December 2025.

## Membership

In November, the Committee experienced several vacancies, with the retirement of the Chair, Celeste Gregory, and Independent Member, Claudia Goldsmith, along with the resignation of Independent Member, Jason Hellyer.

Following these changes, Council amended the Committee's composition to include three Independent Members, one Councillor Member, and the Mayor as an ex-officio member. This updated structure aligns with best-practice governance and strengthens the Committee's independence and oversight capability. The current membership of the Committee, including changes that occurred during the reporting period, is set out below:

### Council Representatives

Mayor, Cr Jodie Ashworth  
Councillor Member – Cr Joanne Eastman

### Independent Members

Mr Mark Dupe (Chair)  
Ms Susan Lloyd  
Ms Sarah Philpott

## Meetings and Attendance

In accordance with the Charter in place at the time, the Committee held quarterly ordinary meetings and an annual joint meeting with Councillors in October. Although this requirement has since been removed in the revised Charter, the October joint meeting proceeded as scheduled and provided an opportunity for the Committee and Councillors to discuss key strategic matters, including the Annual Financial Statement 2024/25 and Performance Statement 2024/25.

As detailed in the Charter, a quorum requires four or more Committee Members to be present, with the number of Independent Members equal to or greater than the number of Councillor members. Meetings held during the reporting period complied with these quorum requirements.

The Committee was scheduled to meet on 24 November 2025. However, due to multiple resignations, as mentioned earlier, the Committee was unable to form a quorum, and the meeting was subsequently cancelled.

The Committee met two times during the reporting period:

Meeting Date	Type
25 August 2025	Ordinary Committee Meeting
7 October 2025	Joint Committee Meeting

In accordance with the Charter, Councillors who are not members of the Committee may attend Committee meetings as observers.

The CEO, General Manager Business Excellence, Manager Governance and Regulatory Services and the Committee Secretariat will, when practicable and appropriate, attend all meetings of the Committee. Other members of Council staff may be invited to attend meetings to present reports. Attendance during the reporting period is shown in **Table 1**.

Table 1

Member	Role	25 August	7 October
<b>Celeste Gregory</b>	Independent Chair	✓	✓
<b>Claudia Goldsmith</b>	Independent Member	✓	x
<b>Susan Lloyd</b>	Independent Member	✓	✓
<b>Jason Hellyer</b>	Independent Member	x	✓
<b>Cr John White</b>	Mayor	✓	✓
<b>Cr Jodie Ashworth</b>	Councillor Representative	✓	✓
<b>Cr Joanne Eastman</b>	Councillor Representative	✓	✓

✓ = In Attendance x = Apology ∅ = Not Required

## Internal Audit

A key responsibility of the Committee is to monitor Council's internal audit program. The internal audit function of Council is supported by the engagement of independent Internal Audit professionals to provide analysis and recommendations aimed at improving Council's governance, risk, and management controls.

In May 2025, the Committee endorsed the 2025/26 Internal Audit Plan, following a request at the February 2025 meeting for a broader range of potential audit areas to be presented for consideration. Officers subsequently identified 11 possible audit areas, enabling the Committee to determine priorities within the annual contracted 280 audit hours. The Committee's endorsement of the plan reflects its commitment to a risk-based, well-targeted internal audit program aligned with Council's strategic and operational needs.

The Committee continues to monitor progress against the Internal Audit Plan at each meeting. A representative from Crowe Australasia attended all meetings during the reporting period to present audit findings, discuss progress on scheduled audits, and provide updates on follow-up activities relating to previous audit recommendations.

### Implementation of Audit Recommendations

In accordance with the Charter, the Committee is also responsible for monitoring progress on actions required to achieve rectification of any issues identified following an Internal Audit. At the meeting held on 25 August 2025, the Committee noted the following progress:

Internal Audit Area	Number of Actions							
	In Quarterly Report	Completed	On Schedule	Behind Schedule	Not Commenced	On Hold	Not Updated	Withdrawn
Child Safety Standards	1		1					
Governance	3	1	2					
Procurement Tendering	2	1		1				
Workforce Planning	6	3	3					

## External Audit

The Victorian Auditor General's Office (VAGO) appointed RSD Audit to complete external audits of Council under the *Audit Act 1994*. A representative of RSD Audit attends meetings as required. The 2024/25 Final Management Letter was presented to the Committee at its meeting of 7 October 2025.

## Annual Work Program

The meeting agenda is driven by the Committee's Annual Work Program, which was formally endorsed at the meeting held 26 February 2025. The matters from the Annual Work Program considered by the Committee at each meeting are provided in **Table 2**.

## Key Highlights

The key highlights for the Committee during the current reporting period were:

- Council's risk management framework and policy enhancements, with continued improvement in maturity noted over the past six months.
- Internal audits conducted during the year recognised Council's efforts to ensure risks are effectively controlled.
- Significant progress on the Digital Transformation Program, including implementation of new finance, procurement, HR, and GIS systems to improve efficiency and compliance.
- Cyber security remained a key focus, with all compliance and improvement initiatives completed, no major incidents reported, and alignment with Victorian Protective Data Security Standards and the Australian Signals Directorate's Essential Eight Maturity Model.
- Review and endorsement of the updated Asset Valuation Policy, ensuring compliance with AASB 13 Fair Value Measurement amendments.
- Monitoring of the Workforce Plan 2021–2025, including achievements in succession planning, capability development, and diversity and inclusion initiatives.
- Occupational Health and Safety (OHS) and Safety Management System maturity noted, including improvements in compliance and reporting.
- Progress on overdue Council policies acknowledged, with updates provided on completion timelines and legislative compliance.
- Insurance claims management reviewed, with actions by Officers noted as appropriate.

The Committee received and considered reports/information on the following key areas of interest:

- Councillor expenses reviewed at scheduled meetings, confirming expenditure remains within allowances and no abnormalities identified.
- Gifts, Benefits and Hospitality declarations presented for the calendar year, with no irregularities detected.
- Consideration of a broad range of internal audit reports, including reviews of complaints management, procurement, workforce planning, and governance, and monitoring of audit recommendations.

The Committee also received and considered a number of reports that are confidential in accordance with section 3 of the Act. Accordingly, these have not been included in the above key highlights or areas of interest.

Table 2

Audit and Risk Committee Annual Work Program 2025						
Reports	August		October		November	
	Planned	Actual	Planned	Actual	Planned	Actual
<b>Officer Reports</b>						
Organisational Performance Quarterly Report					✓	
Quarterly Councillors' Expenses Report	✓	✓			✓	
Quarterly Strategic Risk Management Report (Inc Risk Register)	✓	✓			✓	
Biannual Occupational Health and Safety Report					✓	
Quarterly Major Insurance and Legal Claims Report	✓	✓			✓	
ICT and Cyber Security Update	✓	✓			✓	
Annual Council Policies Report	✓	✓				
Biennial Fraud Control Report					✓	
Annual Investment Report	✓	x				
Annual Gifts, Benefits and Hospitality Report	✓	✓				
Annual Delegations Review					✓	
Review Draft Financial Report and Performance Statement			✓	✓		
<b>Audit Matters</b>						
Internal Audit Plan Progress Update	✓	✓			✓	
Internal Audit Recommendations - Actions Update Report	✓	✓			✓	
Internal Auditor - Annual Meeting (Committee Only)	✓	x				
External Auditor - Annual Meeting (Committee Only)			✓	✓		
External Auditor - Final Management Letter			✓	✓		
<b>Committee Matters</b>						
Actions Arising Update	✓	✓			✓	
Annual Work Program - Adoption					x	
Biannual Activity Report	✓	✓				
Annual Work Program - Progress Report	✓	✓			✓	
Annual Performance Assessment			✓	x	x	
<b>Emerging Issues</b>						
Quarterly Emerging Issues Report	✓	✓			✓	
<b>Strategic Focus Areas - Presentations</b>						
Generative AI and Cyber Risk	✓	✓				

Reports	Planned	Actual	Planned	Actual	Planned	Actual
<b>Unplanned Reports</b>						
Workforce Plan 2021-25 Progress Report		✓				
Municipal Monitors Report - Colac Otway Shire Council		✓				
Internal Audit Report - Follow Up		✓				
Internal Audit Report - Complaints Management		✓				
Parliamentary Inquiry into Fraud and Corruption Control in Local Government		✓				
Updated Asset Valuation Policy		✓				
Digital Transformation Program		✓				
Quarterly Occupational Health and Safety Report		✓				
CEO Update		✓				
Annual Performance Assessment 2024/25			✓	x		

## 5 Officer Reports

### 5.1 Chief Executive Officer

#### 5.1.1 Homes for Everyone - Position Paper

Authorised by Chief Executive Officer

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#### Purpose

This report is to seek adoption of the proposed 'Homes for everyone' position paper.

#### Key Points

Homelessness, affordable and social housing have been identified as key focus areas for Council. As a result, there were several briefings and workshops held with Council during 2025. As an outcome of these workshops, it was agreed that Council should have a clear position on how it supports housing for everyone.

This position paper (**Attachment 1**) has been developed to enhance the understanding of housing issues and opportunities in East Gippsland, and to:

- Bring together Council's current initiatives and protocols to support homelessness and housing delivery.
- Clarify Council's role in meeting the housing needs of our community.
- Identify opportunities for strategic partnerships.
- Prioritise advocacy efforts relating to housing.

The purpose is to provide strategic direction and associated actions to achieve Council's goal of 'homes for everyone'.

This paper can be used by Council, Council staff, support agencies, the housing sector, and the community to support advocacy and action to address housing challenges.

Councillors have had early and ongoing input into the development of this position paper.

The position paper outlines the strategic direction required to position Council as an effective partner, advocate, and facilitator within the local housing system.

However, it is important to note that housing, homelessness, and specialist support services are not core local government functions.

Dedicated resource with expertise in housing systems, cross-agency partnerships and service sector engagement would need to be considered to deliver on parts of the position paper, including the development of an internal action plan.

#### Recommendation

***That Council adopts the Homes for everyone position paper as provided at Attachment 1.***

## **Strategic Alignment**

This report has been prepared and aligned with the following theme in the Council Plan 2025-2029.

*Theme 1: Community wellbeing and social responsibility*

Outcome – A connected and inclusive community, where no one is left behind

The Council Plan includes the Municipal Public Health and Wellbeing Plan, which shapes Council's efforts to protect, promote and improve health and wellbeing across East Gippsland.

## **Consultation/Community Engagement/Impacts**

The paper has been prepared in collaboration with key staff across the community, emergency management, community laws and planning teams of Council, and their relationships with community stakeholders.

## **Opportunities and Risks**

Adopting a position paper would provide Council with a document that can underpin decision making, provide advocacy direction, and support the understanding/education of housing issues and opportunities with stakeholders and the East Gippsland community.

Without a such a position paper, the overarching commitment of Council and its role in alleviating homelessness and delivering diverse and affordable homes for everyone could be unclear to the community and agencies.

The position paper can support improved collaboration across Council and agencies and clarity on roles and responsibilities.

## **Climate Change**

This report is assessed as having no direct impact on climate change.

## **Conflicts of Interest**

Officers preparing this report have no conflict of interest to declare.

## **Attachments**

1. 2026-03-17 Homes for everyone position paper [5.1.1.1 - 7 pages]

East Gippsland Shire Council  
**Homes for everyone  
– position paper  
2026**



## Purpose and position

This position paper has been developed to enhance the understanding of housing issues and opportunities in East Gippsland, and to:

- » Bring together Council's current initiatives and protocols to support homelessness and housing delivery.
- » Clarify Council's role in meeting the housing needs of our community.
- » Identify opportunities for strategic partnerships.
- » Prioritise advocacy efforts relating to housing.

This paper can be used by Council, Council staff, support agencies, the housing sector and the community to support advocacy and action to address housing challenges.

The purpose is to provide strategic direction and associated actions to achieve Council's goal of 'homes for everyone'.

## Council position

The homes we live in are fundamental to the wellbeing of our community. Council acknowledges the housing crisis affecting communities across Australia. East Gippsland is no exception. In rising to the challenge of providing access to safe and affordable housing for everyone, Council is committed to fulfil its role as leader, partner and advocate.

**Leadership.** Council will:

- » Where possible, ensure its services assist residents experiencing housing stress or homelessness.
- » Encourage, facilitate and where appropriate partner in demonstration projects delivering diverse and affordable housing.
- » Consider opportunities to use Council-owned land to support diverse and affordable housing opportunities.

**Partnerships.** Council will:

- » Collaborate with stakeholders and community members to ensure it has an ongoing awareness of housing challenges and solutions.
- » Investigate partnerships to increase investment in diverse and affordable housing and associated services.

**Advocacy.** Council will:

- » Advocate for appropriate levels of accessible health and wellbeing services.
- » Use this position paper to support homelessness and affordable housing advocacy.

Seek improved regulations to promote diverse and innovative housing solutions.

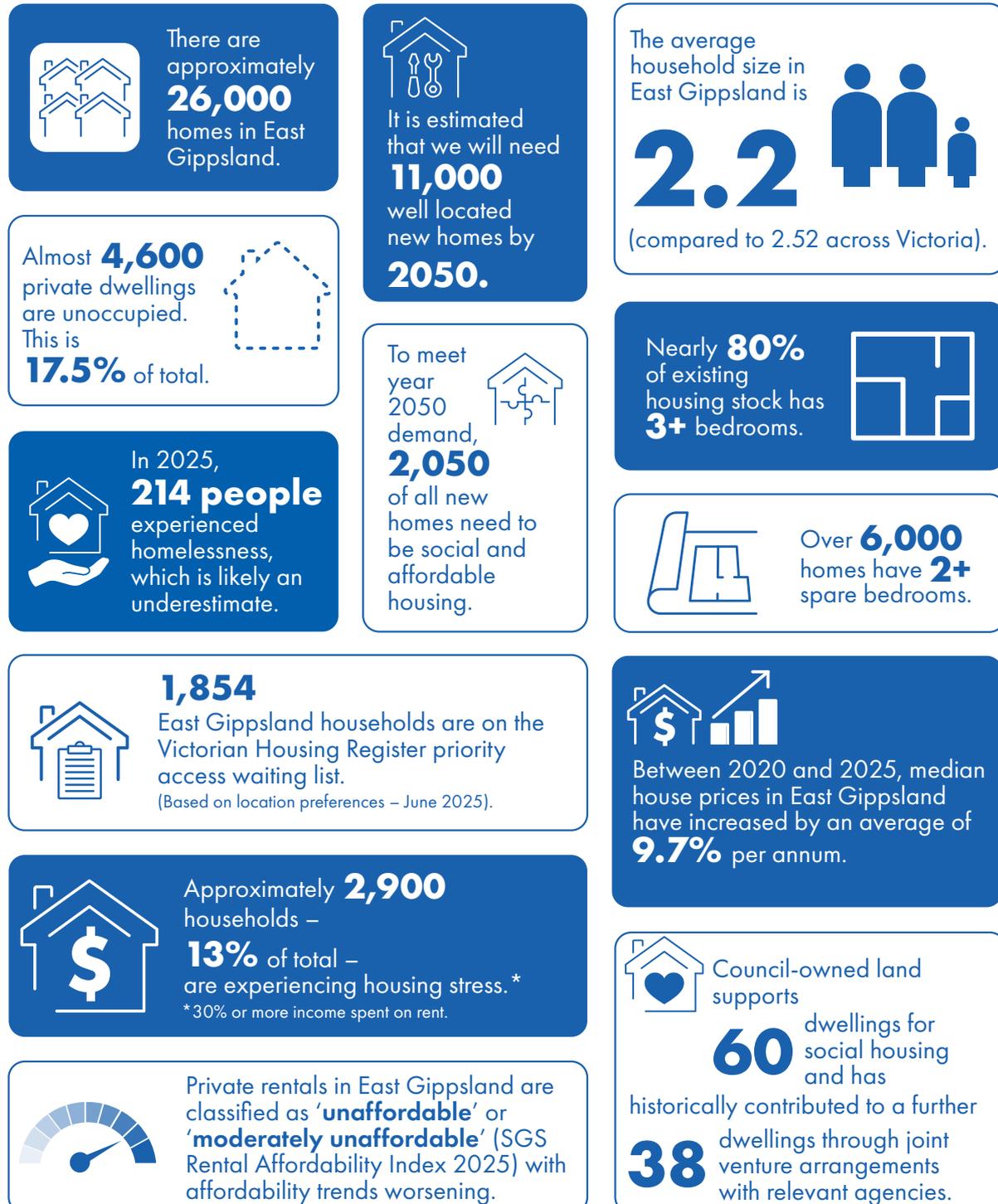
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# Current housing situation in East Gippsland



# Policy context

## National

The **National Housing and Homelessness Plan** aims to unite efforts to improve housing and homelessness outcomes. This includes making it easier to buy or rent a home and better support people experiencing homelessness and housing insecurity. The Plan is part of a housing reform agenda, which includes:

- » The **National Housing Accord** to build 1.2 million new, well-located homes over 5 years from July 2024
- » The \$10 billion **Housing Australia Future Fund (HAFF)**, which will support the delivery of 30,000 new social and affordable homes over its first 5 years.
- » **Increase to the maximum rates of** Commonwealth Rent Assistance to assist low-income renters.
- » The **Home Guarantee Scheme** to assist home ownership via lower deposits.

## State

The **Victorian Housing Statement** sets out a plan to build 2.24 million homes in Victoria over 30 years, including 425,600 homes in regional Victoria. Initiatives associated with the Housing Statement include:

- » A review of the planning system to increase housing supply.
- » Improving housing design in locations close to employment and services.
- » Protecting renters' rights.
- » An increase in social and affordable housing via the Big Housing Build.
- » A long-term plan for housing as part of **Plan for Victoria**.

**Plan for Victoria** sets housing targets for each municipality in Victoria. The 2050 housing target for East Gippsland is 11,000 new homes, with 70% of new homes to be built in established residential areas.

Councils must consider relevant legislation relating to the delivery of housing, including:

- » **Local Government Act 2020** –priority is to be given to achieving the best outcomes for the community, including future generations.
- » **Planning and Environment Act 1987** – to facilitate the provision of affordable housing in Victoria.

## Local

Theme 1 of the **East Gippsland Council Plan 2025-2029** promotes community wellbeing and social responsibility with a connected and inclusive community which endeavours not to leave anyone behind. **Council Plan** focus areas include:

- » Developing a policy position and advocacy program for homelessness; affordable and social housing.
- » Support the provision of more social and affordable housing and housing diversity through land use planning.
- » Secure future land and housing supply in accordance with the **Housing and Settlement Strategy 2023** and associated plans.

The East Gippsland **Housing and Settlement Strategy 2023** identifies housing needs and guides future housing development to 2041. The Strategy:

- » Provides greater certainty as to where new housing will be developed and the type of housing that is anticipated.
- » Guides Council's decision-making processes, policy development, and infrastructure investment.
- » Creates a framework that supports development of affordable housing and a diversity of housing types to meet the needs of different people at different times in their lives.

# Council’s role

## The Housing Continuum

The housing market is complex and comprises a range of different housing sectors.

It is not the sole responsibility of Council to meet the housing needs of the community in all sectors of the housing continuum (Figure 1). Indeed, it is important for Council to understand:

- » Where its responsibilities and resources can best support the efficient provision of housing opportunities.
- » The role of delivery partners and associated service providers in the housing continuum and where Council can interact with partners to facilitate housing opportunities for everyone.
- » Council can fulfil different roles that relate to different sectors of the housing continuum.



Figure 1. The housing continuum

## Homelessness

A person is considered homeless if their dwelling is inadequate (e.g. unsafe or unhealthy); have no or insecure tenure; or have a lack of control and access to space for social relations.

Council recognises that access to safe and secure housing is a fundamental human right that directly impacts health and wellbeing. Council has a shared role in relation to homelessness, being one of many stakeholders accountable to improve community wellbeing outcomes.

As outlined in Victoria's homelessness and rough sleeping action plan, people can find themselves sleeping rough for many different reasons and for different periods of time. Three groups affected by rough sleeping – each with different housing and support needs – are:

- » Those who are recently homeless and sleeping rough due to personal crises such as eviction, job loss, family violence or relationship breakdown – many of whom will successfully resolve their homelessness, either independently, or with the help of specialist homelessness services.
- » Those who have been sleeping rough for an extended period (longer than 12 months) who have multiple related issues – such as mental and physical illness, alcohol and other drug use issues and past trauma – and are unlikely to successfully negotiate and sustain a pathway out of chronic homelessness without intensive resources and ongoing support.
- » Those at risk of chronic homelessness and rough sleeping following their release or discharge from institutional settings including prisons, youth justice centres and inpatient health facilities, as well as young people leaving out-of-home care.

### *Current Council initiatives*

- » **Partnerships:** Working closely with agencies and support services who assist people experiencing homelessness to access housing pathways, health services, and other essential services.
- » **Community interface:** Within the guidelines of relevant local laws, Council supports people in the community experiencing homelessness in public spaces by connecting them with homelessness service providers.
- » **Advocacy:** Actively engages with all levels of government, agency partners and homelessness organisations to advocate for increased resources and services to prevent homelessness and transition those experiencing or at risk of homelessness to secure housing.

## Government subsidised and community sector housing

There are a variety of housing options that are subsidised by the government or community housing providers. **Crisis and transitional housing** provide short-term support for people who are experiencing homelessness or need to leave their home for emergency reasons (e.g. to escape domestic violence).

Public and community housing is more commonly referred to as **social and affordable housing**. Public housing is government-owned (Department of Families, Fairness and Housing - DFFH) and community housing is owned by not-for-profit Registered Housing Agencies. This housing is made available on a longer-term basis for people in low-income groups and/or people who have special housing needs (e.g. all abilities housing).

The construction and management (including placing people into housing) of social and affordable housing is undertaken by the Victorian Government and Registered Housing Agencies. Council has an important role to play in working in partnership with social and affordable housing providers and ensuring the efficient regulation of housing approvals.

### *Current Council initiatives*

- » **Land use policy development:** Using land use planning policy and planning application assessment pathways to encourage the development of social and affordable housing in locations with access to services and facilities.
- » **Efficient planning approvals:** Leveraging the planning system to deliver well designed, energy efficient and climate resilient social and affordable housing, including innovative housing opportunities such as residential villages, tiny homes etc.

- » **Utilising Council-owned land:** Making Council-owned land available for social and affordable housing through existing properties, and new properties where appropriate.
- » **Advocacy:** Actively engage with all levels of government, agency partners, Registered Housing Agencies and private developers to advocate for increased investment in social and affordable housing and associated services.
- » **Local Law review:** Ensure the review of Council's Local Laws include consideration of social and affordable housing opportunities.

### Private market housing

Private market housing comprises homes for rent or home ownership without any government subsidy. Some private market rental homes are suitable for people on low incomes and can be used to support the supply of affordable housing.

#### *Current Council initiatives*

- » **Land use policy development:** Ensuring the adequate supply of land to meet future housing needs.
- » **Diversity of housing:** Using land use planning policy and planning application assessment pathways to encourage housing stock and future housing supply to match the demographic profile and needs of the community.
- » **Support higher density development:** Enabling the sustainable use of land and infrastructure by supporting higher density housing development in appropriate locations.
- » **Key worker accommodation:** Support key worker accommodation investment (e.g. Regional Worker Accommodation Fund).
- » **Economic development:** One of the focus areas of the East Gippsland Economic Development Strategy 2022-2032 is the supply of all housing types, including worker accommodation and social housing.

## Council's commitment to action

The policy environment and market conditions relating to housing are rapidly evolving as the Australian community responds to the challenges associated with the housing crisis. It is essential that Council remains agile in responding to emerging opportunities to address homelessness and support the delivery of housing across the housing continuum.

This position paper provides the overarching commitment of Council to play its role in alleviating homelessness and delivering diverse and affordable homes for everyone. The position paper will be supported by an action plan – a working document developed and updated to respond to challenges and leverage opportunities aligned with the position paper.

A report will be prepared annually by Council to monitor and report on progress.

## 5.1.2 MAV State Council May Meeting - Adoption of Motion

Authorised by Chief Executive Officer

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### Purpose

For Council to formally consider the motions to be submitted to the Municipal Association of Victoria (MAV) State Council meeting, which will be held on 29 May 2026.

### Key Points

The MAV calls for motions from Victorian councils twice a year that are formally considered by the MAV State Council. Motions supported by State Council are then advocated on by MAV. The MAV rules require motions to be of strategic relevance to the MAV or of such significance to local government that they ought to be considered at the State Council meeting.

The motions should align with the 10 areas of focus of the MAV Strategy 2024-27:

- Local democracy
- Connected places
- Health and wellbeing
- Sustainable economy
- Future generations
- First Peoples local government relations
- Climate and regenerative design
- Diversity equity and inclusion
- Resilience and recovery
- Intergenerational infrastructure

Motions presented by Council should not be repetitive of motions submitted in the previous 12 months. MAV has a State Council Reporting Dashboard that shows previous resolutions and their status. It can be found at: [State Council | MAV website](#).

MAV also has a state election campaign which addresses planning reform, the Emergency Services and Volunteer Fund, tackling disinformation, online incivility and harassment, and strengthening respect and trust in local government.

Through its Council Plan and informal discussions, the Councillor group has identified two issues for consideration as potential motions for the State Council meeting. The draft motions proposed are:

- Road maintenance and improvement package (**Attachment 1**)
- Residential villages legislation changes (**Attachment 2**)

In accordance with MAV Rules section 17.1 proposed motions for a MAV State Council meeting must be approved by Council. These draft motions are presented separately for consideration. Motions supported by Council will be lodged by the 30 March 2026 deadline for consideration to be presented at the May 2026 MAV State Council Meeting.

## **Recommendation**

### ***That Council:***

- 1. approves the Road maintenance and improvements motion provided as Attachment 1, for submission to the Municipal Association of Victoria State Council meeting to be held on 29 May 2026; and***
- 2. approves the Residential villages legislation changes motion, provided as Attachment 2, for submission to the Municipal Association of Victoria State Council meeting to be held on 29 May 2026.***

## **Strategic Alignment**

This report has been prepared and aligned with the following themes in the Council Plan 2025-2029:

*Theme 1: Community wellbeing and social responsibility*

Outcome – A connected and inclusive community, where no one is left behind

*Theme 4: Managing Council well*

Outcome – Council operates transparently and effectively with public trust

## **Opportunities and Risks**

Presenting motions for consideration at MAV State Council provides an opportunity to highlight to local government areas across the state, and to the Victorian Parliament areas of important to East Gippsland that have statewide importance.

Opportunities for motions to be aligned with those of other councils also adds strength of our collective advocacy voice.

## **Climate Change**

This report considers potential climate change risks and impacts relevant to the Officer recommendation and aligns with the applicable climate change functions, categories, and legislative obligations, as detailed below:

*Legislation*

The *Municipal Association Act 1907* provides for the operation of the Municipal Association of Victoria.

*Category*

This report is assessed as having no direct impact on climate change.

## **Conflicts of Interest**

Officers preparing this report have no conflict of interest to declare.

## **Attachments**

1. 2026 MAV State Council proposed motion - Roads funding [5.1.2.1 - 2 pages]
2. 2026 MAV State Council proposed motion - residential villages [5.1.2.2 - 2 pages]

**East Gippsland Shire Council  
Draft Motion for MAV State Council Meeting  
29 May 2026**

**Name of motion**

Road maintenance and improvements

**Motion (max. 1,700 characters)**

The MAV calls on the Victorian Government to:

- Make available a \$1.5 billion roads maintenance package to be shared across local government and the Department of Transport and Planning to deliver urgent road maintenance and vegetation management works across the statewide road network, addressing the diminishing quality and safety of the road network; and
- Introduce a targeted funding stream to identify and address road safety, reduced travel time and 'last mile constraints' impacts for the freight and visitor economy, affecting rural competitiveness and driver safety.

**Supporting councils:** TBA

**Strategic relevance to MAV:** Yes

**Significant to sector:** Yes

**MAV Strategy 2024-2027 enabling priorities:**

- Connected places
- Sustainable economy
- Intergenerational infrastructure

**Intended impact on Victorian councils collectively, and how MAV action or advocacy could drive systems-level change.**

Maintaining a safe and efficient local road network is an important factor in achieving national, state and regional priorities including access to health services, employment and education, and supporting visitation, small business

and produce to market. Local road infrastructure and the arterial road network contributes to productivity across regions.

A collective effort by the MAV can demonstrate the roads network is a shared responsibility that drives both safety and productivity across regions, not in isolation.

### **Rationale**

The significance of this issue to the sector is underpinned by recommendations from the Parliamentary Inquiry into Local Government Funding and Services, which include:

- Increasing untied funding to councils within specific categories, such as roads, to allow councils greater flexibility in addressing local needs and to reduce the costs and administrative burden of applying for competitive, tied grants
- Providing grant programs that support asset renewal and maintenance to address growing asset renewal backlogs and the needs of local communities.
- Increased support and funding for weed and roadside management of State Government owned areas to assist local councils in maintaining safe and accessible road networks.

The motion also aligns to the Rural Councils Victoria State Election request for increased roads funding across three priority areas:

- Increased maintenance funding and standards for State owned roads across rural Victoria, addressing the diminishing quality and safety of the road network.
- Lifting freight and visitor economy performance and safety on priority corridors, addressing bottlenecks and 'last mile constraints' affecting rural competitiveness.
- Extending and expanding the Safe Local Roads and Streets Program (currently scheduled to expire in 2027).

**East Gippsland Shire Council  
Draft Motion for MAV State Council Meeting  
29 May 2026**

**Name of motion**

Residential villages legislation changes

**Motion**

- That the MAV advocates for legislative changes in Victoria to ensure a more equitable contribution from property owners within lifestyle/residential villages towards the services provided by councils, including:
  - Property valuations and rating assessments on individual dwellings.
  - Residential/lifestyle villages paying municipal charges based on the number of individual dwellings within the village rather than as a single entity.
  - Addressing the disconnect between the planning and rating frameworks that leads to the situation where such property remains a single valuation and rating assessment, however multiple residents are utilising Council services and infrastructure.

**Supporting councils:** TBA

**Strategic relevance to MAV:** Yes

**Significant to sector:** Yes

**MAV Strategy 2024-2027 enabling priorities:**

- Sustainable economy

**Intended impact on Victorian councils collectively, and how MAV action or advocacy could drive systems-level change:**

Advocacy could drive more a equitable rating system that supports the financial sustainability of councils, particularly those with low population bases.

There are opportunities for measures to be added that would:

- Improve outcomes for councils and other agencies make service and infrastructure decisions.
- More equitable contribution to services and infrastructure across the ratepayer base
- Increase opportunity for community and councils to have input into decision making around major developments that may be currently not be required to undertake community consultation.

### **Rationale**

Lifestyle/residential villages are a legitimate planning use within the planning scheme. They are generally made up of multiple dwellings on one title and those dwellings are owned individually but the lots are not subdivided/titled and are therefore on a lease arrangement.

- When permits for the dwellings in the villages are granted under Part 4A dwellings they cannot be valued (in accordance with the Valuation of Land Act 1960).
- No separate valuations mean no separate rating, therefore no additional municipal charges (in accordance with Local Government Act 1989)
- No valuation for the dwellings means they pay rates on vacant land, regardless of the number of dwellings on the land
- Changes to legislation will ensure a more equitable contribution towards services provided by councils, that are available to all community members.

Because these developments are often approved under specific planning provisions, they may not go through the same subdivision and lot creation process as standard residential developments. This means the development can result in multiple dwellings on a single rateable parcel, which both limits the ability to separately value and rate them and can also reduce the level of community visibility and engagement that typically occurs with conventional residential subdivisions.

Properties within some lifestyle/residential villages – they can number up to 200 homes - are quoted on the open market for more than \$900,000 in some areas, almost double the average house price (rateable) in the same locality.

## 5.2 Assets and Environment

### 5.2.1 CON2026 1789 Bairnsdale Runway Extension and Lighting Construction Works

Authorised by General Manager Assets and Environment

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#### Confidentiality Notice

The information contained in **Confidential Attachment 1 (CON2026 1789 Contract Award Summary)**, **2 (CON2026 1789 Tender Evaluation Process)** and **3 (CON2026 1789 Probity Report)** are confidential under section 3(1) of the *Local Government Act 2020* because it relates to: (g) Private Commercial Information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

Pursuant to section 66(5)(b) of the *Local Government Act 2020*, if released, the information discussed or considered in relation to this agenda item would unreasonably expose tenderers to disadvantage by disclosing commercially sensitive pricing and evaluation information.

#### Purpose

This report recommends that Council award Contract CON2026 1789 – Bairnsdale Runway Extension and Lighting Construction Works, subject to approval under the *Environment Protection and Biodiversity Conservation Act 1999* by the Department of Climate Change, Energy, the Environment and Water (DCCEEW). This approval relates to environmental vegetation offset management and the impact of removing native vegetation from the proposed runway works site.

#### Key Points

The Bairnsdale Runway Extension and Lighting Construction works identifies the upgrade of Runway 04/22 as a key project to enhance Bairnsdale Airport's (airport) capabilities and expand its operations by accommodating larger more diverse aircraft. This is driven by several objectives (and potential growth opportunities), including:

- Strengthening regional emergency response infrastructure and capabilities.
- Enabling larger aircraft operations and removing reliance on conditional pavement concessions.
- Improving compliance with aviation safety and regulatory standards.
- Supporting economic development through increased aviation activity, visitation and potential private sector investment.

The airport is one of three airports owned by Council within the East Gippsland Shire and is the busiest airport, with an estimated 3,000 aircraft movements per annum, which are serviced by two Code 1B sealed runways. **(Attachment 4 - Bairnsdale Runway Footprint)**

It is also considered the second busiest airport in regional Victoria for Air Ambulance Victoria (AAV) patient transfers and was the key hub for aerial firefighting and the military emergency response during the Black Summer bushfire event which burnt 56% of the Local Government Area.

This project will strengthen and lengthen the runway to ensure the airport has the capacity to support a wider range of aircraft both emergency and commercial into the future, particularly as AAV have indicated moving to larger aircraft which will be landing to now support the new AAV facility that has recently been completed at the airport.

This enlarged runway will also assist in increasing the capacity of the airport by allowing larger aircraft to land ensuring more resources will be available to assist local communities in a timelier manner during any future emergency events.

Given the value of this contract the tender evaluation was subject to probity examination due to the value of the contract. **(Attachment 3 - Probity Report).**

## **Recommendation**

### ***That Council:***

- 1. accepts the tender submitted by \_\_\_\_\_ for CON2026 1789 Bairnsdale Runway Extension & Lighting Construction works for the Contract amount specified in the CON2026 1789 Contract Award Summary provided at Confidential Attachment 1;***
- 2. authorises the Chief Executive Officer to approve variations to CON2026 1789 Bairnsdale Runway Extension & Lighting Construction works up to the contingency amount specified in the CON2026 1789 Contract Award Summary provided at Confidential Attachment 1, subject to the conditions specified in that summary;***
- 3. authorises the Chief Executive Officer to include conditions in the contract to make the awarding:***
  - a. subject to final approval being received from the Department of Climate Change, Energy, the Environment and Water under the Environment Protection and Biodiversity Conservation Act 1999. This approval relates to environmental vegetation offset management and the impact of removing native vegetation from the proposed runway works site; and***
  - b. subject to the successful contractor confirming that the project can be completed within the funding timelines once the Department of Climate Change, Energy, the Environment and Water approval is obtained under the Environment Protection and Biodiversity Conservation Act 1999;***
- 4. authorises the Chief Executive Officer or delegate to finalise the terms and to execute the necessary contract documents;***
- 5. notes that the successful tenderer and contract amount will be published on Council's website following execution of the contract documents and after unsuccessful tenderers have been formally notified; and***
- 6. resolves that the Confidential Attachments to this report and all discussions relating to them remain confidential.***

## **Strategic Alignment**

Review renewal and maintenance programs to ensure our infrastructure, including public amenities remains safe, reliable, and efficient.

This report has been prepared and aligned with the following theme in the Council Plan 2025-2029:

*Theme 3: Making the most of what we've got*

Outcome – Our assets are well maintained, utilised and meet community needs.

## **Collaborative Procurement**

Pursuant to section 109(2) of the *Local Government Act 2020* this report has not been prepared in collaboration with other agencies given the bespoke nature of the contract.

## **Consultation/Community Engagement/Impacts**

Extensive consultation was undertaken during the development of the Bairnsdale Airport Master Plan 2020 (the Master Plan). This consultation identified the runway length, width and pavement strength limitations that constrain current operations. The proposed runway extension directly responds to these findings and gives effect to the Master Plan recommendations, ensuring the airport can continue to meet essential emergency and aviation needs.

Stakeholder engagement in relation to Bairnsdale Airport was undertaken between August and October 2019 using a range of methods, including public drop-in sessions held at the Bairnsdale Airport Terminal. These sessions provided community members and airport users with the opportunity to ask consultants questions, view planning information and provide direct feedback.

Phone calls, emails and one on one discussions were conducted with a broad group of stakeholders including, tenants and user groups, commercial aviation representatives, emergency service agencies such as Department of Energy, Environment and Climate Action (DEECA) and AAV, Council officers and management.

Ongoing community and stakeholder engagement is being undertaken in alignment with the principles of Council's engagement policy.

A 'YourSay' page is live and provides the opportunity for community members to view information and project updates regarding progress of the design and procurement process. The 'YourSay' page will be supported by notifications through Council's existing communications channels, including social media posts and Shire Noticeboard advertisements.

Further engagement will take place as required throughout the construction process. Use of the 'YourSay' page will be further supported using Council's existing communications channels, and community channels once awarding of the contract is completed.

Letters of support have been received from key emergency and health stakeholders, including DEECA, Toll Aviation, Gippsland Lakes Complete Health and Bairnsdale Regional Health Service, as well as the local Aero Club. Support has also been provided by both Federal and State local members.

## Opportunities and Risks

The airport improvements will contribute to the social and emotional security for East Gippsland and benefits include:

- Enhanced community recovery and future disaster resilience.
- Larger emergency aircraft will enhance response and comfort to community members during an event.
- Larger AAV aircraft will access the airport and place peace of mind to patients requiring medical transfers to larger hospitals in Melbourne.
- Supporting economic development through increased aviation activity, visitation and potential private sector investment.

While Regular Public Transport (RPT) services are a potential future outcome, the primary upgrade focus is to improve infrastructure and preparedness to support medical retrievals, emergency response, and safeguard the airport's role in regional aviation.

The risks of this proposal have been considered and as per the Procurement Policy, tenderers were requested to develop a method that minimises risks identified in relation to property access, traffic management, vibration, dust, and other key issues associated with the works.

Other risks identified are:

- Complying with Obstacle Limitation Surface (OLS) surveys which are critical safety assessments that define 3D airspace around airports, ensuring critical areas remain free from obstacles for safe aircraft take-off, landing, and manoeuvring to identify and address current runway limitations. An annual survey is conducted each year to mitigate this risk.
- Pavement failure due to incorrect pavement design – an independent design review was undertaken so that the pavement design did not rely on one subconsultant only.
- Project delay impacts from the DCCEEW approval under the *Environment Protection and Biodiversity Conservation Act 1999*. This approval relates to environmental vegetation offset management and the impact of removing native vegetation from the proposed runway works site. Council is responding in a timely manner to service any DCCEEW requests for information pertaining to any environmental concerns.

## Climate Change

This report considers potential climate change risks and impacts relevant to the Officer recommendation and aligns with the applicable climate change functions, categories, and legislative obligations, as detailed below:

### *Legislation*

*Local Government Act 2020* (including ss. 8-9)

### *Category*

Emergency Management: Consideration is given to climate change in all elements of the Planning, Preparation, Response, Recovery (PPRR) process.

## **Conflicts of Interest**

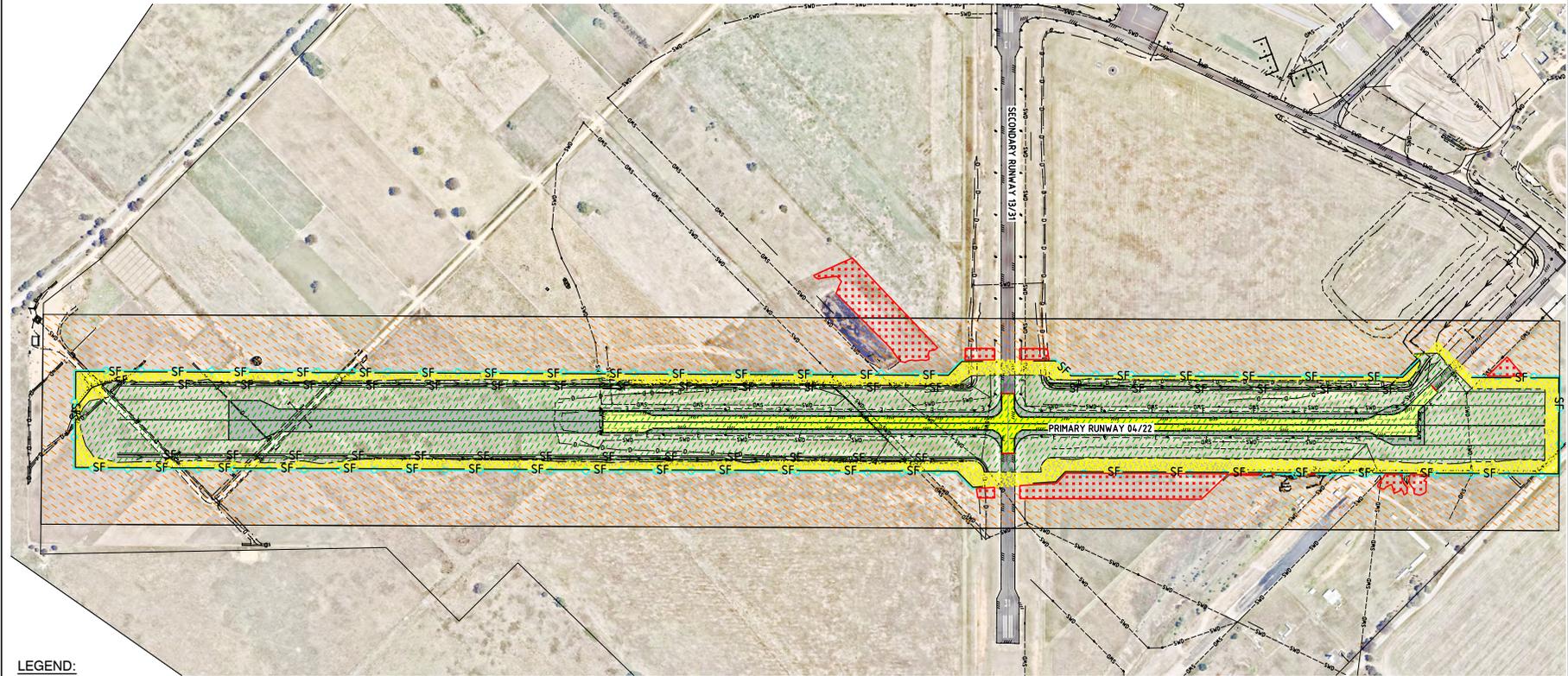
Officers preparing this report have no conflict of interest to declare.

## **Attachments**

1. CONFIDENTIAL - CON 2026 1789 Bairnsdale Runway Extension and Lighting Construction works - Contract Award Summary [**5.2.1.1** - 2 pages]
2. CONFIDENTIAL - CON 2026 1789 Bairnsdale Runway Extension and Lighting Construction works - TEP Report - FINAL [**5.2.1.2** - 17 pages]
3. CONFIDENTIAL - Probity Review Report [**5.2.1.3** - 2 pages]
4. Bairnsdale Runway footprint [**5.2.1.4** - 1 page]

**WARNING:  
BEWARE OF LIVE ELECTRICITY.**

WARNING:  
BEWARE OF UNDERGROUND SERVICES  
THE LOCATION OF UNDERGROUND SERVICES  
ARE APPROXIMATE ONLY AND THEIR EXACT  
POSITION SHOULD BE PROVEN ON SITE.  
NO GUARANTEE IS GIVEN THAT ALL EXISTING  
SERVICES ARE SHOWN.



- LEGEND:**
- WORK ZONE
  - BUFFER ZONE
  - RESTRICTED ZONE
  - NO GO ZONE
  - CONSTRUCTION AREA BOUNDARY
  - SILT FENCE

**NOTES:**  
1. FOR NOTE REFER TO DRAWING No. 2466/6008

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<p>DATE: 19-10-2023 REVISION:</p>	<p>DATE: OCTOBER 2023 SHEET 3 OF 9 DRAWING NO: 2466/6002</p>				<p><b>BAIRNSDALE AERODROME RUNWAY UPGRADE 345 BENGWORDEN ROAD, BAIRNSDALE CONSTRUCTION MANAGEMENT PLAN OVERALL ZONE LAYOUT PLAN</b></p>		

## **5.3 Business Excellence**

### **5.3.1 Domestic Animal Management Plan**

Authorised by General Manager Business Excellence

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#### **Purpose**

The purpose of this report is to seek Council's approval to adopt the 2026–2029 Domestic Animal Management Plan (DAMP), to publish the adopted Plan on Council's website, and to submit the Plan to the Secretary of the Department of Energy, Environment and Climate Action by 30 April 2026 in accordance with the approved extension of time under the *Domestic Animals Act 1994* (the Act).

#### **Key Points**

Council is required under the Act to prepare and implement a DAMP every four years. Council's current DAMP has reached the end of its term, and adoption of the 2026–2029 DAMP is necessary to ensure ongoing legislative compliance and provide strategic direction for domestic animal management activities.

The Act prescribes mandatory matters that must be addressed within the DAMP, including officer training and authorisation, nuisance and compliance management, dog attack prevention and response, management of dangerous and restricted breed dogs, regulation of domestic animal businesses, strategies to reduce over-population and euthanasia, education to promote responsible pet ownership, and mechanisms for monitoring and reporting performance. Council is also required to annually review and report on implementation of the Plan, supporting accountability and continuous improvement.

An extension of time to submit the DAMP until 30 April 2026 was approved due to operational and resourcing pressures. Community engagement and benchmarking undertaken in 2025 have informed the draft DAMP and identified increasing service demand and evolving community expectations.

Adoption of the DAMP will enable Council to effectively plan and deliver domestic animal management services over the next four years. Failure to adopt the DAMP would result in noncompliance with the Act and expose Council to increased legal, governance and operational risk.

#### **Recommendation**

##### ***That Council:***

- 1. adopts the 2026-2029 Domestic Animal Management Plan as presented at Attachment 1;***
- 2. publishes the 2026-2029 Domestic Animal Management Plan on Council's website; and***
- 3. authorises the CEO or Delegate to submit a copy of the adopted 2026-2029 Domestic Animal Management Plan to the Secretary of the Department of Energy, Environment and Climate Action no later than 30 April 2026, in accordance with the approved extension of time.***

## **Background**

Victorian Councils operate within a statutory framework that requires them to manage the impacts of domestic animals on community safety, animal welfare, public amenity and the environment. The Act mandates that every Council must prepare and implement a DAMP every four years. Note that for purposes of this Act, “Domestic Animals” are defined as dogs and cats.

The DAMP provides Council’s strategic framework for domestic animal management and supports officers to lawfully and consistently undertake functions such as registration and identification, nuisance management, investigations and compliance, dog attack response, regulation of domestic animal businesses, and education to promote responsible pet ownership.

Council’s current DAMP has reached the end of its four-year cycle. Completion of the new 2026–2029 DAMP is now required to ensure continued legislative compliance and to respond to evolving community expectations, increasing service demand and operational pressures associated with population growth and urban development.

Domestic animal management is delivered primarily by Council’s Community Laws team within a complex operating environment that requires balancing the rights and responsibilities of pet owners and non-owners, community safety considerations, animal welfare outcomes and access to public spaces. Clear strategic direction through the DAMP is critical to ensuring these competing interests are managed transparently, consistently and lawfully.

## **Legislative Context**

The Act establishes the statutory requirement for Councils to prepare and implement a DAMP every four years. The Act prescribes mandatory matters that must be addressed in the Plan, including:

- training and authorisation of officers;
- nuisance minimisation and compliance activities;
- dog attack prevention and response;
- management of dangerous and restricted breed dogs;
- regulation of domestic animal businesses;
- strategies to reduce over-population, impoundments and euthanasia;
- education initiatives to promote responsible pet ownership; and
- mechanisms for monitoring performance and evaluating progress.

The Act requires Councils to annually review and report on the implementation of the DAMP to ensure accountability and continuous improvement. While the legislative framework sets minimum requirements, Councils retain some discretion over the approach and emphasis applied within the DAMP.

## **Timing and Extension of Time**

Under section 68A of the Act, Council is required to prepare and submit a DAMP on a four-year cycle. Council’s 2026–2029 DAMP was originally due for submission by 4 December 2025.

In October 2025, Council sought a six-month extension of time in accordance with the Act due to a combination of operational and resourcing factors. These included reduced staffing capacity within the Community Laws Team, increased operational demands during the peak tourist period, and the need to align preparation and consideration of the draft plan with Council’s meeting schedule.

The extension request was approved by the Secretary's delegate, with a revised submission deadline of 30 April 2026, while still requiring alignment with the statutory four-year cycle. This extension has enabled consideration of emerging issues, and refinement of the draft DAMP prior to Council consideration and submission to Department of Energy, Environment and Climate Action.

## **Domestic Animal Management Plan – Overview**

The DAMP functions as Council's primary strategic instrument for domestic animal management activities. It translates legislative obligations into operational priorities and guides how Council allocates resources, applies enforcement, delivers education programs and engages with the community over the four-year period.

A well-designed DAMP supports:

- lawful and defensible regulatory decision-making;
- consistency in enforcement and service delivery;
- clarity for the community regarding expectations and obligations;
- improved animal welfare and community safety outcomes; and
- alignment between strategic intent and operational practice.

Without an adopted DAMP, Council would not meet its statutory obligations under the Act and would face increased legal, governance and operational risk.

## **Community Context and Emerging Issues**

Community engagement undertaken through Council's YourSay platform and in-person engagement activities between 11 April and 9 May 2025 has provided valuable insight into community expectations for the next DAMP. Feedback indicates strong support for maintaining the existing 24-hour cat curfew, continuing the free cat cage program, and strengthening enforcement of leash laws, roaming animals and dog waste obligations.

The engagement also highlighted a desire for enhanced education around responsible pet ownership and raised questions about the current animal registration fee structure, including potential incentives such as discounted registration for young animals and animals adopted from the pound. These themes have been considered alongside the findings of the desktop review and benchmarking undertaken between January and March 2025, which identified increasing community and sector focus on early intervention, education and compliance consistency.

At the same time, domestic animal management continues to face increasing operational pressures. More than 1,200 domestic animal related tasks were recorded in 2024/25, accompanied by rising impoundments, behavioural-related surrenders and growing demand associated with population growth and new residential developments. These trends underscore the importance of a clear, contemporary DAMP that balances education, enforcement and service capacity to meet both statutory obligations and community expectations over the 2026–2029 period.

## **Strategic Alignment**

This report has been prepared and aligned with the following theme in the Council Plan 2025-2029:

### *Theme 4: Managing Council well*

Outcome - Council operates transparently and effectively with public trust

Outcome - Decision-making is streamlined, efficient, and responsive to community needs

## **Collaborative Procurement**

Collaborative procurement is not relevant to this report.

## **Consultation/Community Engagement/Impacts**

Community engagement was undertaken through Council's YourSay platform and in-person engagement activities between 11 April and 9 May 2025 and has provided valuable insight into community expectations for the next DAMP.

## **Opportunities and Risks**

### **Opportunities**

The preparation of a new DAMP for 2029–2029 provides Council with a valuable opportunity to review and strengthen its approach to animal management across the municipality. Through the development of the Plan, Council can assess current practices, identify emerging trends and community expectations, and explore innovative and more effective ways to deliver animal management services.

This process enables Council to improve compliance and enforcement activities, enhance responsible pet ownership education, and consider opportunities to improve community safety, animal welfare outcomes, and customer service. The development of the DAMP also allows Council to align animal management activities with broader Council strategies, legislative changes, and best practice approaches, ensuring services remain contemporary, efficient, and responsive to community needs.

### **Risks**

Failure to adopt the DAMP 2029–2029 presents a significant risk to Council. Without an adopted DAMP, Council would be noncompliant with its statutory obligations under the Act which requires Councils to prepare and implement a DAMP at least every four years.

Noncompliance may expose Council to regulatory scrutiny and reputational risk, and may limit Council's ability to effectively plan, resource, and deliver animal management services. Additionally, the absence of an adopted DAMP could result in inconsistent service delivery, reduced effectiveness of animal management programs, and missed opportunities to address community concerns and animal welfare issues in a strategic and coordinated manner.

## **Climate Change**

There are no climate change implications associated with this report.

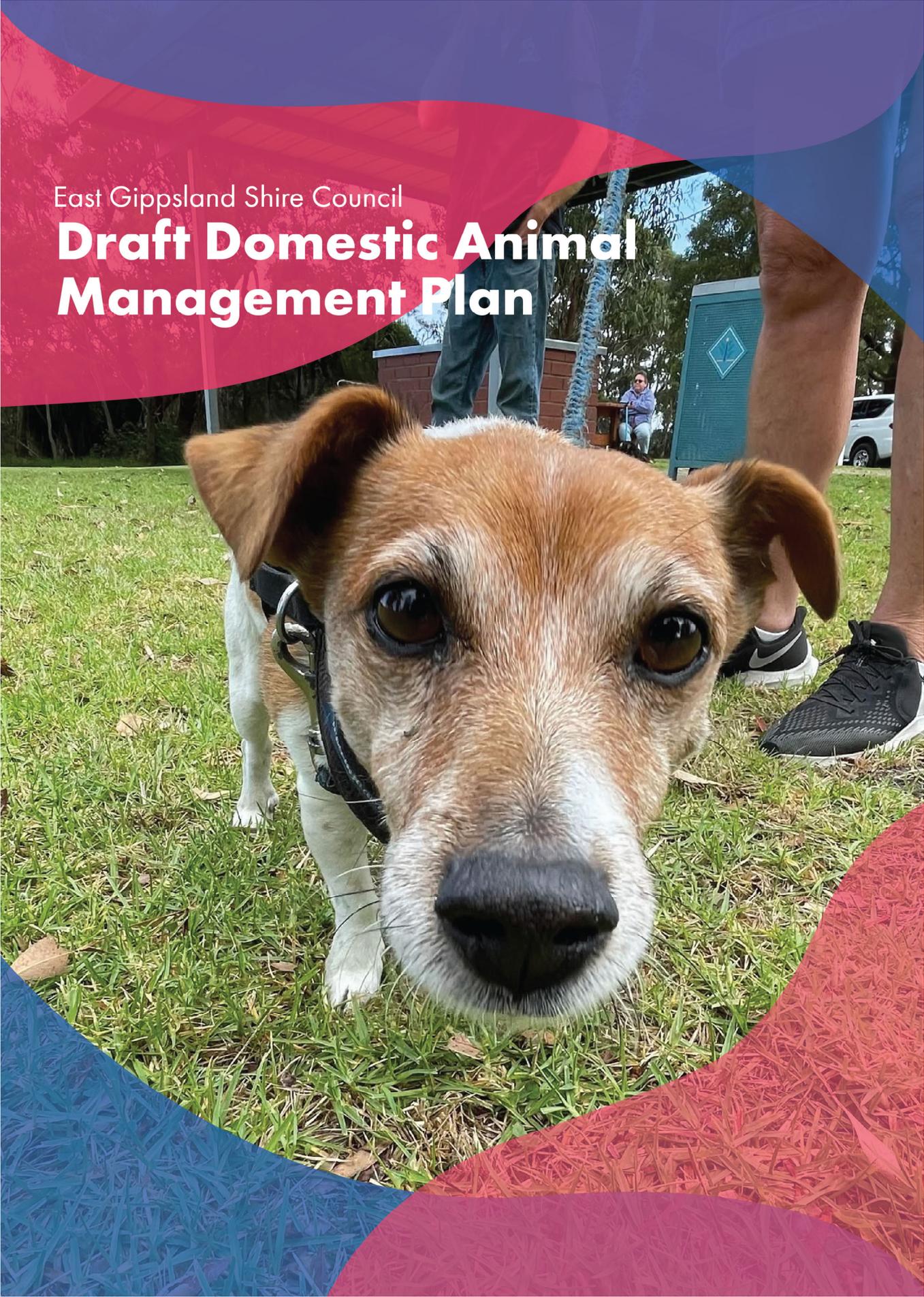
## **Conflicts of Interest**

Officers preparing this report have no conflict of interest to declare.

## **Attachments**

1. DRAFT Domestic Animal Management Plan 2026-29 [5.3.1.1 - 18 pages]

East Gippsland Shire Council  
**Draft Domestic Animal  
Management Plan**



## Mayor's Message

All members of our community matter and that includes our beloved pets.

We acknowledge and recognise the positive benefits that pet ownership has for the entire community. Pets, especially dogs and cats, can reduce stress, anxiety and depression, as well as improve the owner's cardiovascular health. Pets also provide valuable companionship, especially for our older residents or those living alone.



The key is "responsible pet ownership". We must consider both animal owners and non-animal owners and their rights to use our open spaces.

The Domestic Animal Management Plan (the Plan) sets clear directions and provides guidance to ensure pets in East Gippsland are valued and treated humanely and that responsible pet ownership is supported.

The Plan provides an overview of the work that Council is currently doing in the animal management space, but more importantly, it sets some new actions that will align our work to our community's expectations.

East Gippsland's community advised us what it wants in terms of domestic animal management through our engagement with community. This feedback confirms that our community supports a cat curfew, Council's free cat cages and dogs on leash rules.

You told us there is a need for more education on responsible pet ownership, more enforcement around picking up after your pets, as well as a reasonable registration fee structure for pet owners.

The Plan has statutory requirements we must meet as well as meeting community expectations. As part of this Plan, we are dedicated to supporting and valuing pets in our community by:

- 🐾 Ensuring pet owners understand they have a responsibility to care for and protect their pets and that they do not adversely impact on other pets, people or the environment.
- 🐾 Reviewing our registration fee structure with a long term view to making it cheaper to first register puppies and kittens, prior to them being desexed.
- 🐾 Exploring a reduced initial Council registration fee paid when you adopt a desexed pet from the Council pound, operated by Animal Aid.
- 🐾 Providing information to our community to address issues that relate to our pets such as dog attack mitigation strategies, what to do about roaming cats and barking dog nuisance complaints.

We thank everyone who contributed feedback to the review of the Plan. We look forward to continuing to provide a community where responsible pet ownership is a priority, our pets are valued, and we can all use our open spaces together.



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## Introduction

Council recognises the important role companion animals play in community health, wellbeing and social connection. We are committed to supporting responsible pet ownership and continually improving how we assist owners of dogs and cats.

With extensive forests, open spaces and waterways, and as a major tourist destination, East Gippsland must balance pet ownership with community expectations for a clean, safe and natural environment. Council carefully manages domestic animals to protect public safety, environmental values and amenity, while supporting the benefits pets bring to residents and visitors.



Council's animal management strategies reflect the needs of the broader community, acknowledging the interests of both pet owners and non-owners and their shared right to enjoy public spaces.

## Context

The *Domestic Animals Act 1994* (the Act) requires Council to prepare a Domestic Animal Management Plan every four years. This Plan provides a strategic framework for animal management services and a method to evaluate their effectiveness and responsiveness to community needs.

Council's animal management activities are guided by the Act and supported locally by Orders of Council and provisions within Council's General Local Law. These instruments set clear expectations for responsible pet ownership, public safety and amenity. They provide the basis for education and engagement, as well as enforcement where appropriate.

### **Current Orders of Council (made under section 26(2) of the Act)**

- 24-hour Cat Curfew — *gazetted 19 December 2002*  
*Requires cats to be contained to their owner's premises at all times*
- Dogs on Leads in Nominated Areas — *gazetted 12 December 2019*  
*Requires dogs to be on-leash in specified public places unless otherwise signed*

### **General Local Law (2017) – Part 7, Division 2: Animal Control**

- Clause 88 – Keeping of Animals (allowable limits)
- Clause 89 – Permits for Keeping of Animals (over allowable limit)
- Clause 90 – Animal Excrement (requirement to remove and properly dispose of dog waste)
- Clause 91 – Animals on Beaches and Foreshore Areas

Council will review animal-related clauses of the General Local Law as part of the current review process, with any proposed changes subject to statutory consultation and decision-making requirements. Where Orders of Council or Local Law provisions are updated during the life of this Plan, Council will update associated references and guidance materials accordingly.

Council will monitor implementation of this Plan and report on progress and outcomes through its Annual Report. The Plan may be amended during its term to respond to emerging issues, legislative change or evolving community expectations.



## Plan Development

This Plan has been developed to respond to the needs of East Gippsland's diverse communities and the practical challenges associated with managing dogs and cats across the municipality. Council sought to ensure the Plan is informed by evidence, local experience and an understanding of community expectations.



In identifying key issues and priorities, Council considered a range of information sources. This included best-practice guidance from relevant state agencies, a review of the previous Plan and available performance data, analysis of service requests and compliance trends, and feedback from community members and other stakeholders.

Input from the community was gathered through Council's **Your Say** online engagement platform, supported by face-to-face engagement at the **Bairnsdale Field Days**. This approach enabled Council to hear from a broad cross-section of the community, including pet owners and non-pet owners, and to capture perspectives from both urban and rural areas.

The insights gathered through this process have directly informed the priorities and actions outlined in this Plan. A summary of the key themes raised by the community is provided below.

### Summary of Community Feedback

The feedback received through the consultation process highlighted a range of views, experiences and priorities relating to the management of dogs and cats across East Gippsland. While perspectives varied, several consistent themes emerged that reflect community expectations around amenity, safety, animal welfare and responsible pet ownership.

The following summary outlines the key themes raised by the community and provides insight into the issues most important to residents. These themes have helped inform the focus areas and actions included in this Plan.

#### Here's what we heard:

- 🐾 Strong community support for the **cat curfew** as a way to better manage roaming cats and protect amenity and wildlife.
- 🐾 Interest in **expanded access to cat trapping programs**, particularly to assist with the management of nuisance and unowned cats.
- 🐾 Broad support for **dogs being on-leash in public spaces**, reflecting expectations around safety and shared use of public areas.
- 🐾 Ongoing concerns about **dog waste**, including calls for improved disposal options such as dog waste bag dispensers.
- 🐾 **Nuisance barking** identified as an issue affecting neighbourhood amenity.
- 🐾 Clear calls for **stronger enforcement of existing animal management requirements**, particularly relating to dogs off-leash, wandering dogs, roaming cats and dog waste.
- 🐾 A consistent emphasis on the importance of **responsible pet ownership**, alongside requests for increased **education and awareness** to support positive behaviours and long-term compliance.



## Our Region

East Gippsland's size, landscape diversity and dispersed settlement pattern create a distinctive context for the management of dogs and cats. With almost 80 per cent of the municipality comprising Crown land, and many townships situated within or alongside bushland, coastal and rural environments, there is a strong interface between domestic pets, wildlife and agricultural land uses. This places particular importance on responsible pet ownership and effective containment to protect community safety and our natural environment.



Dog and cat management issues vary across the municipality. In higher-density townships, common concerns include roaming animals, nuisance behaviours and impacts on neighbourhood amenity. In rural and semi-rural areas, free-roaming dogs and cats can present risks to livestock, wildlife and neighbouring properties. Council's place-based approach supports education and compliance activities that are responsive to local conditions and community expectations.

East Gippsland's strong tourism economy and seasonal population increases also influence dog and cat management. Visitors travelling with pets and short-term accommodation can increase service demand and the need for clear education around local requirements, leash controls and pet-friendly areas. Ongoing population growth driven by lifestyle migration has further contributed to increased dog and cat ownership, particularly among residents transitioning from urban environments who may require additional support to understand responsible pet ownership in rural settings.

These regional characteristics shape Council's approach to dog and cat management, requiring flexible, education-focused and place-responsive strategies that balance community wellbeing, animal welfare and the protection of East Gippsland's natural environment.

## Our Animals

Dogs and cats are a significant part of life in East Gippsland, with more than 7,500 registered dogs and over 2,100 registered cats living across the municipality. These figures reflect a high level of companion animal ownership, particularly in a region characterised by dispersed townships, rural living and lifestyle migration.

Each year, Council responds to a wide range of dog and cat related matters, including wandering animals, impoundments and re-homing. In 2024/25, 234 dogs and 143 cats were impounded, with many successfully returned to their owners or re-homed through partner organisations. These outcomes highlight the importance of pet identification and registration in enabling timely reunification and positive welfare outcomes.

The number of excess animal permits and impoundments also reflects the diverse living arrangements across the region, from urban townships to rural properties, and the need for tailored education and support around responsible pet ownership. While registration data provides a useful snapshot of dogs and cats in East Gippsland, industry research indicates that the actual animal numbers are much higher, reinforcing the ongoing need for community education, engagement and accessible animal management services.

### 2024/25 Statistical Snapshot

Registered dogs	7,553
Registered cats	2,177
Registered declared dogs	1
Impoundments (dogs)	234
Dogs returned to owners	102
Dogs re-housed	70
Impounded dogs euthanised	43
Impoundments (cats)	143
Cats returned to owners	20
Cats re-housed	150
Impounded cats euthanised	75
Excess animal permits	142



## Animal Management Services and Programs

Council's animal management services support safe, healthy and respectful communities where people and pets can coexist. Services are delivered with a strong focus on education, early intervention and responsible pet ownership, while maintaining appropriate compliance and response functions to protect community safety, animal welfare and environmental values.

Through its animal management role, Council works to balance the needs of pet owners, non-pet owners, the farming sector and the natural environment. Services are designed to minimise the impacts of dogs and cats on amenity, ensure humane care for impounded animals, and support positive outcomes through reunification, re-housing and community education. Council also provides specialist advice and regulatory oversight to support best practice animal management across the municipality.

### **East Gippsland Shire Council currently provides the following animal management services and programs to the community:**

- 🐾 Maintenance and administration of a comprehensive dog and cat registration database
- 🐾 Proactive follow-up of registration renewals and targeted new registration campaigns
- 🐾 Response to service requests and complaints relating to dog and cat management, including barking dogs, dogs at large, dog attacks and nuisance cats
- 🐾 Collection of stray, wandering or surrendered dogs and cats
- 🐾 Oversight of the operation of Council's pound and animal shelter through a contracted service provider, ensuring impounded animals are cared for humanely in a safe, secure and hygienic environment
- 🐾 Provision of an after-hours emergency animal management service
- 🐾 Efforts to reunite impounded animals with their owners wherever possible
- 🐾 Support for the re-housing of suitable animals through our partnership with Animal Aid
- 🐾 Provision of advice and information to residents on animal management matters and responsible pet ownership
- 🐾 Distribution of education material to new pet owners at the time of registration
- 🐾 Placement and maintenance of dog litter bag dispensers in public locations across the municipality
- 🐾 Cat trapping program, including the provision of traps for the management of nuisance and unowned cats
- 🐾 Regulation, inspection and support of Domestic Animal Businesses to ensure appropriate standards of operation
- 🐾 Inspection and monitoring of restricted breed, dangerous and menacing dog premises
- 🐾 Investigation and enforcement where education and engagement have not achieved compliance
- 🐾 Preparation of briefs and prosecution of offences where required
- 🐾 Provision of animal management training and ongoing professional development for Community Laws Officers
- 🐾 Timely response to serious matters, including dog attack incidents



## Priority 1: Authorised Officer Training

Council's animal management services are delivered through the Community Laws team, which plays a central role in protecting public safety, animal welfare and community amenity.



In delivering these services, Council places a strong emphasis on education, engagement and early intervention, recognising that informed and responsible pet ownership leads to better long-term outcomes. To support this approach, Community Laws Officers must be appropriately trained, confident and well supported to apply both education-focused and enforcement responses when required.

Community Laws Officers undertake regular training and professional development to ensure services are delivered safely, consistently and professionally. Training includes animal handling and restraint, animal welfare, restricted breed identification, first aid, and effective communication and conflict management. These skills support Officers to manage routine interactions as well as high-risk or challenging situations.

All new Officers complete a comprehensive induction program covering Council policies, procedures and operational practices. Ongoing capability is supported through refresher training, on-the-job coaching and individual Personal Development Plans, ensuring training remains targeted, relevant and aligned with service delivery needs.

### Training and Capability Development Initiatives

**Objective:** To ensure Authorised Officers are skilled, confident and well-supported through regular training, induction and professional development enabling safe, consistent, education-focused animal management and appropriate enforcement across East Gippsland.

Action	Timeframe	Evaluation Method
Maintain minimum qualifications for Community Laws Officers through enrolment in Certificate IV programs	Ongoing	Training records maintained; qualification completion rates monitored
Provide ongoing professional development opportunities through Animal Welfare Victoria and Department of Agriculture training programs, where available	Ongoing	Attendance records; officer feedback; relevance of training to operational needs
Implement individual training and development plans to address specialist capability requirements	Ongoing	Review of Personal Development Plans; performance review outcomes
Support officer wellbeing and the safe management of challenging and high-risk situations	Ongoing	Incident reporting trends; wellbeing check-ins; HSW records and debrief outcomes
Strengthen investigation, evidence gathering and prosecution skills	Short to medium term	Successful completion of targeted training; quality of briefs and prosecution outcomes
Include a standing agenda item at Community Laws team meetings to improve legislative awareness and knowledge sharing	Ongoing	Meeting minutes; officer feedback on legislative confidence and awareness
Explore the value and benefit of specialist training in canine anatomy, breed identification and behaviour assessment	Medium term	Training needs analysis; cost-benefit assessment; implementation decision documented



## Priority 2: Responsible Pet Ownership

Responsible pet ownership underpins all aspects of effective dog and cat management. When pets are appropriately cared for, contained, identified and supervised, the benefits extend beyond individual owners to the wider community through improved safety, amenity and animal welfare outcomes.

During the 2024/25 financial year, Council received a high volume of enquiries and complaints relating to dogs and cats, including barking dogs, dog attacks, wandering animals, stray cats and general animal management issues. These matters highlight the ongoing need for clear information, practical support and behaviour-change initiatives to help owners understand and meet their responsibilities.



Council promotes responsible pet ownership through a combination of education, accessible services and targeted compliance. This includes providing information on containment, leash requirements, registration, desexing, nuisance management, lost pets and our cat trapping program, as well as working directly with residents to resolve issues early and avoid escalation. Council also recognises the importance of delivering education that is inclusive, locally relevant and culturally appropriate.

By prioritising education and engagement, and supporting this with appropriate enforcement where required, Council aims to build long-term compliance and positive relationships between pet owners, non-pet owners and the broader community.

### Responsible Pet Ownership Initiatives

**Objective:** To promote and encourage responsible dog and cat ownership through education, engagement and behaviour-change initiatives, supported by appropriate compliance, to improve community safety, amenity and animal welfare.

Action	Timeframe	Evaluation Method
Provide education on responsible pet ownership through Council's website, media, advertising and community events	Ongoing	At least 10 items annually
Delivery of behaviour-change initiatives that support and encourage responsible pet ownership	Ongoing	Usage monitoring; community feedback
Promote and enforce dog on-leash requirements, cat curfews and registration obligations	Ongoing	Compliance trends; patrol outcomes
Follow up unexpired registrations using education-first approaches	Ongoing	Registration renewal rates
Promote responsible cat ownership, including containment education and the free cat trapping program	Ongoing	Program uptake; roaming cat complaints
Attend community events such as the Orbost Show and Gippsland Field Days to engage directly with residents	Ongoing	Event participation; feedback
Work with Lake Tyers Aboriginal Trust staff to deliver culturally appropriate education and support	Ongoing	Stakeholder feedback; engagement outcomes
Review nuisance animal response protocols to support consistent, long-term compliance outcomes	Medium term	Protocol review completed; improved resolution rates



### Priority 3: Over-Population and Euthanasia Rates

Reducing the number of unwanted dogs and cats, and minimising euthanasia requires a coordinated approach across registration and identification, desexing, responsible pet ownership, and effective re-homing pathways. East Gippsland partners with the Victorian Animal Aid Trust (Animal Aid) to operate the Pound and Animal Shelter under. Animal Aid provides high standards of animal care, strong reunification and re-housing pathways, and supports Council's education-focused approach.

In recent years, East Gippsland has seen more surrenders and abandonments, often linked to behavioural challenges and economic pressures. Re-homing older animals can be more difficult due to their health needs and ongoing care costs. During 2024/25, a higher proportion of animals failed behaviour assessments, and in line with legislative requirements, these animals cannot be adopted. These factors, combined with increased intake, place pressure on re-housing capacity and euthanasia rates.

Council's focus is to prevent animals entering the system where possible (through containment, registration, identification and desexing), reunite lost pets quickly, and maximise re-homing outcomes for suitable animals. Where euthanasia is required, for welfare or safety reasons, decisions are made carefully, consistent with legislative obligations and animal welfare standards.

#### Recent Pound/Shelter Outcomes (All Animals)

Year	Impounded	Reclaimed	Adopted	Euthanised	Transferred
2024–25	652	131	341	153	21
2023–24	474	134	219	67	8
2022–23	572	132	145	97	4
2021–22	423	115	155	56	8
2020–21	525	122	203	92	0

*Notes:* Year-on-year variation reflects intake volume, suitability for re-homing, behaviour outcomes, and external factors (e.g., post-COVID pet ownership changes).

#### Over-Population and Euthanasia Reduction Initiatives

**Objective:** To reduce the number of unwanted dogs and cats entering the pound system and minimise euthanasia through desexing, identification, reunification, re-homing partnerships and community education.

Action	Timeframe	Evaluation Method
Promote Animal Aid adoption programs and highlight the benefits of adopting desexed, registered and microchipped pets	Ongoing	Adoption numbers; campaign reach
Promote responsible pet ownership with a focus on desexing, containment and identification	Ongoing	Community engagement metrics; intake trends
Require all animals to be registered and microchipped prior to release from the Pound	Ongoing	Pound release records; reunification rates
Review Council's free cat trapping program to ensure it meets community and Council needs and supports humane outcomes	Short term	Program review completed; usage and outcome data
Explore external funding and partnerships to support discounted desexing	Medium term	Grants identified or applied for; number of procedures supported
Explore the benefits and practicalities of introducing a mandatory cat desexing order	Medium term	Policy analysis; decision and implementation pathway



## Priority 4: Registration and Identification

Registration and identification of dogs and cats is a fundamental component of effective animal management. It supports responsible pet ownership, enables the rapid return of lost animals to their owners, and assists Council to plan and deliver animal management services across East Gippsland.

In the **2024/25 registration period, Council recorded 7,553 registered dogs and 2,177 registered cats**. Registration and permanent identification play a critical role in achieving positive outcomes for these animals, with registered and identifiable pets far more likely to be returned home quickly, often without the need for impoundment.



Council's objective is to maximise the number of registered and identifiable dogs and cats within the municipality. This is achieved through a combination of accessible registration services, fee incentives, education and targeted compliance activities. Council recognises that not all unregistered animals are the result of deliberate non-compliance, and places a strong emphasis on education and support before enforcement.

Council offers a range of registration categories and fee structures to encourage compliance, including reduced fees for desexed animals, pensioner concessions, working dogs and animals adopted through recognised re-homing organisations. Registration fees are reviewed annually as part of Council's Fees and Charges process and are published on Council's website.

### Registration and Identification Initiatives

**Objective:** To maximise the number of registered and identifiable dogs and cats in East Gippsland, supporting responsible ownership, rapid reunification of lost pets and effective planning of animal management services.

Action	Timeframe	Evaluation Method
Deliver annual dog and cat registration renewal program	Ongoing	Renewal rates; year-on-year registration trends
Follow up unrenewed registrations using education-first and appropriate compliance methods	Ongoing	Number of renewals following follow-up
Promote the benefits of microchipping and registration through targeted communication and media campaigns	Ongoing	Campaign reach; community feedback
Require all dogs and cats to be microchipped and registered prior to release from the Pound	Ongoing	Pound release records
Explore best-practice initiatives with key stakeholders to improve registration compliance	Medium term	Stakeholder engagement outcomes
Investigate introducing a reduced initial registration fee for animals adopted from the Pound	Medium term	Policy decision; adoption and registration rates
Explore partnerships and funding opportunities to support discounted or low-cost microchipping	Medium term	Partnership agreements; participation rates



## Priority 5: Nuisance Animals

Managing nuisance behaviours associated with dogs and cats is a significant component of Council's animal management services. Nuisance issues most commonly relate to barking dogs, wandering animals, roaming cats and impacts on neighbourhood amenity. These issues can affect quality of life, create neighbour disputes and place additional demand on Council resources.



During the **2024/25 financial year, Council received over 1,200 domestic animal-related complaints and enquiries**, with barking dogs, wandering dogs and stray cats representing the most common concerns. Many matters required multiple contacts with both complainants and animal owners, reflecting the time-intensive nature of nuisance investigations and the importance of education and early intervention.

Council recognises that some animal behaviours, such as barking, are natural. However, responsible pet ownership requires animals to be managed in a way that minimises unreasonable impacts on others. Council's approach to nuisance animal management prioritises education, owner engagement and practical solutions, supported by compliance action where necessary to achieve lasting outcomes.

Local Orders of Council, Local Laws and internal procedures provide the framework for managing nuisance behaviours, including requirements for animal containment, leash controls, cat curfews and waste disposal. These tools are applied proportionately and consistently, with enforcement used where education has not achieved compliance or where impacts on amenity persist.

### Nuisance Animal Management Initiatives

**Objective:** To minimise the impact of nuisance behaviours associated with dogs and cats by prioritising education, early intervention and owner engagement, supported by targeted compliance activities to protect neighbourhood amenity.

Action	Timeframe	Evaluation Method
Work with owners of nuisance and barking dogs to identify causes and achieve lasting behaviour and containment solutions	Ongoing	Reduction in repeat complaints
Maintain and enforce the 24-hour cat curfew Order of Council	Ongoing	Compliance trends; service request data
Maintain and enforce existing dog on-leash Orders of Council	Ongoing	Patrol outcomes; compliance levels
Provide education and guidance to animal owners on managing barking, roaming and nuisance behaviours	Ongoing	Owner engagement records; feedback
Maintain availability of dog waste bag dispensers in high-use public areas	Ongoing	Stock monitoring; community feedback
Conduct targeted patrols in high-complaint and high-use areas	Ongoing	Patrol records; complaint trends
Review and evaluate Council's approach to managing barking dog complaints, informed by best-practice models	Medium term	Resolution timeframes; user feedback
Develop education campaigns focused on preventing and managing nuisance animal behaviours	Medium term	Campaign delivery; community awareness



## Priority 6: Dog Attacks

Dog attacks and rushing incidents can be highly distressing and have serious consequences for people, animals and the broader community. Council treats all reports of dog attacks and rushes as a priority and responds promptly to minimise risk and prevent further incidents.

During the **2024/25 financial year, Council received 141 dog attack and rush-related reports**. Population growth, new residential developments and increased pet ownership, particularly from people relocating from metropolitan areas, have contributed to increased service demand in this area. This demand is further influenced by East Gippsland's high visitor numbers and seasonal population increases, with visitors travelling with dogs and greater use of public spaces during peak tourism periods increasing the potential for dog-related incidents.

Council encourages all dog attacks and rushing incidents, regardless of severity, to be reported. Reporting enables Council to assess risk, identify patterns, and take appropriate action ranging from education and early intervention through to enforcement, declarations or prosecution in serious cases. Council provides a 24-hour emergency response for dog attack incidents, ensuring timely and consistent management.

Reducing dog attacks requires a balanced approach that combines education, responsible pet ownership, clear expectations in public spaces, and appropriate enforcement.

### Dog Attack Prevention and Response Initiatives

**Objective:** To reduce the incidence and severity of dog attacks and rushing incidents through prevention-focused education, effective incident response, and appropriate enforcement to protect community safety.

Action	Timeframe	Evaluation Method
Investigate all reported dog attack and rushing incidents, apply appropriate mitigation strategies, and prosecute offences where required	Ongoing	Investigation records; enforcement and prosecution outcomes
Enforce the existing dog on-leash Order of Council	Ongoing	Patrol results; compliance trends
Deliver education campaigns focused on preventing dog attacks in homes and public spaces	Ongoing	Campaign delivery; community feedback
Monitor the Victorian Declared Dog Registry to identify dangerous and menacing dogs relocating into the Shire	Ongoing	Registry checks; updated Council records
Develop a revised standard operating procedure (SOP), including an investigation plan template for dog attack reports	Medium term	SOP completion; staff adoption and consistency
Provide clear and consistent information to dog owners, victims and affected parties through standardised information letters	Medium term	Stakeholder feedback; reduction in follow-up enquiries



## Priority 7: Dangerous, Menacing and Restricted Dogs

Council has an important role in managing dogs that pose an increased risk to community safety, including declared dangerous dogs, menacing dogs and restricted-breed dogs. The Act provides councils with the authority to make declarations following dog attacks, rushing incidents or where a dog meets the prescribed restricted-breed standard.



In East Gippsland, the number of declared dangerous, menacing and restricted-breed dogs remains low. This allows Council to take a proactive and preventative approach, with routine inspections, targeted education and close monitoring to ensure ongoing compliance. Declarations are not undertaken lightly and are applied only where necessary to protect people, animals and the broader community.

Council manages declared dogs through clear policies, procedures and enforcement protocols, supported by regular auditing, use of the Victorian Declared Dog Registry, and collaboration across municipalities. Education plays a key role in ensuring owners understand and meet their obligations, while compliance action is taken where risks cannot be adequately managed through education alone.

### Dangerous, Menacing and Restricted Dogs Initiatives

**Objective:** To effectively manage declared dangerous, menacing and restricted-breed dogs through monitoring, education and compliance activities that reduce risk and ensure ongoing community safety.

Action	Timeframe	Evaluation Method
Conduct random property inspections for declared dangerous, menacing and restricted-breed dogs	Ongoing	Inspection records; compliance outcomes
Assess all reported dog attack and rushing incidents to determine whether a declaration is required	As required	Incident assessments; declaration decisions
Monitor the Victorian Declared Dog Registry to identify declared dogs relocating into the Shire	Ongoing	Registry checks; updated local records
Investigate reports of suspected restricted-breed dogs	As required	Investigation outcomes; breed assessment records
Provide clear information and targeted education to owners of declared dogs about their obligations	Ongoing	Owner engagement records; reduction in repeat non-compliance
Promote community awareness of reporting pathways for dog rushes and minor incidents, including the dangerous dog hotline	Ongoing	Service request trends; community feedback
Explore the value and benefit of specialist training in canine anatomy, breed identification and behaviour assessment	Medium term	Training needs analysis; implementation decision



## Priority 8: Pound Services

Council's pound and animal shelter services play a critical role in supporting animal welfare, community safety and responsible pet ownership across East Gippsland. The East Gippsland Shire Pound and Animal Shelter is located in Giles Street, Bairnsdale and is operated by the Victorian Animal Aid Trust under contract to Council.

The Pound provides short-term accommodation and care for impounded dogs and cats, including stray, wandering, surrendered and seized animals. Services are delivered in a manner that prioritises animal welfare, supports reunification with owners wherever possible, and promotes positive outcomes through re-housing when reunification is not achievable.



The Pound is open to the public Monday to Friday from 11.00am to 3.00pm, and weekends and public holidays from 10.30am to 12.30pm, ensuring reasonable community access while maintaining safe and effective operations.

Through its contracted arrangement, Victorian Animal Aid Trust delivers a range of services on Council's behalf, including the care and housing of animals, owner contact and lost pet promotion, and support for enforcement and animal welfare actions. Council works closely with the contractor to ensure services align with community expectations, animal welfare standards and Council's education-focused approach to animal management.

### Pound Services Initiatives

**Objective:** To ensure impounded dogs and cats are cared for humanely and safely, with a focus on reunification and re-homing outcomes, supported by effective contractor oversight and continuous service improvement.

Action	Timeframe	Evaluation Method
Maintain a contracted pound and animal shelter service with Victorian Animal Aid Trust	Ongoing	Contract performance reviews; compliance with service specifications
Ensure a high standard of care, housing and welfare for all impounded dogs and cats	Ongoing	Welfare audits; incident and complaint monitoring
Support timely owner contact and reunification of impounded animals	Ongoing	Percentage of animals returned to owner; identification and registration data
Promote lost and found animals through online platforms, media and photographs	Ongoing	Website and social media activity; reunification outcomes
Support the re-housing of suitable dogs and cats through partnerships with re-homing organisations	Ongoing	Number of animals successfully re-housed
Provide secure accommodation for seized animals pending enforcement or court outcomes	As required	Compliance with legal requirements; secure holding records
Monitor pound operating hours and public accessibility to meet community needs	Medium term	Service demand analysis; community feedback
Work collaboratively with the contractor to identify opportunities for service improvement	Ongoing	Contract meetings; documented improvement actions
Work in partnership with Animal Aid to identify and support funding opportunities, including in-kind support and financial contributions, to improve pound facilities.	Ongoing	Funding opportunities explored; improvements made through grant funding



## Priority 9: Domestic Animal Businesses

Domestic Animal Businesses play an important role in the care, breeding, training and boarding of dogs and cats within East Gippsland. Under the *Domestic Animals Act 1994*, certain animal-related businesses are required to be registered with Council and operate in accordance with prescribed Codes of Practice to ensure appropriate standards of animal welfare, health and safety.



In **2024/25, there were 14 registered Domestic Animal Businesses operating within East Gippsland**. These businesses include dog and cat breeding establishments, boarding facilities, training organisations, shelters and other premises involved in the commercial care or management of animals.

Council's role is to regulate and support Domestic Animal Businesses through registration, inspection and education, with a focus on maintaining high animal welfare standards and supporting businesses to understand and meet their obligations. This approach balances regulatory oversight with guidance and engagement, recognising the contribution these businesses make to the community while ensuring risks to animal welfare, public safety and amenity are appropriately managed.

### Domestic Animal Business Initiatives

**Objective:** To regulate and support Domestic Animal Businesses to operate responsibly and in accordance with required standards, promoting animal welfare, public safety and continuous improvement.

Action	Timeframe	Evaluation Method
Investigate reports of unregistered or previously unknown Domestic Animal Businesses	Ongoing	Investigation records; registration outcomes
Maintain a program of scheduled and unscheduled inspections and audits	Ongoing	Inspection reports; audit completion rates
Respond to complaints and investigate non-compliance with relevant Codes of Practice	As required	Complaint resolution timeframes; compliance outcomes
Issue Notices to Comply and follow up outstanding compliance matters	As required	Compliance follow-up records; repeat non-compliance rates
Provide guidance and specialist advice to assist businesses to meet regulatory and welfare requirements	Ongoing	Operator feedback; reduction in compliance issues
Work collaboratively with Domestic Animal Businesses to support continuous improvement and positive animal welfare outcomes	Ongoing	Inspection outcomes; documented improvement actions
Update Council's website information and referral resources, including links to Animal Welfare Victoria	Short term	Website review; stakeholder feedback



## Priority 10: Animals and Emergencies

East Gippsland's size, geography and natural environment mean the region is particularly prone to major emergency events, including bushfires, floods and severe weather. Council has a critical role in supporting community safety during emergencies, including the coordination, provision and operation of emergency relief centres when required.



Council recognises that animals, particularly companion animals, are an important consideration for residents during emergencies. Pets can strongly influence decisions about evacuation, sheltering and personal safety. While animal owners have primary responsibility for planning and providing for their pets during emergencies, Council works alongside a range of agencies and organisations to support coordinated animal welfare outcomes during emergency events.

Council maintains an Emergency Animal Welfare Management Plan as part of its broader emergency management framework. This plan supports a coordinated response to the management and welfare of animals during emergencies and recovery. Council's emergency management arrangements are regularly reviewed to ensure preparedness, clarity of roles and effective coordination, and this Domestic Animal Management Plan includes a commitment to ongoing review and improvement of emergency animal management arrangements.

### Animals and Emergencies Initiatives

**Objective:** To support animal welfare and community safety during emergency events through preparedness, coordination and alignment with Council's emergency management arrangements.

Action	Timeframe	Evaluation Method
Ensure animal management staff and resources are available to support emergency response activities	Ongoing	Emergency response debriefs; resource availability reviews
Maintain alignment between animal management operations and Council's Emergency Management arrangements	Ongoing	Plan alignment checks; internal reviews
Support a coordinated animal welfare response during emergency events in collaboration with relevant agencies	As required	After-action reviews; stakeholder feedback
Work with Council's Emergency Management Team to review and update the Emergency Animal Welfare Management Plan	Medium term	Plan review completed; endorsement and implementation monitored



## Review and Revision History

Version Number	Date Approved	Approved By	Review Summary

### Administrative Updates

Minor amendments to this document may be required from time to time. Where amendments do not materially alter the intent of a document, they will be made administratively and approved by the Document Owner.

### Document Control Disclaimer

Printed copies of this document are considered uncontrolled. Please refer to the Corporate Document Register on Council’s intranet to access the most current version of this document.



### 5.3.2 Delegations - Council to Members of Staff

Authorised by General Manager Business Excellence

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#### Purpose

This report seeks Council's consideration and adoption of the updated S6 Instrument of Delegation from Council to Members of Council Staff, as provided at **Attachment 1**, and S18 Instrument of Sub-Delegation as provided at **Attachment 2**, to ensure delegation arrangements remain current, legally valid, and clearly aligned with Council's organisational structure.

#### Key Points

Local government decision making is governed by a legislative framework that prescribes how, and by whom, statutory powers, duties and functions may be exercised. The *Local Government Act 2020* (the Act) establishes the core framework for delegations within Council, supported by other legislation that permits Council or the Chief Executive Officer (CEO) to delegate specific statutory powers directly to members of Council staff.

Council's Delegations Framework (Framework) translates this legislative authority into day-to-day decision-making arrangements. Council is the source of authority, the CEO acts as the primary delegate, and officers exercise delegated powers on behalf of Council or the CEO. Planning, environmental protection and other regulatory legislation provide additional delegation pathways to support efficient and lawful service delivery.

The Framework is underpinned by formal Instruments of Delegation and Sub-Delegation, which establish a clear and traceable chain of authority. Maintaining current and accurate Instruments is critical to ensure decisions are lawful, valid and enforceable, and made by appropriately authorised officers. This safeguards Council's regulatory functions, reduces legal and governance risk, and provides assurance to Councillors, auditors and the community.

The updates presented in this report arise directly from the January 2026 biannual review undertaken through the Maddocks Delegations and Authorisations Subscription Service and ensure Council's delegation instruments remain current, legally valid and aligned with legislative requirements and organisational structure.

## Recommendation

### ***That Council:***

- 1. approves the delegations to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the S6 Instrument of Delegation as provided at Attachment 1 and the S18 Instrument of Sub-Delegation as provided at Attachment 2, subject to the conditions and limitations specified in those Instruments;***
- 2. resolves that the S6 Instrument of Delegation, provided at Attachment 1, and the S18 Instrument of Sub-Delegation, provided at Attachment 2, come into force immediately upon this resolution being made and are to be signed by the Chief Executive Officer;***
- 3. revokes the S6 Instrument of Delegation from Council to Members of Staff dated 22 November 2022 and the S18 Instrument of Sub-Delegation dated 1 February 2022 upon the coming into force of the Instruments provided at Attachments 1 and 2; and***
- 4. notes that the duties and functions set out in both Instruments must be performed, and the powers set out in both Instruments must be executed, in accordance with any policies of Council that it may from time to time adopt.***

## Supporting Information

### Legislative and Delegation Framework

Under section 11 of the Act, Council may delegate its powers, duties and functions only to the CEO or a Delegated Committee, if established. The CEO may then sub-delegate those powers to members of Council staff under section 47 of the Act and may also delegate their own statutory powers under the Act and other legislation.

In addition, a number of Acts administered by Council contain express provisions permitting Council to delegate specified statutory powers directly to members of Council staff. These delegations are recorded in the S6 Instrument of Delegation and apply to key regulatory legislation, including (but not limited to) the *Domestic Animals Act 1994*, *Food Act 1984*, *Planning and Environment Act 1987*, *Residential Tenancies Act 1997* and *Road Management Act 2004*, together with associated Regulations.

The *Environment Protection Act 2017* enables the Environment Protection Authority (EPA) Governing Board to delegate powers to Councils. From 1 July 2021, Council has held delegated EPA powers, which are further subdelegated to authorised officers through the S18 Instrument of Sub-Delegation to enable the lawful performance of prescribed environmental regulatory functions.

Formal written Instruments of Delegation and Sub-Delegation are the legal mechanisms by which these arrangements are recorded and maintained, ensuring statutory powers are exercised lawfully, consistently and by appropriately authorised officers.

### Maddocks Delegation and Authorisation Subscription Service

Council subscribes to the Maddocks Delegations and Authorisations Subscription Service, which provides biannual legal reviews of Council's Instruments of Delegation and Sub-Delegation.

The updates presented in this report arise directly from the January 2026 biannual review undertaken through that service. The review identified required consolidations, clarifications and minor administrative updates to ensure Council's delegation instruments remain current, legally valid and aligned with legislative requirements and organisational structure.

### Summary of Changes

#### ***S6 Instrument of Delegation***

The current S6 Instrument of Delegation was adopted by Council on 29 November 2022. Since adoption, amendments have been made to reflect current organisational structures and position titles.

This update reflects a range of legislative changes that affect Council's statutory functions and delegations across multiple regulatory frameworks, including:

- Amendments to the *Planning and Environment Act 1987* which commenced on 25 November 2025, introducing changes to planning powers and delegations. These amendments have been incorporated into the January 2026 biannual review of Council's Instrument of Delegation, ensuring that planning-related delegations remain current and compliant with the Act.

- In addition, the update takes account of legislative changes arising under the *Food Act 1984*, the *Road Management Act 2004*, the *Planning and Environment Regulations 2015*, and the *Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024*. These changes have been addressed as part of the broader review to ensure Council's delegations continue to align with contemporary legislative requirements across public health, infrastructure management, planning administration and residential tenancy regulation.

Additional administrative updates identified by Council relating to the *Cemeteries and Crematoria Act 2003*:

Provisions under the *Cemeteries and Crematoria Act 2003* have been re-inserted into the S6 Instrument of Delegation. These provisions were removed previously on the basis that Council does not operate active cemeteries. It has since been identified that Council continues to hold residual administrative and reporting responsibilities under the Act in its capacity as Cemetery Trust for unused cemeteries at Glenaladale and Glen Wills. The re-insertion ensures appropriate delegations are in place to support those ongoing statutory obligations and does not introduce new or expanded cemetery operations.

### **S18 Instrument of Sub-Delegation**

The current S18 Instrument of Sub-Delegation was adopted on 1 February 2022. No substantive legislative amendments were required through the January 2026 biannual update. Minor changes ensure position titles reflect current organisational structures so that delegations remain correctly linked to responsible positions.

### **Strategic Alignment**

This report has been prepared and aligned with the following theme in the Council Plan 2025-2029:

#### *Theme 4: Managing Council well*

Outcome – Council operates transparently and effectively with public trust

Outcome – Decision-making is streamlined, efficient, and responsive to community needs

### **Consultation/Community Engagement/Impacts**

No external consultation has been undertaken as this report relates to internal governance arrangements.

Extensive internal consultation has occurred with relevant Managers to ensure that the updated Instruments accurately reflect current organisational structures, position titles, and operational responsibilities. This consultation supports the practical implementation of delegations and ensures alignment between statutory authority and operational practice.

### **Opportunities and Risks**

Opportunities include strengthened governance, improved clarity of decision-making authority, reduced legal and compliance risk, and more efficient operational decision-making through up to date and legally robust delegations.

Risks of not adopting the updated Instruments include the potential for decisions to be made without proper authority, increased exposure to legal challenge, and reduced confidence in the validity and enforceability of Council decisions. These risks are mitigated through regular review and adoption of updated Instruments.

## **Climate Change**

This report is assessed as having no direct impact on climate change.

## **Conflicts of Interest**

Officers preparing this report have no conflict of interest to declare.

## **Attachments**

1. S6 Instrument of Delegation - Council to Members of Staff [**5.3.2.1** - 237 pages]
2. S18 Instrument of Sub-Delegation - Environment Protection Act 2017 [**5.3.2.2** - 7 pages]



## **S6 Instrument of Delegation Council to Members of Staff**

**Instrument of Delegation**

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

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

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

.....  
Witness

Date: .....

## SCHEDULE

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<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
##The provisions of this Act apply to Council appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53).			
Note: Council currently acts as a Cemetery Trust over two unused cemeteries at Glenaladale and Glen Wills. Accordingly, many provisions are not required to be delegated.			
<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 8(1)(a)(ii)	Power to manage one or more public cemeteries	NO DELEGATION	
s 12(1)	Function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act	Chief Executive Officer General Manager Business Excellence	Where Council is a Class B cemetery trust
s 12(2)	Duty to have regard to the matters set out in paragraphs (a) – (c) in exercising its functions	Chief Executive Officer General Manager Business Excellence	Where Council is a Class B cemetery trust
s 12A(1)	Function to do the activities set out in paragraphs (a) – (n)	NO DELEGATION	Where Council is a Class A cemetery trust
s 12A(2)	Duty to have regard to matters set out in paragraphs (a) – (e) in exercising its functions	NO DELEGATION	Where Council is a Class A cemetery trust
s 13	Duty to do anything necessary or convenient to enable it to carry out its functions	Chief Executive Officer General Manager Business Excellence	
s 14	Power to manage multiple public cemeteries as if they are one cemetery	Chief Executive Officer General Manager Business Excellence	
s 15(4)	Duty to keep records of delegations	Chief Executive Officer General Manager Business Excellence	
s 17(1)	Power to employ any persons necessary	Chief Executive Officer	
s 17(2)	Power to engage any professional, technical or other assistance considered necessary	Chief Executive Officer General Manager Business Excellence	
s 17(3)	Power to determine the terms and conditions of employment or engagement	Chief Executive Officer General Manager Business Excellence	Subject to any guidelines or directions of the Secretary

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
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s 18(3)	Duty to comply with a direction from the Secretary	Chief Executive Officer General Manager Business Excellence	
s 18B(1) & (2)	Duty to establish governance committees within 12 months of becoming a Class A cemetery trust and power to establish other governance committees from time to time	NO DELEGATION	Where Council is a Class A cemetery trust
s 18C	Power to determine the membership of the governance committee	NO DELEGATION	Where Council is a Class A cemetery trust
s 18D	Power to determine procedure of governance committee	NO DELEGATION	Where Council is a Class A cemetery trust
s 18D(1)(a)	Duty to appoint community advisory committee for the purpose of liaising with communities	NO DELEGATION	Where Council is a Class A cemetery trust
s 18D(1)(b)	Power to appoint any additional community advisory committees	NO DELEGATION	Where Council is a Class A cemetery trust
s 18D(2)	Duty to establish a community advisory committee under s 18D(1)(a) within 12 months of becoming a Class A cemetery trust.	NO DELEGATION	Where Council is a Class A cemetery trust
s 18D(3)	Duty to include a report on the activities of the community advisory committees in its report of operations under Part 7 of the <i>Financial Management Act 1994</i>	NO DELEGATION	Where Council is a Class A cemetery trust
s 18F(2)	Duty to give preference to a person who is not a funeral director or a stonemason (or a similar position) when appointing a person to a community advisory committee	NO DELEGATION	Where Council is a Class A cemetery trust
s 18H(1)	Duty to hold an annual meeting before 30 December in each calendar year	NO DELEGATION	Where Council is a Class A cemetery trust

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 18I	Duty to publish a public notice of annual meeting in a newspaper, a reasonable time before the date of the annual meeting	NO DELEGATION	Where Council is a Class A cemetery trust
s 18J	Duty to provide leadership, assistance and advice in relation to operational and governance matters relating to cemeteries (including the matters set out in s 18J(2))	NO DELEGATION	Where Council is a Class A cemetery trust
s 18L(1)	Duty to employ a person as the chief executive officer (by whatever title called) of the Class A cemetery trust	NO DELEGATION	Where Council is a Class A cemetery trust
s 18N(1)	Duty to prepare an annual plan for each financial year that specifies the items set out in paragraphs (a)-(d)	NO DELEGATION	Where Council is a Class A cemetery trust
s 18N(3)	Duty to give a copy of the proposed annual plan to the Secretary on or before 30 September each year for the Secretary's approval	NO DELEGATION	Where Council is a Class A cemetery trust
s 18N(5)	Duty to make amendments as required by the Secretary and deliver the completed plan to the Secretary within 3 months	NO DELEGATION	Where Council is a Class A cemetery trust
s 18N(7)	Duty to ensure that an approved annual plan is available to members of the public on request	NO DELEGATION	Where Council is a Class A cemetery trust
s 18O(1)	Duty to prepare a strategic plan and submit the plan to the Secretary for approval	NO DELEGATION	Where Council is a Class A cemetery trust
s 18O(4)	Duty to advise the Secretary if the trust wishes to exercise its functions in a manner inconsistent with its approved strategic plan	NO DELEGATION	Where Council is a Class A cemetery trust
s 18O(5)	Duty to ensure that an approved strategic plan is available to members of the public on request	NO DELEGATION	Where Council is a Class A cemetery trust

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
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s 18Q(1)	Duty to pay an annual levy on gross earnings as reported in the annual financial statements for the previous financial year	NO DELEGATION	Where Council is a Class A cemetery trust
s 19	Power to carry out or permit the carrying out of works	Chief Executive Officer General Manager Business Excellence	
s 20(1)	Duty to set aside areas for the interment of human remains	NO DELEGATION	
s 20(2)	Power to set aside areas for the purposes of managing a public cemetery	NO DELEGATION	
s 20(3)	Power to set aside areas for those things in paragraphs (a) – (e)	NO DELEGATION	
s 24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land	NO DELEGATION	
s 36	Power to grant licences to enter and use part of the land or building in a public cemetery in accordance with s 36	NO DELEGATION	Subject to the approval of the Minister
s 37	Power to grant leases over land in a public cemetery in accordance with s 37	NO DELEGATION	Subject to the Minister approving the purpose
s 40	Duty to notify Secretary of fees and charges fixed under s 39	NO DELEGATION	
s 47	Power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	NO DELEGATION	Provided the street was constructed pursuant to the <i>Local Government Act 2020</i>

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 52	Duty to submit a report to the Secretary in relation to any public cemetery for which the cemetery trust is responsible for each financial year in respect of which it manages that cemetery	Chief Executive Officer General Manager Business Excellence Chief Finance Officer	
s 57(1)	Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	Chief Executive Officer General Manager Business Excellence Chief Finance Officer	Report must contain the particulars listed in s 57(2)
s 59	Duty to keep records for each public cemetery	Chief Executive Officer General Manager Business Excellence Chief Finance Officer	
s 60(1)	Duty to make information in records available to the public for historical or research purposes	Chief Executive Officer General Manager Business Excellence Chief Finance Officer	
s 60(2)	Power to charge fees for providing information	Chief Executive Officer General Manager Business Excellence Chief Finance Officer	Subject to the budget process
s 64(4)	Duty to comply with a direction from the Secretary under s 64(3)	Chief Executive Officer General Manager Business Excellence Chief Finance Officer	
s 64B(d)	Power to permit interments at a reopened cemetery	NO DELEGATION	
s 66(1)	Power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	NO DELEGATION	The application must include the requirements listed in s 66(2)(a)–(d)

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 69	Duty to take reasonable steps to notify of conversion to historic cemetery park	Chief Executive Officer General Manager Business Excellence Chief Finance Officer	
s 70(1)	Duty to prepare plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed	NO DELEGATION	
s 70(2)	Duty to make plans of existing place of interment available to the public	NO DELEGATION	
s 71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies	NO DELEGATION	
s 71(2)	Power to dispose of any memorial or other structure removed	NO DELEGATION	
s 72(2)	Duty to comply with request received under s 72	NO DELEGATION	
s 73(1)	Power to grant a right of interment	NO DELEGATION	
s 73(2)	Power to impose conditions on the right of interment	NO DELEGATION	
s 74(3)	Duty to offer a perpetual right of interment	NO DELEGATION	
s 75	Power to grant the rights of interment set out in s 75(a) and (b)	NO DELEGATION	
s 76(3)	Duty to allocate a piece of interment if an unallocated right is granted	NO DELEGATION	
s 77(4)	Power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application	NO DELEGATION	

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s 80(1)	Function of receiving notification and payment of transfer of right of interment	NO DELEGATION	
s 80(2)	Function of recording transfer of right of interment	NO DELEGATION	
s 82(2)	Duty to pay refund on the surrender of an unexercised right of interment	NO DELEGATION	
s 83(2)	Duty to pay refund on the surrender of an unexercised right of interment	NO DELEGATION	
s 83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment	NO DELEGATION	
s 84(1)	Function of receiving notice of surrendering an entitlement to a right of interment	NO DELEGATION	
s 84F(2)(d)	Function of receiving notice of decision to vary or force the surrender of a right of interment under s 84C(2), (3) or (5)	NO DELEGATION	
s 84H(4)	Power to exercise the rights of a holder of a right of interment	NO DELEGATION	
s 84I(4)	Power to exercise the rights of a holder of a right of interment	NO DELEGATION	
s 84I(5)	Duty to pay refund to the previous holder or holders of the right of interment	NO DELEGATION	
s 84I(6)(a)	Power to remove any memorial on the place of interment	NO DELEGATION	
s 84I(6)(b)	Power to grant right of interment under s 73	NO DELEGATION	
s 85(1)	Duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	NO DELEGATION	The notice must be in writing and contain the requirements listed in s 85(2)

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
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s 85(2)(b)	Duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry	NO DELEGATION	Does not apply where right of interment relates to remains of a deceased veteran.
s 85(2)(c)	Power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of interment or; Remove interred remains and re-inter at another location within cemetery grounds and remove any memorial at that place and re-establish at new or equivalent location	NO DELEGATION	May only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of interment is not extended or converted to a perpetual right of interment.
s 86	Power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified	NO DELEGATION	
s 86(2)	Power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	NO DELEGATION	
s 86(3)(a)	Power to leave interred cremated human remains undisturbed in perpetuity and convert the right of interment to a perpetual right of interment	NO DELEGATION	
s 86(3)(b)	Power to remove interred cremated human remains and take further action in accordance with s 86(3)(b)	NO DELEGATION	
s 86(4)	Power to take action under s 86(4) relating to removing and re-interring cremated human remains	NO DELEGATION	
s 86(5)	Duty to provide notification before taking action under s 86(4)	NO DELEGATION	
s 86A	Duty to maintain place of interment and any memorial at place of interment, if action taken under s 86(3)	NO DELEGATION	

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
<p>##The provisions of this Act apply to Council appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53).</p> <p>Note: Council currently acts as a Cemetery Trust over two unused cemeteries at Glenaladale and Glen Wills. Accordingly, many provisions are not required to be delegated.</p>			
<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 87(3)	Duty, if requested, to extend the right for a further 25 years or convert the right to a perpetual right of interment	NO DELEGATION	
s 88	Function to receive applications to carry out a lift and re-position procedure at a place of interment	NO DELEGATION	
s 91(1)	Power to cancel a right of interment in accordance with section 91	NO DELEGATION	
s 91(3)	Duty to publish notice of intention to cancel right of interment	NO DELEGATION	
s 92	Power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment	NO DELEGATION	
s 98(1)	Function of receiving application to establish or alter a memorial or a place of interment	NO DELEGATION	
s 99	Power to approve or refuse an application made under section 98, or to cancel an approval	NO DELEGATION	
s 99(4)	Duty to make a decision on an application under s 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested	NO DELEGATION	
s 100(1)	Power to require a person to remove memorials or places of interment	NO DELEGATION	
s 100(2)	Power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with s 100(1)	NO DELEGATION	
s 100(3)	Power to recover costs of taking action under s 100(2)	NO DELEGATION	

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery	NO DELEGATION	
s 102(1)	Power to approve or refuse an application under s 101, if satisfied of the matters in (b) and (c)	NO DELEGATION	
s 102(2) & (3)	Power to set terms and conditions in respect of, or to cancel, an approval granted under s 102(1)	NO DELEGATION	
s 103(1)	Power to require a person to remove a building for ceremonies	NO DELEGATION	
s 103(2)	Power to remove and dispose of a building for ceremonies or remedy the failure to comply with s 103(1)	NO DELEGATION	
s 103(3)	Power to recover costs of taking action under s 103(2)	NO DELEGATION	
s 106(1)	Power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs	NO DELEGATION	
s 106(2)	Power to require the holder of the right of interment to provide for an examination	NO DELEGATION	
s 106(3)	Power to open and examine the place of interment if s 106(2) not complied with	NO DELEGATION	
s 106(4)	Power to repair or – with the approval of the Secretary - take down, remove and dispose any memorial or place of interment if notice under s 106(1) is not complied with	NO DELEGATION	
s 107(1)	Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	NO DELEGATION	

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 107(2)	Power to repair or take down, remove and dispose any building for ceremonies if notice under s 107(1) is not complied with	NO DELEGATION	
s 108	Power to recover costs and expenses	NO DELEGATION	
s 109(1)(a)	Power to open, examine and repair a place of interment	NO DELEGATION	Where the holder of right of interment or responsible person cannot be found
s 109(1)(b)	Power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	NO DELEGATION	Where the holder of right of interment or responsible person cannot be found
s 109(2)	Power to repair the building for ceremonies or, with the consent of the Secretary, take down, remove and dispose of a building for ceremonies	NO DELEGATION	Where the holder of right of interment or responsible person cannot be found
s 110(1)	Power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder with consent of the Secretary	NO DELEGATION	
s 110(1A)	Power to maintain, repair or restore the place of interment if unable to find any of the other holders after diligent inquiries and with the consent of the Secretary	NO DELEGATION	
s 110(2)	Power to maintain, repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary	NO DELEGATION	
s 110A	Power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran	NO DELEGATION	
s 111	Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	NO DELEGATION	

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
##The provisions of this Act apply to Council appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53).			
Note: Council currently acts as a Cemetery Trust over two unused cemeteries at Glenaladale and Glen Wills. Accordingly, many provisions are not required to be delegated.			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 112	Power to sell and supply memorials	NO DELEGATION	
s 116(4)	Duty to notify the Secretary of an interment authorisation granted	NO DELEGATION	
s 116(5)	Power to require an applicant to produce evidence of the right of interment holder's consent to application	NO DELEGATION	
s 118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	NO DELEGATION	
s 119	Power to set terms and conditions for interment authorisations	NO DELEGATION	
s 131	Function of receiving an application for cremation authorisation	NO DELEGATION	
s 133(1)	Duty not to grant a cremation authorisation unless satisfied that requirements of s 133 have been complied with	NO DELEGATION	Subject to s 133(2)
s 145	Duty to comply with an order made by the Magistrates' Court or a coroner	NO DELEGATION	
s 146	Power to dispose of bodily remains by a method other than interment or cremation	NO DELEGATION	Subject to the approval of the Secretary
s 147	Power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation	NO DELEGATION	
s 149	Duty to cease using method of disposal if approval revoked by the Secretary	NO DELEGATION	
s 150 & 152(1)	Power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met	NO DELEGATION	

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
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Note: Council currently acts as a Cemetery Trust over two unused cemeteries at Glenaladale and Glen Wills. Accordingly, many provisions are not required to be delegated.			
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<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 151	Function of receiving applications to inter or cremate body parts	NO DELEGATION	
s 152(2)	Power to impose terms and conditions on authorisation granted under s 150	NO DELEGATION	
sch 1 cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	NO DELEGATION	
sch 1 cl 8(8)	Power to regulate own proceedings	NO DELEGATION	Subject to cl 8
sch 1A cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	NO DELEGATION	Where Council is a Class A cemetery trust
sch 1A cl 8(8)	Power to regulate own proceedings	NO DELEGATION	Where Council is a Class A cemetery trust Subject to cl 8

<b>DOMESTIC ANIMALS ACT 1994</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s 41A(1)	Power to declare a dog to be a menacing dog	Community Laws Coordinator Senior Community Laws Officer	Council may delegate this power to an authorised officer

<b>FOOD ACT 1984</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	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	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	If section 19(1) applies

<b>FOOD ACT 1984</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	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 sections 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	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	If section 19(1) applies
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	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	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	If section 19(1) applies
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c)	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	Where Council is the registration authority

<b>FOOD ACT 1984</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19AA(4)(c)	Power to direct, in an order made under section 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator	Note: the power to direct the matters under sections 19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution  Only in relation to temporary food premises or mobile food premises
s 19AA(7)	Duty to revoke order issued under section 19AA and give written notice of revocation, if satisfied that that order has been complied with	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environment Health Officer	Where Council is the registration authority
s 19EA(3)	Function of receiving copy of revised food safety program	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environment Health Officer	Where Council is the registration authority

<b>FOOD ACT 1984</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator	Where Council is the registration authority Subject to section 19FA(2), which requires a time limit for compliance to be specified
s 19FA(3)(a)	Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under section 19FA(1)	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator	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 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 section 19FA(1)	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator	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 section 19FA(1)	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator	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	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	Where Council is the registration authority

<b>FOOD ACT 1984</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environment Health Officer	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environment Health Officer	Where Council is the registration authority Note: Not required if Council has taken other appropriate action in relation to deficiencies (see section 19IA(3))
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environment Health Officer	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	Where Council is the registration authority

<b>FOOD ACT 1984</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	Except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39.
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	Where Council is the registration authority
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
---	Power to register or renew the registration of a food premises	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the Chief Executive Officer (see section 58A(2))
s 36A	Power to accept an application for registration or notification using online portal	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator	Where Council is the registration authority <i>Within approved Financial Delegations</i>
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	Where Council is the registration authority
s 38AB(4)	Power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under subsection (1)	NO DELEGATION	Where Council is the registration authority

<b>FOOD ACT 1984</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 38A(4)	Power to request a copy of a completed food safety program template	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	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	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of section 38A	Chief Executive Officer Manager Governance and Regulatory Services Environmental Health Coordinator	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matter in sections 38B(2)(a)-(b)	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	Where Council is the registration authority
s 38D(1)	Duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	Where Council is the registration authority

<b>FOOD ACT 1984</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 38D(2)	Duty to be satisfied of the matters in sections 38D(2)(a)-(d)	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	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	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	Where Council is the registration authority

<b>FOOD ACT 1984</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environment Health Officer	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	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environment Health Officer	Where Council is the registration authority
s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environment Health Officer	Where Council is the registration authority
s 39(2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environment Health Officer	Where Council is the registration authority
s 39A	Power to register or renew the registration of a food premises despite minor defects	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	Where Council is the registration authority Only if satisfied of matters in sections 39A (2)(a)-(c).

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 39A(6)	Duty to comply with a direction of the Secretary	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	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>	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	
s 40C(2)	Power to grant or renew the registration of food premises for a period less than 1 year	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator	Where Council is the registration authority

<b>FOOD ACT 1984</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 40E	Duty to comply with direction of the Secretary	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator	
s 40F	Power to cancel registration of food premises	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	Where Council is the registration authority
s 43	Duty to maintain records of registration	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer Administration Officer Health	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, or renewing registration of a component of a food business	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator	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	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator	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))

<b>FOOD ACT 1984</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 45AC	Power to bring proceedings	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator	
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator	Where Council is the registration authority

<b>HERITAGE ACT 2017</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 116	Power to sub-delegate Executive Director's functions, duties or powers	NO DELEGATION	Must first obtain Executive Director's written consent  Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 185L(4)	Power to declare and levy a cladding rectification charge	Chief Executive Officer <sup>1</sup>	The only member of staff who can be a delegate is the CEO

<sup>1</sup> The only member of staff who can be a delegate in Column 3 is the Chief Executive Officer

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 4B	Power to prepare an amendment to the Victoria Planning Provisions	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Principal Strategic Planner Strategic Planner Planning Projects Support Officer Statutory Planning Officer	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Principal Strategic Planner Strategic Planner Planning Projects Support Officer Statutory Planning Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with the public availability requirements	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Principal Strategic Planner Strategic Planner Planning Projects Support Officer Statutory Planning Officer Statutory Planning Support Officer Land Use Administration Officer Land Use Administration Team Leader Land Use Administration and Subdivision Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 41(2)	Duty to make a copy of the Victoria Planning Provisions and other documents available in accordance with the public availability requirements	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Senior Planning Advisor Strategic Planning Projects Coordinator Principal Statutory Planner Strategic Planner Planning Projects Support Officer Statutory Planning Officer Land Use Administration Officer Land Use Administration Team Leader Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Strategic Planning Project Officer Statutory Planning Officer Principal Strategic Planner	
s 12B(1)	Duty to review planning scheme	Chief Executive Officer General Manager Place and Community Manager Planning and Development Strategic Planning Projects Coordinator Strategic Planner Strategic Planning Project Officer Statutory Planning Officer Principal Strategic Planner	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 12B(2)	Duty to review planning scheme at direction of Minister	Chief Executive Officer General Manager Place and Community Manager Planning and Development Strategic Planning Projects Coordinator Strategic Planner Strategic Planning Project Officer Statutory Planning Officer Principal Strategic Planner	
s 12B(5)	Duty to report findings of review of planning scheme to Minister without delay	Chief Executive Officer General Manager Place and Community Manager Planning and Development Strategic Planning Projects Coordinator Strategic Planner Strategic Planning Project Officer Statutory Planning Officer Principal Strategic Planner	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 14	Duties of the Responsible Authority as set out in sections 14(a) to (d)	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Development Compliance Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	
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.	Chief Executive Officer General Manager Place and Community Manager Planning and Development Strategic Planning Projects Coordinator Statutory Planning Coordinator Principal Statutory Planner Principal Strategic Planner Senior Planning Advisor	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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.	Chief Executive Officer General Manager Place and Community Manager Planning and Development Strategic Planning Projects Coordinator Statutory Planning Coordinator Principal Statutory Planner Principal Strategic Planner Senior Planning Advisor	
s 16C(4)	Duty to give a copy of the request and the notice under subsection 16C(1) to the Minister.	Chief Executive Officer General Manager Place and Community Manager Planning and Development Strategic Planning Projects Coordinator Statutory Planning Coordinator Principal Statutory Planner Principal Strategic Planner Senior Planning Advisor	
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.  Note: see also sections 16G and 16K.	Chief Executive Officer General Manager Place and Community Manager Planning and Development Strategic Planning Projects Coordinator Statutory Planning Coordinator Principal Statutory Planner Principal Strategic Planner Strategic Planner Senior Planning Advisor	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 16F	Power to prepare an amendment to the planning scheme where the Minister has authorised Council to do so under section 16F	Chief Executive Officer General Manager Place and Community Manager Planning and Development Strategic Planning Projects Coordinator Statutory Planning Coordinator Principal Statutory Planner Principal Strategic Planner Strategic Planner Senior Planning Advisor	
s 16H	Power to prepare an amendment specified in an application without the Minister's authorisation if no response received after 10 business days <b>Note:</b> see also section 16K.	Chief Executive Officer General Manager Place and Community Manager Planning and Development Strategic Planning Projects Coordinator Statutory Planning Coordinator Principal Statutory Planner Principal Strategic Planner Strategic Planner Senior Planning Advisor	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>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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.	Chief Executive Officer General Manager Place and Community Manager Planning and Development Strategic Planning Projects Coordinator Statutory Planning Coordinator Principal Statutory Planner Principal Strategic Planner Strategic Planner Senior Planning Advisor	
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.  Note: see also sections 16D, 16G and 16J.	Chief Executive Officer General Manager Place and Community Manager Planning and Development Strategic Planning Projects Coordinator Statutory Planning Coordinator Principal Statutory Planner Principal Strategic Planner Strategic Planner	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 17(1)	Duty of giving copy amendment to the planning scheme	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Strategic Planning Project Officer Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 17(2)	Duty of giving copy section 173 agreement	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Strategic Planning Project Officer Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Strategic Planning Project Officer Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 18	Duty to make amendment etc. available in accordance with the public availability requirements	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Strategic Planning Project Officer Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	Until the proposed amendment is approved or lapsed

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under section 19 to a planning scheme	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Strategic Planning Project Officer Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Strategic Planning Project Officer Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority
s 20(1)	Power to apply to Minister for exemption from the requirements of section 19	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator	Where Council is a planning authority

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 21(2)	Duty to make submissions available in accordance with public availability requirements	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Strategic Planning Project Officer Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	Until the end of 2 months after the amendment comes into operation or lapses

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 21A(4)	Duty to publish notice	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Strategic Planning Project Officer Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Strategic Planning Project Officer Statutory Planning Officer Principal Strategic Planner	Except submissions which request a change to the items in sections 22(5)(a) and (b)

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Strategic Planner	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Strategic Planning Project Officer Statutory Planning Officer Principal Strategic Planner	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 23(2)	Power to refer to a panel submission/s which does not require a change to the amendment	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Strategic Planning Project Officer Statutory Planning Officer Principal Strategic Planner	
s 23A(2)	Power to: - change the amendment in the manner requested; - not change the amendment in the manner requested; or - abandon the amendment or part of the amendment.	Chief Executive Officer General Manager Place and Community Manager Planning and Development Strategic Planning Projects Coordinator Statutory Planning Coordinator Principal Statutory Planner Principal Strategic Planner Senior Planning Advisor	Where Council is the planning authority. After considering a submission which requests a change to a 'low-impact' amendment (as described in section 16N).

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in section 96D)	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Strategic Planning Project Officer Statutory Planning Officer Principal Strategic Planner	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in section 197B of the Act	Chief Executive Officer General Manager Place and Community Manager Planning and Development Principal Statutory Planner Senior Planning Advisor	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 26(2)	Duty to keep report of panel available for inspection in accordance with the public availability requirements	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Strategic Planner Strategic Planning Project Officer Statutory Planning Officer Principal Statutory Planner Senior Planning Advisor Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	During the inspection period
s 27(2)	Power to apply for exemption if panel's report not received	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Strategic Planner	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 28(1)	Duty to notify the Minister if abandoning an amendment, with a copy of any submission considered, and a statement of reasons for the decision.	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Strategic Planner Strategic Planning Project Officer Statutory Planning Officer Principal Statutory Planner Senior Planning Advisor Principal Strategic Planner	Note: The power to make a decision to abandon an amendment cannot be delegated.

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 28(2)	Duty to publish notice of the decision on internet site	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Strategic Planner Strategic Planning Project Officer Statutory Planning Officer Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 28(4)	Duty to make notice of the decision available on Council's internet site for a period of at least 2 months	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Strategic Planner Strategic Planning Project Officer Statutory Planning Officer Principal Statutory Planner Senior Planning Advisor Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 28C	Duty to comply with directions of the Minister after abandoning the amendment with respect to: - providing relevant documentation; and - providing assistance with steps to be taken for the amendment.	Chief Executive Officer General Manager Place and Community Manager Planning and Development Strategic Planning Projects Coordinator Statutory Planning Coordinator Principal Statutory Planner Principal Strategic Planner Strategic Planner Strategic Planning Project Officer Statutory Planning Officer Senior Planning Advisor Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer Senior Planning Advisor	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 30(4)(a)	Duty to say if amendment has lapsed	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Strategic Planning Project Officer Statutory Planning Officer Principal Strategic Planner	
s 30(4)(b)	Duty to provide information in writing upon request	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Strategic Planning Project Officer Statutory Planning Officer Principal Strategic Planner	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 32(2)	Duty to give more notice if required	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Strategic Planner Strategic Planning Project Officer Statutory Planning Officer Principal Statutory Planner Senior Planning Advisor Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 33(1)	Duty to give more notice of changes to an amendment	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Statutory Planning Officer Principal Statutory Planner Senior Planning Advisor Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 36(2)	Duty to give notice of approval of amendment	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Statutory Planning Officer Principal Statutory Planner Senior Planning Advisor Land Use Administration Team Leader Land Use Administration Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	
s 38(5)	Duty to give notice of revocation of an amendment	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Principal Strategic Planner	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 39	Function of being a party to a proceeding commenced under section 39 and duty to comply with determination by VCAT	Chief Executive Officer General Manager Place and Community Manager Planning and Development Strategic Planning Projects Coordinator Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Principal Strategic Planner	
s 40(1)	Function of lodging copy of approved amendment	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Strategic Planning Projects Coordinator Strategic Planner Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements section out in section 197B of the Act after the inspection period ends	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Statutory Planning Officer Principal Statutory Planner Senior Planning Advisor Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	
s 46AAA	Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity.	Not Applicable	Where Council is a responsible public entity and is a planning authority
s 46AW	Function of being consulted by the Minister	Chief Executive Officer General Manager Place and Community Manager Planning and Development	Where Council is a responsible public entity

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy  Power to endorse the draft Statement of Planning Policy	Chief Executive Officer General Manager Place and Community Manager Planning and Development	Where Council is a responsible public entity
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	Chief Executive Officer General Manager Place and Community Manager Planning and Development Principal Statutory Planner Senior Planning Advisor Statutory Planning Coordinator Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Statutory Planning Officer Principal Strategic Planner	Where Council is a responsible public entity

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	Chief Executive Officer General Manager Place and Community Manager Planning and Development Principal Statutory Planner Senior Planning Advisor Statutory Planning Coordinator Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Statutory Planning Officer Principal Strategic Planner	Where Council is a responsible public entity
s 46G(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	Chief Executive Officer General Manager Place and Community Manager Planning and Development	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	Chief Executive Officer General Manager Place and Community Manager Planning and Development	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Statutory Planning Officer Principal Statutory Planner Senior Planning Advisor Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	Chief Executive Officer General Manager Place and Community Manager Planning and Development Principal Statutory Planner Senior Planning Advisor Statutory Planning Coordinator Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Statutory Planning Officer Principal Strategic Planner	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Principal Strategic Planner	
s 46GP	Function of receiving a notice under section 46GO	Chief Executive Officer General Manager Place and Community Manager Planning and Development Principal Statutory Planner Senior Planning Advisor Statutory Planning Coordinator Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Statutory Planning Officer Principal Strategic Planner	Where Council is the collecting agency

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Principal Strategic Planner	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under section 46GO	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Principal Strategic Planner	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Principal Strategic Planner	
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under section 46GQ	Chief Executive Officer General Manager Place and Community Manager Planning and Development	
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planning Projects Coordinator Principal Strategic Planner	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planning Projects Coordinator Principal Strategic Planner	Must be in accordance with approved Financial Delegations
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planning Projects Coordinator Principal Strategic Planner	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under section 46GT(5)	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Principal Strategic Planner	
s 46GU	Duty not to adopt an amendment under section 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 sections 46GU(1)(a) and (b) are met	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Principal Strategic Planner	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Principal Strategic Planner	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Principal Strategic Planner	Where Council is the collecting agency

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with section 46GV(5) and (6)	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Principal Strategic Planner	Where Council is the development agency
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with section 46GV(5) and (6)	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Principal Strategic Planner	Where Council is the collecting agency

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GV(7)	Duty to impose the requirements set out in sections 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Principal Strategic Planner	
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Principal Strategic Planner	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	Chief Executive Officer General Manager Place and Community Manager Planning and Development	Where Council is the collecting agency

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under section 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Principal Strategic Planner	Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records	Chief Executive Officer General Manager Business Excellence Chief Finance Officer	Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	Chief Executive Officer General Manager Business Excellence Chief Finance Officer	Where Council is the collecting agency
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	Chief Executive Officer General Manager Business Excellence Chief Finance Officer	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component	Chief Executive Officer General Manager Business Excellence Chief Finance Officer	Where the Council is the planning authority This duty does not apply where Council is also the collecting agency

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan as responsible for those works, services or facilities	Chief Executive Officer General Manager Place and Community Manager Planning and Development	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	Chief Executive Officer General Manager Business Excellence Chief Finance Officer	Where Council is the development agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the collecting agency
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under section 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under section 46GZ(5)	Chief Executive Officer General Manager Place and Community Manager Planning and Development	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	Chief Executive Officer General Manager Place and Community General Manager Assets and Environment Manager Planning and Development Manager Infrastructure and Open Space Civil Infrastructure Coordinator Statutory Planning Coordinator	Where Council is the collecting agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the relevant development agency

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	Chief Executive Officer General Manager Place and Community General Manager Assets and Environment Manager Planning and Development Manager Infrastructure and Open Space Civil Infrastructure Coordinator Statutory Planning Coordinator	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 section 46GW	Chief Executive Officer General Manager Place and Community General Manager Assets and Environment Manager Planning and Development Manager Infrastructure and Open Space Civil Infrastructure Coordinator Statutory Planning Coordinator	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	Chief Executive Officer General Manager Place and Community Manager Planning and Development	If any inner public purpose land is vested in Council under the <i>Subdivision Act</i> 1988 or acquired by Council before the time it is required to be provided to Council under section 46GV(4)  Where Council is the collecting agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the development agency
s 46GZ(9)	Function of receiving the fee simple in the land	Chief Executive Officer General Manager Business Excellence Manager Assets and Engineering Property Coordinator	Where Council is the development agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the collecting agency

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZA(1)	Duty to keep proper and separate accounts and records	Chief Executive Officer General Manager Business Excellence Chief Finance Officer	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>	Chief Executive Officer General Manager Place and Community General Manager Assets and Environment Manager Planning and Development Manager Infrastructure and Open Space Civil Infrastructure Coordinator Statutory Planning Coordinator	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(3)	Duty to follow the steps set out in sections 46GZB(3)(a) – (c)	Chief Executive Officer General Manager Place and Community General Manager Assets and Environment Manager Planning and Development Manager Infrastructure and Open Space Civil Infrastructure Coordinator Statutory Planning Coordinator	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	Chief Executive Officer General Manager Place and Community Manager Planning and Development	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

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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 sections 46GZD(2)(a) and (b)	Chief Executive Officer General Manager Place and Community General Manager Assets and Environment Manager Planning and Development Manager Infrastructure and Open Space Civil Infrastructure Coordinator Statutory Planning Coordinator	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)	Duty to follow the steps set out in sections 46GZD(3)(a) and (b)	Chief Executive Officer General Manager Place and Community General Manager Assets and Environment Manager Planning and Development Manager Infrastructure and Open Space Civil Infrastructure Coordinator Statutory Planning Coordinator	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZD(5)	Duty to make payments under section 46GZD(3) in accordance with sections 46GZD(5)(a) and 46GZD(5)(b)	Chief Executive Officer General Manager Place and Community Manager Planning and Development	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	Chief Executive Officer General Manager Business Excellence Manager Assets and Engineering Property Coordinator	Where Council is the development agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the collecting agency

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	Chief Executive Officer General Manager Business Excellence Chief Finance Officer	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 sections 46GZE(3)(a) and (b)	Chief Executive Officer General Manager Place and Community	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	Chief Executive Officer General Manager Place and Community	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	Duty, if land is sold under section 46GZF(2)(b), to follow the steps in sections 46GZF(3)(a) and (b)	Chief Executive Officer General Manager Place and Community	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	Function of receiving proceeds of sale	Chief Executive Officer General Manager Business Excellence Chief Finance Officer	Where Council is the collection agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the development agency
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 section 46GZF(5)	Chief Executive Officer General Manager Place and Community General Manager Business Excellence Chief Finance Officer	Where Council is the collecting agency under an approved infrastructure contributions plan

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZF(6)	Duty to make the payments under section 46GZF(4) in accordance with sections 46GZF(6)(a) and (b)	Chief Executive Officer General Manager Place and Community General Manager Business Excellence Chief Finance Officer	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	Chief Executive Officer General Manager Place and Community General Manager Business Excellence Chief Finance Officer	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	Chief Executive Officer General Manager Place and Community	Where Council is a collecting agency or development agency
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	Chief Executive Officer General Manager Place and Community	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 section 46LB (2)	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Principal Strategic Planner	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Principal Strategic Planner	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor	
s 46P(1)	Power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	Chief Executive Officer General Manager Place and Community	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46Q(1)	Duty to keep proper accounts of levies paid	Chief Executive Officer General Manager Business Excellence Chief Finance Officer	
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services or facilities on behalf of development agency or plan preparation costs incurred by a development agency	Chief Executive Officer General Manager Business Excellence Chief Finance Officer	
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc.	Chief Executive Officer General Manager Business Excellence General Manager Assets and Environment Chief Finance Officer Manager Infrastructure and Open Space Civil Infrastructure Coordinator	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	Chief Executive Officer General Manager Business Excellence Chief Finance Officer	Only applies when levy is paid to Council as a 'development agency' On advice from General Manager Place and Community
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 section 46Q(4)(a)	Chief Executive Officer General Manager Assets and Environment	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	Chief Executive Officer General Manager Assets and Environment	Must be done in accordance with Part 3

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46Q(4)(e)	Duty to expend that amount on other works etc.	Chief Executive Officer General Manager Assets and Environment	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	Chief Executive Officer General Manager Business Excellence Chief Finance Officer	
s 46QD	Duty to prepare report and give a report to the Minister	Chief Executive Officer General Manager Place and Community General Manager Business Excellence Manager Planning and Development Chief Finance Officer	Where Council is a collecting agency or development agency
s 46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with the public availability requirements, during the inspection period	Not Applicable	
s 46V(4)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with section 197B of the Act and on payment of the prescribed fee, after the inspection period	Not Applicable	
s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it	Not Applicable	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46V(6)	Duty to make a copy of the approved strategy plan incorporating all amendments to it available in accordance with the public availability requirements	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	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 48A	<p>Power to notify an applicant that the application is incomplete</p> <p>Note: 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).</p>	<p>Chief Executive Officer</p> <p>General Manager Place and Community</p> <p>Manager Planning and Development</p> <p>Strategic Planning Projects Coordinator</p> <p>Statutory Planning Coordinator</p> <p>Principal Statutory Planner</p> <p>Principal Strategic Planner</p> <p>Strategic Planner</p> <p>Strategic Planning Project Officer</p> <p>Statutory Planning Officer</p> <p>Senior Planning Advisor</p> <p>Land Use Administration Team Leader</p> <p>Land Use Administration Officer</p> <p>Statutory Planning Support Officer</p> <p>Land Use Administration and Subdivision Officer</p>	Where Council is the responsible authority

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 48C	Power to refund a fee paid for an application which is void and of no effect under section 48B(1)	Chief Executive Officer General Manager Place and Community Manager Planning and Development Strategic Planning Projects Coordinator Statutory Planning Coordinator Principal Statutory Planner Principal Strategic Planner Strategic Planner Strategic Planning Project Officer Statutory Planning Officer Senior Planning Advisor Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer	Where Council is the responsible authority

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 50(4)	Duty to amend application	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Land Use Administration Team Leader Land Use Administration Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	Must consult with Manager Planning and Development, Statutory Planning Coordinator or Principal Statutory Planner
s 50(5)	Power to refuse to amend application	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Principal Strategic Planner	Must consult with General Manager Place and Community, Manager Planning and Development, Statutory Planning Coordinator or Principal Statutory Planner

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 50(6)	Duty to make note of amendment to application in register	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 50A(1)	Power to make amendment to application	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Principal Strategic Planner	In consultation with General Manager Place and Community, Manager Planning and Development or Statutory Planning Coordinator

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 50A(4)	Duty to note amendment to application in register	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	This power must only be exercised following consultation with the Manager Planning and Development or Statutory Planning Coordinator

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 52(1)(b)	Duty to give notice of the application to other municipal councils where appropriate	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	Notice requirements under sections 52(1)(a), (b), (c) and (d) are exempt Other notice requirements apply

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	Notice requirements under sections 52(1)(a), (b), (c) and (d) are exempt Other notice requirements apply

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	Notice requirements under sections 52(1)(a), (b), (c) and (d) are exempt Other notice requirements apply

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 52(3)	Power to give any further notice of an application where appropriate	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 53(1)	Power to require the applicant to give notice under section 52(1) to persons specified by it	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 53(1A)	Power to require the applicant to give the notice under section 52(1AA)	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Strategic Planning Projects Coordinator Strategic Planner Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Planning Projects Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	Notice requirements under sections 52(1)(a), (b), (c) and (d) are exempt Other notice requirements apply

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 54(1)	Power to require the applicant to provide more information	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Strategic Planning Projects Coordinator Strategic Planner Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Planning Projects Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	Note: Delegates cannot require an applicant to provide more information than what is listed in schedules 59 – 59.16 of the planning scheme

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 54(1A)	Duty to give notice in writing of information required under section 54(1)	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Strategic Planning Projects Coordinator Strategic Planner Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Planning Projects Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	Note: Delegates cannot require an applicant to provide more information than what is listed in schedules 59 – 59.16 of the planning scheme

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 54(1B)	Duty to specify the lapse date for an application	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Principal Strategic Planner	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Strategic Planning Projects Coordinator Strategic Planner Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Planning Projects Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	This power must only be exercised following consultation with the Manager Planning and Development

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under section 54A(3)	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Strategic Planning Projects Coordinator Strategic Planner Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Planning Projects Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	The new lapse date must be included in the written notice of decision under subsections (5) and (6)

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Strategic Planning Projects Coordinator Strategic Planner Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Planning Projects Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	This power must only be exercised following consultation with the Manager Planning and Development

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to section 57A(5)	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Strategic Planning Projects Coordinator Strategic Planner Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Planning Projects Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 57A(5)	Power to refuse to amend application	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	This power must only be exercised following consultation with the Manager Planning and Development or Statutory Planning Coordinator

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 57A(6)	Duty to note amendments to application in register	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 57B(1)	Duty to determine whether and to whom notice should be given	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Strategic Planning Projects Coordinator Strategic Planner Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Planning Projects Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Strategic Planning Projects Coordinator Strategic Planner Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Planning Projects Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 57C(1)	Duty to give copy of amended application to referral authority	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 58	Duty to consider every application for a permit	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	
s 58A	Power to request advice from the Planning Application Committee	Chief Executive Officer General Manager Place and Community	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 60	Duty to consider certain matters	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Principal Strategic Planner	In accordance with the approved Planning Delegations Policy
s 60(1A)	Duty to consider certain matters	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Strategic Planning Projects Coordinator Strategic Planner Planning Projects Support Officer Principal Strategic Planner	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Strategic Planning Projects Coordinator Strategic Planner Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Planning Projects Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor	In accordance with the approved Planning Delegations Policy  The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>  <i>The permit must not be inconsistent with Council's Coastal Inundation and Erosion Planning Policy.</i>

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 61(2)	Duty to decide to refuse to grant a permit if relevant determining referral authority objects to grant of permit	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor	This power must only be exercised following consultation with the Manager Planning and Development
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor	In accordance with the approved Planning Delegations Policy This power must only be exercised following consultation with the Manager Planning and Development
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer	This power must only be exercised following consultation with the Manager Planning and Development  In accordance with the approved Planning Delegations Policy
s 62(1)	Duty to include certain conditions in deciding to grant a permit	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer	
s 62(2)	Power to include other conditions	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer	
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	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer	
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 sections 46N(1), 46GV(7) or 62(5)	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer	
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay for or provide works except a condition that a planning scheme requires to be included as referred to in section 62(1)(a)	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer	This provision applies also to a decision to grant an amendment to a permit - see section 75

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 64(3)	Duty not to issue a permit until after the specified period	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer	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	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer	This provision applies also to a decision to grant an amendment to a permit - see section 75

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer	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	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 66(1)	Duty to give notice under section 64 or section 65 and copy permit to relevant determining referral authorities	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 69(1)	Function of receiving application for extension of time of permit	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer	
s 69(1A)	Function of receiving application for extension of time to complete development	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 69(2)	Power to extend time	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer	This power must only be exercised following consultation with the Manager Planning and Development or Statutory Planning Coordinator
s 70	Duty to make copy permit available in accordance with public availability requirements	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer	
s 71(1)	Power to correct certain mistakes	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer	This power must only be exercised following consultation with the Manager Planning and Development or Statutory Planning Coordinator

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 71(2)	Duty to note corrections in register	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer	
s 73	Power to decide to grant amendment subject to conditions	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 74	Duty to issue amended permit to applicant if no objectors	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under section 64 or 76	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 76D	Duty to comply with direction of Minister to issue amended permit	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer	
s 83	Function of being respondent to an appeal	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Strategic Planning Projects Coordinator Principal Strategic Planner	In accordance with approved Planning Delegations Policy

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 83B	Duty to give or publish notice of application for review	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer	This power must only be exercised following consultation with the Manager Planning and Development In accordance with approved Planning Delegations Policy

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer	
s 84(3)	Duty to tell principal registrar of decision to grant a permit after an application is made for review of its failure to grant a permit	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer	
s 84AB	Power to agree to confining a review by the Tribunal	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Principal Strategic Planner	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 86	Duty to issue a permit at order of Tribunal within 3 business days	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	Chief Executive Officer	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Development Compliance Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 91(2)	Duty to comply with the directions of VCAT	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Development Compliance Officer Land Use Administration and Subdivision Officer	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under section 90	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Development Compliance Officer Land Use Administration and Subdivision Officer	
s 93(2)	Duty to give notice of VCAT order to stop development	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Municipal Building Surveyor Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Development Compliance Officer Land Use Administration and Subdivision Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 95(3)	Function of referring certain applications to the Minister	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer	
s 95(4)	Duty to comply with an order or direction	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Chief Executive Officer General Manager Place and Community General Manager Assets and Environment Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Strategic Planning Projects Coordinator Principal Strategic Planner	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.

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under section 96C	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Strategic Planning Projects Coordinator Principal Strategic Planner	
s 96F	Duty to consider the panel's report under section 96E	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Strategic Planner	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under section 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i> )	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planning Projects Coordinator Principal Strategic Planner	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 96H(3)	Power to give notice in compliance with Minister's direction	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planning Projects Coordinator Principal Strategic Planner	
s 96J	Duty to issue permit as directed by the Minister	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Strategic Planning Projects Coordinator Principal Strategic Planner Land Use Administration and Subdivision Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 96K	Duty to comply with direction of the Minister to give notice of refusal	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Strategic Planning Projects Coordinator Principal Strategic Planner Land Use Administration and Subdivision Officer	
s 96Z	Duty to keep levy certificates and levy exemption certificates given to it under sections 47 or 96A for no less than 5 years from receipt of the certificate	Not Applicable	
s 97C	Power to request Minister to decide the application	NO DELEGATION	Decision of Council only

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer	
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 97G(6)	Duty to make a copy of permits issued under section 97F available in accordance with public availability requirements	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer	
s 97L	Duty to include Ministerial decisions in a register kept under section 49	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 97MH	Duty to provide information or assistance to the Planning Application committee or subcommittee	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer	This duty may only be exercised by a nominated Delegate in consultation with Manager Planning and Development, Statutory Planning Coordinator or Principal Statutory Planner

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer	This duty may only be exercised by a nominated Delegate in consultation with Manager Planning and Development, Statutory Planning Coordinator or Principal Statutory Planner
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer	
s 97Q(4)	Duty to comply with directions of VCAT	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Land Use Administration and Subdivision Officer	
s 98(1) and (2)	Function of receiving claim for compensation in certain circumstances	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator General Manager Business Excellence Manager Governance and Regulatory Services Governance and Risk Coordinator Senior Risk Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	Chief Executive Officer General Manager Place and Community Manager Planning and Development General Manager Business Excellence Manager Governance and Regulatory Services Governance and Risk Coordinator Senior Risk Officer	
s 101	Function of receiving claim for expenses in conjunction with claim	Chief Executive Officer General Manager Place and Community Manager Planning and Development General Manager Business Excellence Manager Governance and Regulatory Services Governance and Risk Coordinator Senior Risk Officer	
s 103	Power to reject a claim for compensation in certain circumstances	Chief Executive Officer General Manager Place and Community General Manager Business Excellence Manager Governance and Regulatory Services Governance and Risk Coordinator Senior Risk Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 107 (1)	Function of receiving claim for compensation	Chief Executive Officer General Manager Place and Community General Manager Business Excellence Manager Governance and Regulatory Services Governance and Risk Coordinator Senior Risk Officer	
s 107(3)	Power to agree to extend time for making claim	Chief Executive Officer General Manager Place and Community General Manager Business Excellence Manager Governance and Regulatory Services Governance and Risk Coordinator Senior Risk Officer	
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	Chief Executive Officer General Manager Place and Community General Manager Assets and Environment General Manager Business Excellence	
s 114(1)	Power to apply to the VCAT for an enforcement order	Chief Executive Officer General Manager Place and Community Manager Planning and Development Municipal Building Surveyor Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Development Compliance Officer	Development Compliance Officer may only exercise this power following consultation with Statutory Planning Coordinator or above

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Development Compliance Officer	Development Compliance Officer may only exercise this power following consultation with Statutory Planning Coordinator or above
s 120(1)	Power to apply for an interim enforcement order where section 114 application has been made	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Development Compliance Officer	Development Compliance Officer, Principal Statutory Planner and Statutory Planning Officers may only exercise this power in consultation with Statutory Planning Coordinator or above
s 123(1)	Power to carry out work required by enforcement order and recover costs	Chief Executive Officer General Manager Place and Community Manager Planning and Development Municipal Building Surveyor Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Development Compliance Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under section 123(1)	Chief Executive Officer General Manager Place and Community	Except Crown Land
s 125(1)	Power to apply to any court of competent jurisdiction or to the tribunal for an injunction restraining any person from contravening an enforcement order or an interim enforcement order	Chief Executive Officer General Manager Place and Community General Manager Business Excellence Manager Planning and Development	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	Chief Executive Officer General Manager Place and Community Manager Planning and Development Municipal Building Surveyor Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Development Compliance Officer	
s 130(5)	Power to allow person served with an infringement notice further time	Chief Executive Officer General Manager Place and Community Manager Planning and Development Municipal Building Surveyor Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Development Compliance Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 149A(1)	Power to refer a matter to the VCAT for determination	Chief Executive Officer General Manager Place and Community Manager Planning and Development Municipal Building Surveyor Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Development Compliance Officer	
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a section 173 agreement	Chief Executive Officer General Manager Place and Community Manager Planning and Development Municipal Building Surveyor Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor Development Compliance Officer	
s 148B	Power to apply to the Tribunal for a declaration	Chief Executive Officer General Manager Place and Community General Manager Business Excellence Manager Planning and Development	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 156	Duty to pay fees and allowances (including a payment to the Crown under section 156 (2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under 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)	Chief Executive Officer General Manager Place and Community General Manager Business Excellence Manager Planning and Development	Where Council is the relevant planning authority  Only in accordance with approved Financial Delegations
s 158F	Power to make submissions in response to a directions panel	Chief Executive Officer General Manager Place and Community Manager Planning and Development Strategic Planning Projects Coordinator Statutory Planning Coordinator Principal Statutory Planner Principal Strategic Planner Senior Planning Advisor	
s 171(2)(f)	Power to carry out studies and commission reports	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Strategic Planner	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 171(2)(g)	Power to grant and reserve easements	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	Chief Executive Officer General Manager Place and Community General Manager Business Excellence General Manager Assets and Environment	Where Council is a development agency specified in an approved infrastructure contributions plan
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under section 46GV(4)	Chief Executive Officer General Manager Place and Community General Manager Business Excellence General Manager Assets and Environment	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under section 46GV(4)	Chief Executive Officer General Manager Place and Community General Manager Business Excellence General Manager Assets and Environment	Where Council is a development agency specified in an approved infrastructure contributions plan
s 173(1)	Power to enter into agreement covering matters set out in section 174	Chief Executive Officer General Manager Place and Community General Manager Business Excellence General Manager Assets and Environment Manager Planning and Development	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	Chief Executive Officer General Manager Place and Community Manager Planning and Development	Where Council is the relevant responsible authority
---	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	Chief Executive Officer General Manager Place and Community Manager Planning and Development Municipal Building Surveyor Statutory Planning Coordinator Principal Statutory Planner Senior Planning Advisor	This power must only be exercised following consultation with the Manager Planning and Development
---	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	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Municipal Building Surveyor Principal Statutory Planner Senior Planning Advisor Principal Strategic Planner	This power must only be exercised following consultation with the Manager Planning and Development
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	Chief Executive Officer General Manager Place and Community Manager Planning and Development	Only in accordance with the approved Planning Delegations Policy

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178	Power to amend 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	Chief Executive Officer General Manager Place and Community Manager Planning and Development	Only in accordance with the approved Planning Delegations Policy
s 178A(1)	Function of receiving application to amend or end an agreement	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under section 178A(1)	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	
s 178A(5)	Power to propose to amend or end an agreement	Chief Executive Officer General Manager Place and Community Manager Planning and Development	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Principal Strategic Planner	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Principal Strategic Planner	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178C(4)	Function of determining how to give notice under section 178C(2)	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	
s 178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	Chief Executive Officer General Manager Place and Community Manager Planning and Development	If no objections are made under section 178D Must consider matters in section 178B  Only in accordance with the approved Planning Delegations Policy
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Chief Executive Officer General Manager Place and Community Manager Planning and Development	If no objections are made under section 178D Must consider matters in section 178B  Only in accordance with the approved Planning Delegations Policy

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178E(2)(c)	Power to refuse to amend or end the agreement	Chief Executive Officer General Manager Place and Community Manager Planning and Development	If no objections are made under section 178D Must consider matters in section 178B  Only in accordance with the approved Planning Delegations Policy
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	Chief Executive Officer General Manager Place and Community Manager Planning and Development	After considering objections, submissions and matters in section 178B  Only in accordance with the approved Planning Delegations Policy
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Chief Executive Officer General Manager Place and Community Manager Planning and Development	After considering objections, submissions and matters in section 178B  Only in accordance with the approved Planning Delegations Policy
s 178E(3)(c)	Power to amend or end the agreement in a manner that is substantively different from the proposal	Chief Executive Officer General Manager Place and Community Manager Planning and Development	After considering objections, submissions and matters in section 178B  Only in accordance with the approved Planning Delegations Policy
s 178E(3)(d)	Power to refuse to amend or end the agreement	Chief Executive Officer General Manager Place and Community Manager Planning and Development	After considering objections, submissions and matters in section 178B  Only in accordance with the approved Planning Delegations Policy

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178F(1)	Duty to give notice of its decision under section 178E(3)(a) or (b)	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178F(2)	Duty to give notice of its decision under section 178E(2)(c) or (3)(d)	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178F(4)	Duty not to proceed to amend or end an agreement under section 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	Chief Executive Officer General Manager Place and Community Manager Planning and Development	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 179(2)	Duty to make a copy of each agreement available with the public availability requirements	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 181	Duty to apply to the Registrar of Titles to record the agreement	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 182	Power to enforce an agreement	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Municipal Building Surveyor Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Strategic Planner Planning Projects Support Officer Development Compliance Officer Principal Strategic Planner	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Strategic Planner Planning Projects Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	Chief Executive Officer General Manager Place and Community Manager Planning and Development	Only in accordance with the approved Planning Delegations Policy

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 184G(2)	Duty to comply with a direction of the Tribunal	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 184G(3)	Duty to give notice as directed by the Tribunal	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	
s 198(1)	Function to receive application for planning certificate	NO DELEGATION	Minister for Planning is nominated in the Planning Scheme
s 199(1)	Duty to give planning certificate to applicant	NO DELEGATION	Minister for Planning is nominated in the Planning Scheme

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 201(1)	Function of receiving application for declaration of underlying zoning	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Land Use Administration Team Leader Land Use Administration Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 201(3)	Duty to make declaration	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Principal Strategic Planner	
	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Senior Technical Officer – Development Technical Officer - Development Statutory Planning Officer Development Compliance Officer Principal Strategic Planner	This power must only be exercised following consultation with the Manager Planning and Development  Only in accordance with the approved Planning Delegations Policy

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	Power to decide, in relation to any planning scheme or permit, that a specified thing may be altered or modified with Council's consent	Chief Executive Officer General Manager Place and Community Manager Planning and Development Strategic Planning Projects Coordinator Statutory Planning Coordinator Principal Statutory Planner Principal Strategic Planner Strategic Planner Strategic Planning Project Officer Statutory Planning Officer Senior Planning Advisor Development Compliance Officer	This power must only be exercised following consultation with the Manager Planning and Development
	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	Chief Executive Officer General Manager Place and Community Manager Planning and Development Strategic Planning Projects Coordinator Statutory Planning Coordinator Principal Statutory Planner Principal Strategic Planner Strategic Planner Strategic Planning Project Officer Statutory Planning Officer Senior Planning Advisor Development Compliance Officer	This power must only be exercised following consultation with the Manager Planning and Development

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	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	Chief Executive Officer General Manager Place and Community Manager Planning and Development Strategic Planning Projects Coordinator Statutory Planning Coordinator Principal Statutory Planner Principal Strategic Planner Strategic Planner Strategic Planning Project Officer Statutory Planning Officer Senior Planning Advisor Development Compliance Officer	This power must only be exercised following consultation with the Manager Planning and Development

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	Power, in relation to any planning scheme or permit, to consent or to refuse consent to any matter which requires consent or approval of Council	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Senior Technical Officer – Development Technical Officer - Development Statutory Planning Officer Development Compliance Officer Principal Strategic Planner	This power must only be exercised following consultation with the Manager Planning and Development Only in accordance with the approved Planning Delegations Policy

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	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	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Senior Technical Officer – Development Technical Officer - Development Statutory Planning Officer Principal Strategic Planner	This power must only be exercised following consultation with the Manager Planning and Development  Only in accordance with the approved Planning Delegations Policy
	Power to give written authorisation in accordance with a provision of a planning scheme	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Principal Strategic Planner	This power must only be exercised following consultation with the Manager Planning and Development  Only in accordance with the approved Planning Delegations Policy

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 201UAB(1)	Function of providing the Victorian Planning Authority with information relating to any land within municipal district	Chief Executive Officer General Manager Place and Community Manager Planning and Development Municipal Building Surveyor Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Land Use Administration Officer Land Use Administration Team Leader Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 201UAB(2)	Duty to provide the Victorian Planning Authority with information requested under section 201UAB(1) as soon as possible	Chief Executive Officer General Manager Place and Community Manager Planning and Development Municipal Building Surveyor Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Land Use Administration Officer Land Use Administration Team Leader Statutory Planning Support Officer Principal Strategic Planner	

<b>RESIDENTIAL TENANCIES ACT 1997</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Officer Environmental Health Coordinator	
s 522(1)	Power to give a compliance notice to a person	Chief Executive Officer General Manager Business Excellence General Manager Place and Community Manager Planning and Development Manager Governance and Regulatory Services Municipal Building Surveyor Environmental Health Coordinator Environmental Health Officer	
s 525(2)	Power to authorise an officer to exercise powers in section 526 (either generally or in a particular case)	Chief Executive Officer	Power of the Chief Executive Officer only
s 525(4)	Duty to issue identity card to authorised officers	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Governance and Risk Coordinator Senior Governance and Compliance Officer	

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 526(5)	Duty to keep record of entry by authorised officer under section 526	Chief Executive Officer General Manager Business Excellence General Manager Place and Community Environmental Health Coordinator Environmental Health Officer Manager Governance and Regulatory Services Manager Planning and Development Municipal Building Surveyor	
s 526A(3)	Function of receiving report of inspection	Chief Executive Officer General Manager Business Excellence Environmental Health Coordinator Environmental Health Officer Manager Governance and Regulatory Services	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	Chief Executive Officer	Power of the Chief Executive Officer only

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	Obtain consent in circumstances specified in section 11(2)
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	Chief Executive Officer General Manager Business Excellence General Manager Assets and Environment Manager Infrastructure and Open Space Chief Finance Officer Rates Coordinator	The Council, in exercising a power under paragraph (a) of sub-clause (1) must act in accordance with the guidelines in force for the time being under the Geographic Place Names Act 1998 and must advise the Registrar under that Act of the action it has taken under that paragraph
s 11(9)(b)	Duty to advise Registrar	Chief Executive Officer General Manager Business Excellence Chief Finance Officer Rates Coordinator	The Council, in exercising a power under paragraph (a) of sub-clause (1) must act in accordance with the guidelines in force for the time being under the Geographic Place Names Act 1998 and must advise the Registrar under that Act of the action it has taken under that paragraph
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	Chief Executive Officer General Manager Business Excellence Chief Finance Officer Rates Coordinator	Subject to section 11(10)A
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	Where Council is the 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	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 12(10)	Duty to notify of decision made	Chief Executive Officer General Manager Assets and Environment General Manager Business Excellence Manager Infrastructure and Open Space Manager Assets and Engineering Manager Governance and Regulatory Services	Duty of coordinating road authority where it is the discontinuing body  Does not apply where an exemption is specified by the regulations or given by the Minister
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	Power of coordinating road authority and obtain consent under section 13(3) and section 13(4) as appropriate
s 14(4)	Function of receiving notice from the Head, Transport for Victoria	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Manager Assets and Engineering	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	Chief Executive Officer General Manager Assets and Environment	
s 15(1)	Power to enter into an arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	Chief Executive Officer General Manager Assets and Environment	
s 15(1A)	Power to enter into an arrangement with a utility to transfer a road management function of the utility to the road authority	Chief Executive Officer General Manager Assets and Environment	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 15(2)	Duty to include details of arrangement in public roads register	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Civil Infrastructure Coordinator	
s 16(7)	Power to enter into an arrangement under section 15	Chief Executive Officer General Manager Assets and Environment	
s 16(8)	Duty to enter details of determination in public roads register	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Civil Infrastructure Coordinator	
s 17(2)	Duty to register public road in public roads register	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Road Safety Coordinator	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	Where Council is the coordinating road authority
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	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	Chief Executive Officer	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	Chief Executive Officer General Manager Assets and Environment Civil Infrastructure Coordinator Manager Infrastructure and Open Space	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	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	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Civil Infrastructure Coordinator	Where Council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Civil Infrastructure Coordinator	
s 19(4)	Duty to specify details of discontinuance in public roads register	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Civil Infrastructure Coordinator	
s 19(5)	Duty to ensure public roads register is available for public inspection	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Civil Infrastructure Coordinator	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 21	Function of replying to request for information or advice	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Manager Assets and Engineering	Obtain consent in circumstances specified in section 11(2)
s 22(2)	Power of commenting on proposed direction	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	
s 22(4)	Duty to publish a copy or summary of any direction made under section 22 by the Minister in its annual report	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	
s 22(5)	Duty to give effect to a direction under section 22	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	
s 40(1)	Duty to inspect, maintain and repair a public road	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 42(1)	Power to declare a public road as a controlled access road	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	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	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	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	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Civil Infrastructure Coordinator	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	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Civil Infrastructure Coordinator	Where Council is the coordinating road authority  If road is a municipal road or part thereof and where road is to be specified a freight road
s 48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Civil Infrastructure Coordinator	Where Council is the responsible road authority, infrastructure manager or works manager
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under section 48M	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	
s 49	Power to develop and publish a road management plan	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 51	Power to determine standards by incorporating the standards in a road management plan	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	
s 54(2)	Duty to give notice of proposal to make a road management plan	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Civil Infrastructure Coordinator	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Civil Infrastructure Coordinator	
s 54(6)	Power to amend road management plan	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	
s 54(7)	Duty to incorporate the amendments into the road management plan	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Civil Infrastructure Coordinator	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 63(1)	Power to consent to conduct of works on road	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	Where Council is the coordinating road authority
s 63(2)(e)	Power to conduct or authorise the conduct of works in, on, under or over a road in an emergency	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Manager Assets and Engineering	Where Council is the infrastructure manager
s 64(1)	Duty to comply with clause 13 of schedule 7	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	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	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	Where Council is the coordinating road authority
s 67(3)	Power to request information	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 68(2)	Power to request information	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	Chief Executive Officer	
s 72	Duty to issue an identity card to each authorised officer	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Governance and Risk Coordinator Senior Governance and Compliance Officer	
s 85	Function of receiving report from authorised officer	Chief Executive Officer Manager Infrastructure and Open Space General Manager Assets and Environment	
s 86	Duty to keep register re section 85 matters	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Civil Infrastructure Coordinator	
s 87(1)	Function of receiving complaints	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space General Manager Business Excellence Manager Governance and Regulatory Services	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 87(2)	Duty to investigate complaint and provide report	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space General Manager Business Excellence Manager Governance and Regulatory Services	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Manager Infrastructure Projects Manager Assets and Engineering	
s 112(2)	Power to recover damages in court	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 116	Power to cause or carry out inspection	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Manager Assets and Engineering Civil Infrastructure Coordinator Works Supervisor Project Supervisor Capital Works Roads Project Engineer Road Engineer Road Safety Coordinator Roads Supervisor Central Roads Supervisor East Roads Supervisor Far East Roads Supervisor South West Roads Supervisor North Roads Supervisor North West	
s 119(2)	Function of consulting with the Head, Transport for Victoria	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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)	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	
s 121(1)	Power to enter into an agreement in respect of works	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	
s 122(1)	Power to charge and recover fees	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space General Manager Business Excellence Chief Finance Officer	
s 123(1)	Power to charge for any service	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	
Schedule 2 Clause 2(1)	Power to make a decision in respect of controlled access roads	NO DELEGATION	
Schedule 2 Clause 3(1)	Duty to make policy about controlled access roads	NO DELEGATION	
Schedule 2 Clause 3(2)	Power to amend, revoke or substitute policy about controlled access roads	NO DELEGATION	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 2 Clause 4	Function of receiving details of proposal from the Head, Transport for Victoria	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	
Schedule 2 Clause 5	Duty to publish notice of declaration	NO DELEGATION	
Schedule 7, Clause 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Civil Infrastructure Coordinator Road Safety Coordinator Road Safety Officer (Technical)	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	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Civil Infrastructure Coordinator Road Safety Coordinator Road Safety Officer (Technical)	Duty of 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	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Civil Infrastructure Coordinator Road Safety Coordinator Road Safety Officer (Technical)	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure

<b>ROAD MANAGEMENT ACT 2004</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7, Clause 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	Where Council is the infrastructure manager or works manager
Schedule 7, Clause 10(2)	Where Schedule 7 Clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Manager Infrastructure Projects Manager Assets and Engineering	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	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Manager Infrastructure Projects Manager Assets and Engineering	Where Council is the coordinating road authority
Schedule 7 Clause 12(3)	Power to take measures to ensure reinstatement works are completed	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Manager Infrastructure Projects Manager Assets and Engineering	Where Council is the coordinating road authority
Schedule 7 Clause 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Manager Infrastructure Projects Manager Assets and Engineering	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 12(5)	Power to recover costs	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Manager Infrastructure Projects Manager Assets and Engineering Chief Finance Officer	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)	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Manager Infrastructure Projects Manager Assets and Engineering	Where Council is the works manager
Schedule 7 Clause 13(2)	Power to vary notice period	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Manager Infrastructure Projects Manager Assets and Engineering	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)	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Manager Infrastructure Projects Manager Assets and Engineering	Where Council is the infrastructure manager

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 16(1)	Power to consent to proposed works	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Road Safety Coordinator Road Safety Officer (Technical)	Where Council is the coordinating road authority
Schedule 7 Clause 16(4)	Duty to consult	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Manager Infrastructure Projects Manager Assets and Engineering	Where Council is the coordinating road authority, responsible authority or infrastructure manager
Schedule 7 Clause 16(5)	Power to consent to proposed works	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Manager Infrastructure Projects Manager Assets and Engineering	Where Council is the coordinating road authority
Schedule 7 Clause 16(6)	Power to set reasonable conditions on consent	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Manager Infrastructure Projects Manager Assets and Engineering	Where Council is the coordinating road authority
Schedule 7 Clause 16(8)	Power to include consents and conditions	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Manager Infrastructure Projects Manager Assets and Engineering	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 17(2)	Power to refuse to give consent and duty to give reasons for refusal	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Manager Infrastructure Projects Manager Assets and Engineering	Where Council is the coordinating road authority
Schedule 7 Clause 18(1)	Power to enter into an agreement	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Manager Infrastructure Projects Manager Assets and Engineering	Where Council is the coordinating road authority
Schedule 7 Clause 19(1)	Power to give notice requiring rectification of works	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Manager Infrastructure Projects Manager Assets and Engineering	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	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Manager Infrastructure Projects Manager Assets and Engineering General Manager Business Excellence Chief Finance Officer	Where Council is the coordinating road authority

<b>ROAD MANAGEMENT ACT 2004</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Manager Infrastructure Projects Manager Assets and Engineering	Where Council is the coordinating road authority
Schedule 7A Clause 2	Power to cause street lights to be installed on roads	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Civil Infrastructure Coordinator	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
Schedule 7A Clause 3(1)(d)	Duty to pay installation and operation costs of street lighting - where the road is not an arterial road	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Civil Infrastructure Coordinator	Where Council is the coordinating road authority
Schedule 7A Clause 3(1)(e)	Duty to pay installation and operation costs of street lighting-where road is a service road on an arterial road and adjacent areas	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Civil Infrastructure Coordinator	Where Council is the coordinating 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	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Civil Infrastructure Coordinator	Where Council is the responsible road authority that installed the light (re installation costs) and where Council is the relevant municipal Council (re operating costs)

<b>CEMETERIES AND CREMATORIA REGULATIONS 2025</b>			
##These provisions apply to Council appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see section 53).			
<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 36	Duty to ensure that cemetery complies with depth of burial requirements	Chief Executive Officer General Manager Business Excellence	
r 37	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	Chief Executive Officer General Manager Business Excellence	
r 38	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	Chief Executive Officer General Manager Business Excellence	
r 39(1)	Duty to ensure that remains are interred in a coffin, casket, container or receptacle in accordance with paragraphs (a)-(c)	Chief Executive Officer General Manager Business Excellence	
r 39(2)	Duty to ensure that coffin, container or receptacle is labelled.	Chief Executive Officer General Manager Business Excellence	
r 39(3)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	Chief Executive Officer General Manager Business Excellence	
r 40	Duty to ensure that a crypt space in a mausoleum is sealed in accordance with paragraphs (a)-(b)	Chief Executive Officer General Manager Business Excellence	
r 43(2)	Power to inspect any coffin, casket, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	Chief Executive Officer General Manager Business Excellence	

<b>CEMETERIES AND CREMATORIA REGULATIONS 2025</b>			
##These provisions apply to Council appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see section 53).			
<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 44(2)	Power to remove any fittings on any coffin, casket, container or other receptacle if the fittings may impede the cremation process or damage the cremator	Chief Executive Officer General Manager Business Excellence	
r 44(3)	Duty to ensure any fittings removed of are disposed in an appropriate manner	Chief Executive Officer General Manager Business Excellence	
r 45	Power to dispose of any metal substance or non-human substance recovered from a cremator	Chief Executive Officer General Manager Business Excellence	
r 46	Power to release cremated human remains to certain persons	Chief Executive Officer General Manager Business Excellence	Subject to any order of a court
r 47(1)	Duty to make cremated human remains available for collection within 2 working days after the cremation	Chief Executive Officer General Manager Business Excellence	
r 47(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation	Chief Executive Officer General Manager Business Excellence	
r 47(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	Chief Executive Officer General Manager Business Excellence	
r 47(4)	Duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	Chief Executive Officer General Manager Business Excellence	
r 48	Power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	Chief Executive Officer General Manager Business Excellence	

<b>CEMETERIES AND CREMATORIA REGULATIONS 2025</b>			
##These provisions apply to Council appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see section 53).			
<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 50	Duty to provide statement that alternative vendors or supplier of memorials exist	Chief Executive Officer General Manager Business Excellence	
r 51	Power to inspect any work that is being carried out on memorials, places of internments and buildings for ceremonies	Chief Executive Officer General Manager Business Excellence	
r 52	Power to approve the arrangement or conduct of a funeral	Chief Executive Officer General Manager Business Excellence	
r 53(1)	Power to give written direction regarding the manner in which a funeral is to be conducted	Chief Executive Officer General Manager Business Excellence	
r 56(1)	Power to give directions regarding the objects, things or items affixed to, or placed on or around, the places of interment and memorials	Chief Executive Officer General Manager Business Excellence	
r 56(3)	Power to remove objects, things or items specified in (a)- (d) from a place of interment or memorial	Chief Executive Officer General Manager Business Excellence	
r 56(4)	Duty to dispose of items under r 56(3) in a manner considered appropriate	Chief Executive Officer General Manager Business Excellence	
r 57(1)	Power to approve the use of fire in a public cemetery	Chief Executive Officer General Manager Business Excellence	
r 58(2)	Power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area	Chief Executive Officer General Manager Business Excellence	

<b>CEMETERIES AND CREMATORIA REGULATIONS 2025</b>			
##These provisions apply to Council appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Council appointed to manage a public cemetery under s 8(1)(a)(ii) as though it were a cemetery trust (see section 53).			
<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 59	Duty to display the hours during which the public can access the cemetery	Chief Executive Officer General Manager Business Excellence	
Note: sch 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules			
sch 2 cl 4	Power to approve the carrying out of an activity referred to in rules 5,7, 8, 9, 10, 11, 12, 13, 15, 16, 17 and 18 of sch 2	Chief Executive Officer General Manager Business Excellence	See note above regarding model rules

PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS OR LIMITATIONS
r. 6	Function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Land Use Administration Officer Land Use Administration Team Leader Land Use Administration and Subdivision Officer Principal Strategic Planner	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or  Where the amendment will amend the planning scheme to designate Council as an acquiring authority.

PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS OR LIMITATIONS
r.21	Power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under s 54 of the Act	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Statutory Planning Support Officer Land Use Administration Team Leader Land Use Administration Officer Land Use Administration and Subdivision Officer Principal Strategic Planner	

PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS OR LIMITATIONS
r 25(a)	Duty to make copy of matter considered under s 60(1A)(g) in accordance with the public availability requirements	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Planning Projects Support Officer Statutory Planning Officer Land Use Administration Officer Land Use Administration Team Leader Statutory Planning Support Officer Land Use Administration and Subdivision Officer Principal Strategic Planner	Where Council is the responsible authority
r 25(b)	Function of receiving a copy of any document considered under s 60(1A)(g) by the responsible authority and duty to make the document available in accordance with the public availability requirements	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Strategic Planner	Where Council is not the responsible authority but the relevant land is within Council's municipal district

<b>PLANNING AND ENVIRONMENT REGULATIONS 2015</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS OR LIMITATIONS
r 42	Function of receiving notice under s 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Strategic Planner	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or  Where the amendment will amend the planning scheme to designate Council as an acquiring authority.

<b>PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS OR LIMITATIONS
r 19	Power to waive or rebate fee relating to an amendment to a planning scheme	Chief Executive Officer General Manager Place and Community Manager Planning and Development	Where Council is the planning authority.
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator	

PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS OR LIMITATIONS
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 r.20	Chief Executive Officer General Manager Place and Community Manager Planning and Development Statutory Planning Coordinator Strategic Planning Projects Coordinator Principal Statutory Planner Senior Planning Advisor Strategic Planner Statutory Planning Officer Land Use Administration Officer Land Use Administration Team Leader Planning Projects Support Officer Statutory Planning Support Officer Principal Strategic Planner Land Use Administration and Subdivision Officer	

<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 7	Power to enter into a written agreement with a caravan park owner	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	
r 10	Function of receiving application for registration	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	
r 11	Function of receiving application for renewal of registration	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	
r 12(1)	Duty to grant registration if satisfied that the caravan park complies with these regulations	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	

<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 12(1)	Power to refuse to grant the registration if not satisfied that the caravan park complies with these regulations	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	
r 12(3)	Duty to have regard to matter in determining an application for registration or an application for renewal of registration	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	
r 12(4) and (5)	Duty to issue a certificate of registration	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 14(1)	Function of receiving notice of transfer of ownership	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	
r 14(3)	Power to determine where notice of transfer is displayed	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	
r 15(1)	Duty to transfer registration to new caravan park owner	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	
r 15(2)	Duty to issue certificate of transfer of registration	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	
r 15(3)	Power to determine where certificate of transfer of registration is displayed	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	

<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	
r 17	Duty to keep register of caravan parks	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	
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	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	
r 21(2)	Duty to consult with relevant emergency services agencies	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	
r 22	Power to determine places in which caravan park owner must display a copy of emergency procedures	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 23	Power to determine places in which caravan park owner must display copy of public emergency warnings	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	
r 24(2)	Power to consult with relevant floodplain management authority	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	
r 26(b)(i)	Power to approve system for the discharge of sewage and waste water from a movable dwelling	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	
r 38	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	
r 38(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	

<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 39(3)	Function of receiving installation certificate	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	
r 45(3)	Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	
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	Chief Executive Officer General Manager Business Excellence Manager Governance and Regulatory Services Environmental Health Coordinator Environmental Health Officer	

<b>ROAD MANAGEMENT (GENERAL) REGULATIONS 2016</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 8(1)	Duty to conduct reviews of road management plan	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Civil Infrastructure Coordinator	

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 9(2)	Duty to produce written report of review of road management plan and make report available	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Civil Infrastructure Coordinator	
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Manager Civil Infrastructure Civic Infrastructure Coordinator	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	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Civil Infrastructure Coordinator	
r 13(1)	Duty to publish notice of amendments to road management plan	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Civil Infrastructure Coordinator	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	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Civil Infrastructure Coordinator	

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 16(3)	Power to issue permit	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Manager Infrastructure Projects Manager Assets and Engineering Civil Infrastructure Coordinator Road Safety Coordinator Project Engineer Road Safety Officer (Technical) Senior Works Coordinator	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Manager Infrastructure Projects Manager Assets and Engineering Project Engineer Road Safety Coordinator Civil Infrastructure Coordinator Road Safety Officer (Technical)	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	Where Council is the coordinating road authority

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 23(4)	Power to charge a fee for application under section 66(1) Road Management Act	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	Where Council is the coordinating road authority

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	Chief Executive Officer General Manager Assets and Environment Manager Sustainability and Waste Minimisation Manager Infrastructure and Open Space Manager Infrastructure Projects Manager Assets and Engineering Waste Planning and Compliance Coordinator Civil Infrastructure Coordinator Project Supervisor Project Supervisor Capital Works Project Supervisor Structural and Civil Projects Project Supervisor – Project Delivery Project Supervisor – Capital Works Project Supervisor Capital Works Roads Project Engineer Works Supervisor Roads Supervisor Central Roads Supervisor East Roads Supervisor Far East Roads Supervisor South West Roads Supervisor North Roads Supervisor North West	Where Council is the coordinating road authority
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	Where Council is the coordinating road authority

<b>ROAD MANAGEMENT (GENERAL) REGULATIONS 2016</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space	

<b>ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015</b>			
Column 1	Column 2	Column 3	Column 4
PROVISION	POWER, FUNCTION OR ITEM DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 15	Power to exempt a person from requirement under clause 13(1) of Schedule 7 of the Act to give notice as to the completion of those works	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Manager Infrastructure Projects Manager Assets and Engineering	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	Chief Executive Officer General Manager Assets and Environment Manager Infrastructure and Open Space Manager Infrastructure Projects Manager Assets and Engineering	Where Council is the coordinating road authority



**S18 Instrument of Sub-Delegation  
under the  
*Environment Protection Act 2017***

**to**

**Members of Council Staff**

## Instrument of Sub-Delegation

By this Instrument of Sub-Delegation, in exercise of the power conferred by section 437(2) of the *Environment Protection Act 2017* ('Act') and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021, 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 in column 3 of the Schedule;
2. this Instrument of Sub-Delegation is authorised by a resolution of Council passed on {Date to be inserted} pursuant to a power of sub-delegation conferred by the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021;
3. the delegation:
  - 3.1 comes into force immediately the common seal of Council is affixed to this Instrument of Sub-Delegation;
  - 3.2 remains in force until varied or revoked;
  - 3.3 is subject to any conditions and limitations set out in sub-paragraph 5, and the Schedule; and
  - 3.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
4. this Instrument of Sub-Delegation is subject to the following limitations:
  - 4.1 the powers, duties and functions described in column and summarised in column 2 of the Schedule are only delegated for the purpose of regulating:
    - 4.1.1 onsite wastewater management systems with a design or actual flow rate of sewage not exceeding 5000 litres on any day; and
    - 4.1.2 noise from the construction, demolition or removal of residential premises;
5. the delegate must not determine the issue, take the action or do the act or thing:
  - 5.1 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;
  - 5.2 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;
  - 5.3 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
  - 5.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

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

.....  
Witness

Date: .....

**SCHEDULE**

<b>ENVIRONMENT PROTECTION 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 271	Power to issue improvement notice	Chief Executive Officer General Manager Assets and Environment General Manager Business Excellence Manager Governance and Regulatory Services Manager Sustainability and Waste Minimisation Coordinator Waste Operations Environmental Health Coordinator Environmental Health Officer Community Laws Coordinator Senior Community Laws Officer Community Laws Officer	
s 272	Power to issue prohibition notice	Chief Executive Officer General Manager Assets and Environment General Manager Business Excellence Manager Governance and Regulatory Services Manager Sustainability and Waste Minimisation Coordinator Waste Operations Environmental Health Coordinator Environmental Health Officer Community Laws Coordinator Senior Community Laws Officer Community Laws Officer	

<b>ENVIRONMENT PROTECTION ACT 2017</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
s 279	Power to amend a notice	Chief Executive Officer General Manager Assets and Environment General Manager Business Excellence Manager Governance and Regulatory Services Manager Sustainability and Waste Minimisation Coordinator Waste Operations Environmental Health Coordinator Environmental Health Officer Community Laws Coordinator Senior Community Laws Officer Community Laws Officer	
s 358	Functions of the Environment Protection Authority	Chief Executive Officer General Manager Assets and Environment General Manager Business Excellence Manager Governance and Regulatory Services Manager Sustainability and Waste Minimisation Coordinator Waste Operations Technical Officer - Domestic Wastewater Environmental Health Coordinator Environmental Health Officer Community Laws Coordinator Senior Community Laws Officer Community Laws Officer	

<b>ENVIRONMENT PROTECTION ACT 2017</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
s 359(1)(b)	Power to do all things that are necessary or convenient to be done for or in connection with the performance of the Environment Protection Authority's functions and duties and to enable the Authority to achieve its objective.	Chief Executive Officer General Manager Assets and Environment General Manager Business Excellence Manager Governance and Regulatory Services Manager Sustainability and Waste Minimisation Coordinator Waste Operations Technical Officer - Domestic Wastewater Environmental Health Coordinator Environmental Health Officer Community Laws Coordinator Senior Community Laws Officer Community Laws Officer	
s 359(2)	Power to give advice to persons with duties or obligations	Chief Executive Officer General Manager Assets and Environment General Manager Business Excellence Manager Governance and Regulatory Services Manager Sustainability and Waste Minimisation Coordinator Waste Operations Technical Officer - Domestic Wastewater Environmental Health Coordinator Environmental Health Officer Community Laws Coordinator Senior Community Laws Officer Community Laws Officer	

### 5.3.3 Organisational Performance Report - September to December 2025

Authorised by General Manager Business Excellence

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#### Purpose

To seek Council endorsement of the Organisational Performance Report for the period 1 October to 31 December 2025.

#### Key Points

The *Local Government Act 2020* (the Act), Section 97(1) requires a quarterly finance report to be presented to Council as soon as practical after the end of each quarter.

The Act, Section 97(3) also requires that the second quarterly finance report to Council includes a statement by the Chief Executive Officer (CEO) as to whether a revised budget is, or may be, required. Section 95(1) of the Act sets out the circumstances where Council must prepare and adopt a revised budget. These are as follows:

- (a) A variation to the declared rates or charges; or
- (b) Undertake any borrowings that have not been approved in the budget; or
- (c) Make a change to the budget that the Council considers should be the subject of community engagement.

The CEO, having considered the circumstances that would require a revised budget, has determined that a revised budget will not be required for the 2025/26 financial year.

The Organisational Performance Report, provided at **Attachment 1**, provides an overview of progress against the quarter one results for 2025/26 of the:

- Council Plan 2025-2029; and
- 2025/26 Budget.

The report brings together a range of financial and performance indicators together to enhance the readability of the report and transparency of Council's performance.

#### Recommendation

##### ***That Council:***

- 1. endorses the full year forecast operating and capital budgets, as included in the Organisational Performance Report, provided at Attachment 1, for the period to 1 October to 31 December 2025;***
- 2. notes that the Chief Executive Officer has determined that no revised budget is required for the 2025/26 financial year;***
- 3. notes that the capital budget forecast is currently being reviewed and an update will be provided to Council in Quarter 3; and***
- 4. notes that if endorsed, the Organisational Performance Report for the period 1 October to 31 December 2025, provided at Attachment 1, will be published on Council's website.***

## **Organisational Performance**

The first section of the Organisational Performance Report provides a summary of achievements against the Strategic Objectives of the Council Plan.

## **Financial Performance**

### **Operating result**

By 31 December 2025, Council had a year-to-date operating surplus of \$31.441 million, which is 2.8% or \$0.903 million less than expected. This shortfall is mainly because employee costs and depreciation were higher than planned, although this was partly balanced by savings in materials and services and more income in some areas.

### **Year-to-Date Performance**

Performance Measure	Actual (\$'000)	Budget (\$'000)	Variance (\$'000)	Variance (%)
Operating Surplus (YTD)	31,441	32,344	(903)	(2.8%)

### **Full-Year Forecast Performance**

However, for the full year, Council is forecasting an operating deficit of \$7.119 million, representing a \$16.349 million unfavourable variance compared to the adopted budget surplus of \$9.231 million. The main reason for this is that \$10.695 million from the Financial Assistance Grant was received in advance last year, so there is less grant income for 2025/26 - however it is important note that we still get the same amount in Financial Assistance Grants - however we recognised a portion of the income in the previous financial year –2024/25. The other major contributor is carried forward grants of \$6.6 million. After adjusting for these timing impacts, the adjusted operating result is \$10.176 million.

Performance Measure	Adopted Budget (\$'000)	Forecast (\$'000)	Variance (\$'000)	Variance (%)
Operating Surplus (FY)	9,231	(7,119)	(16,349)	(177%)
Adjusted Underlying Result (FY)	(8,506)	(27,072)	(18,566)	(218%)

### **Revenue Variances (full year):**

The key drivers of the full-year revenue variance are as follows:

- Recurrent Operating Grants – \$10.618 million unfavourable  
The variance is primarily due to the Financial Assistance Grant (FAG) being \$10.695 million lower than budgeted, as the grant was received in advance in the prior financial year. This is a timing impact only and does not affect Council's long-term funding position.
- Non-Recurrent Operating Grants – \$0.564 million favourable  
Reflects new operating grants approved during the year, together with a variation to the funding agreement for the Bastion Point Dredging project.
- Non-Recurrent Capital Grants – \$0.494 million favourable driven by the expectation of an increase in Commonwealth grant funding for the Bairnsdale Airport Terminal (Air Ambulance Facility).

- Reimbursements and Other Contributions – \$2.100 million favourable  
Primarily relates to Natural Disaster reimbursements, including reimbursements for works completed in the prior financial year, and reimbursements for works currently in progress during the year.

Overall, while the full-year revenue position is unfavourable against budget, this is predominantly attributable to the timing of the receipt of the Financial Assistance Grants. This is partially offset by additional non-recurrent grant funding and disaster-related reimbursements recognised during the year.

### **Expense variances (full year)**

#### **Employee Benefits**

The performance report outlines variances in employee costs, with the full year forecast expecting employee costs to be \$1.731 million over the adopted budget.

This is attributed to:

- Grant-Funded roles (\$0.386 million) - Additional roles were paid for by grants (money from the government or other organizations). The budget for these roles was not included in the adopted budget. These costs are fully covered by the grant money, so it doesn't put extra pressure on the Council's budget.
- Casual Staff (\$0.735 million) - a full review of casual wages budgets was conducted in Q2 to ensure we are maintaining levels of services to community and meeting industrial relations obligations. This resulted in an increase in the forecast spending on casuals of \$0.735 million. This increase is based on a full review of what was needed to maintain our regular work and existing services.
- Movement between budget categories (\$0.501 million) - budget transfers from materials and services to employee costs for work done internally rather than by consultants of contractors.
- Other minor variances (\$0.108 million) - attributed to vacancy rates tracking lower than budgeted at 6%, this is compared to an average of between 11-16% in the past.

#### **Materials and Services**

The performance report also outlines variances in Materials and services totalling approximately \$6.60 million which are higher than the adopted budget primarily due to projects and programs carried forward from the previous financial year. This means we have the grant funds and are still completing the work. The main areas of carry forward are:

- \$2.35 million relates to specific bushfire and flood recovery initiatives
- \$0.469 million for the Council Flood Support Fund
- \$0.424 million for the Fire 2019 Bushfire Rebuilding Support Service
- \$0.375 million for the Bushfire Recovery and Resilience
- \$0.335 million for the Council Flood Support
- other minor grants make up the balance of \$2.64 million.

## Key financial sustainability indicators

Below are the key financial sustainability indicators we report on and the level of risk attributed to them which is in line with the recommendations of the Victorian Auditor General's Office.

Indicator	Target	2025/26	2024/25	Risk rating
Net Result	>0%	-5.19%	14.80%	Medium
Adjusted Underlying Surplus/Deficit)	>5%	-16.12%	-3.64%	Medium
Liquidity	150%	250.84%	333.37%	Low
Indebtedness	<60%	16.35%	16.97%	Low
Asset renewal	100%	144.98%	103.02%	Low

## Capital Works Projects

The 2025/26 Capital Works Projects budget was adopted in June 2025 at \$71.711 million. After final adjustments for carry forwards, the total budget increased by \$3.152 million, resulting in an initial budget of \$74.864 million. Following further revisions, the forecast capital works budget has decreased by \$5.541 million, resulting in a revised budget of \$69.322 million as at 31 December 2025.

By the end of the period, capital project expenditure and commitments totalled \$24.889 million, representing 35.9% of the revised capital works budget.

At the end of quarter two, the capital works program comprised 188 projects, of which 31 projects had been completed, 136 were in progress, 16 projects were yet to commence, and five projects had been withdrawn, transferred, or placed on hold.

In addition to the revised capital works budget of \$69.322 million, Council is also managing Waste Rehabilitation and Aftercare non-capital projects, with a revised budget of \$0.28 million, and Community Projects (managed on behalf of other organisations) with a revised budget of \$7.5 million.

## **Strategic Alignment**

This report has been prepared and aligned with the following theme in the Council Plan 2025-2029:

*Theme 4: Managing Council well*

Outcome – Council operates transparently and effectively with public trust

## **Opportunities and Risks**

The detailed commentary and analysis of performance is contained in the performance report.

## **Climate Change**

This report is assessed as having no direct impact on climate change.

## **Conflicts of Interest**

Officers preparing this report have no conflict of interest to declare.

## **Attachments**

1. Organisational Performance Report - 1 October - 31 December 2025 [**5.3.3.1** - 47 pages]



# ORGANISATIONAL PERFORMANCE REPORT

July 2025 to December 2025

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Organisational Performance Report July 2025 – December 2025

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## Acknowledgement of Country

East Gippsland Shire Council acknowledges the Gunaikurnai, Nindi-Ngujarn Ngarigo Monero, Bidawel, Duduroa Dhargal, Jaithmathang people as the Traditional Custodians of this land that encompasses East Gippsland Shire, and their enduring relationship with country. The Traditional Custodians have cared for and nurtured East Gippsland for tens of thousands of years. Council values their living culture and practices and their right to self-determination. Council pays respect to all Aboriginal and Torres Strait Islander people living in East Gippsland, their Elders, past, present, and future.

## About this Report

This Report is prepared as a key component of East Gippsland Shire Council's (Council) commitment to transparent reporting and accountability to our community and to meet statutory reporting requirements under the *Local Government (Planning and Reporting) Regulations 2020*.

## Organisational Performance (Q2)

Incorporating the Municipal Health and Wellbeing Plan, Council has identified the following Strategic Themes through Council Plan 2025-29 that will guide its work over the period:

- Community wellbeing and social responsibility
- Prosperity
- Making the most of what we've got
- Managing Council well

### Performance Monitoring

Council tracks its progress through quarterly reporting, focusing on:

- Progress against Council Plan initiatives
- Outcomes achieved against Council Plan performance measures

## Community wellbeing and social responsibility

We foster a strong sense of belonging, inclusivity, and shared responsibility, ensuring that all members of our community are supported, valued, and empowered to thrive together.

### How this theme is important for the health and wellbeing of our community

Belonging and social inclusion are critical components for mental health and overall well-being. Emphasising mental health and well-being helps reduce stigma, foster social connections, enhance physical health, boost productivity, and create safer communities.

Initiatives that promote high levels of well-being play a crucial role in driving social and economic success. These initiatives result in improved learning outcomes, increased creativity, greater productivity, stronger relationships, better physical health, and longer life expectancy.



East Gippsland Shire Council recognised the 16 Days of Activism by lighting the Corporate Centre orange, installing a “Hands Up for Respect” display, and supporting community events such as the Colour Fun Event at Davison Oval to promote respect and prevent gender-based violence.

### Outcome – A connected and inclusive community, endeavouring not to leave anyone behind

#### *We work with our local community to deliver a shared future*

- The Omeo District Place Plan progressed well this quarter, with data and demographic insights collated and shared with the community through workshops and engagement at the Omeo Show. Initial engagement has informed a draft district vision and identified key community outcomes, with these findings presented to the internal steering committee. This work contributes to completing the Omeo Place Plan while strengthening community involvement in shaping local priorities. Preparatory work is also underway to enable commencement of the Lindenow Place Plan, supporting Council's commitment to developing place plans that align and prioritise community needs and service levels across the region.
- Council continues to strengthen relationships with primary and allied health providers through ongoing service delivery agreements that support maternal and child health, youth services, healthy eating initiatives and community based physical activity programs. As an active member of the East Gippsland Prevention Partnership, Council also contributes to collective priority actions focused on healthy eating, active living, and reducing smoking and vaping harms. These partnerships and agreements play an essential role in understanding and responding to the high priority needs of our growing and ageing community, while supporting Council's ongoing advocacy for accessible, locally delivered health and wellbeing services.
- This quarter, Council engaged external support to begin consolidating advocacy priorities from the Advocacy Strategy, Council Plan, and upcoming state and federal election priorities. This work will guide the development of a new advocacy framework and an updated Advocacy Strategy in Q3, ensuring a coordinated, four-year approach to prioritising advocacy initiatives. Eleven advocacy actions were progressed in Q2, including media statements, formal correspondence and meetings with government representatives, with a strong focus on securing improved access to health and wellbeing services to meet the needs of East Gippsland's growing and ageing community.

### Outcome – A stronger collaborative community that is actively engaged and supported

#### *We support the social wellbeing of our community*

- During Q2, Council actively supported the 16 Days of Activism Against Gender-Based Violence, lighting the Corporate Centre in orange and installing an art piece to raise awareness, while staff and Councillors participated by wearing Hands Up to Change the Story t-shirts across customer-facing teams and attended supporting training. Council also partnered in local events, including the community Colour Fun Event and activities delivered with the East Gippsland Community Safety Committee, Partners in Violence Prevention, CASA and Gippsland Women's Health, helping to promote respect and strengthen community engagement around prevention.
- This quarter, Council continued to actively showcase and support our creative and cultural communities through a range of initiatives. Significant assistance was provided to Nowa Nowa Live to organise the hosting of a Tibetan artist as part of a commissioned partnership delivered through the Forge Theatre's program. Council is also progressing IMMERSIVE, a new pilot that will open the Forge Theatre free to the community in March, inviting people to engage directly with art in progress across visual arts, circus, theatre, and music. Additionally, Messages of East Gippsland was installed across all service centres, highlighting the perspectives of young local creatives. Together, these initiatives demonstrate tangible delivery of the Culture and Creativity Strategy and strengthen cultural engagement across the region.

## Council Plan Measures

Reporting Frequency	Performance Measure	Comment / Status	YTD Result	Annual Target
Quarterly	Community participation in council engagement opportunities.	<p>The number of people visiting Your Say increased this quarter, driven by a high volume of live engagement surveys on topical issues. Early in the quarter, this included the Aquatic Strategy and Omeo Place Planning, followed later by the Public Toilet Review, the Summer Carnival, and the Mallacoota Holiday Park Master Planning.</p> <p>Planned promotion of these engagement activities continued to support steady growth in site visitation.</p> <p>As a result, the number of people completing surveys, forums and polls on Your Say rose by 83% compared with the previous quarter.</p> <p>The quarter concluded with a significant year-end spike, with 31 December recording the highest daily visitation (817 visitors), largely due to seasonal topics such as the Public Toilet Review, Lakes Entrance Summer Carnival, and the Mallacoota Foreshore Holiday Park Master Plan.</p>	19,267	Increased participation year-on-year
	Number of visits to aquatic facilities per population.	<p>BARC recorded an increase in attendance compared with both Q2 last year and the previous quarter, increasing by 6,931 visits (+7.1%) in Q2 2025–26 compared with Q2 2024–25. Growth was driven by strong demand across multiple program areas, including aquatic education, group sport participation in the stadium and rising engagement in group fitness. This uplift reflects continued community interest in</p>	5.57	≥11 Visits

Reporting Frequency	Performance Measure	Comment / Status	YTD Result	Annual Target
		<p>structured programs and a broader return to centre-based activities.</p> <p>The Lakes Aquatic Recreation Centre experienced an uplift in participation from both last quarter and the same time last year, increasing by 11,685 visits (+45.0%) in Q2 2025–26 compared with Q2 2024–25. Increased enrolments in aquatic education, higher day-entry usage and renewed popularity of the aqua run contributed to stronger visitation. Health Club and group fitness participation also grew, particularly Aquacise sessions in the Aquadome and Orbost, supporting a notable rise in overall attendance.</p>		
<b>Annually</b>	Percentage of municipal population that are active library members.	Not yet reportable.	-	>15%
	Number of community members volunteering on Committees of Management.	Not yet reportable.	-	≥500 volunteers
	Community perception of safety.	Not yet reportable.	-	Baseline Year
	Percentage of social and affordable housing within the community	Not yet reportable.	-	31.1%

## Prosperity

We embrace sustainability economic growth, fostering opportunities that enhance livelihoods, innovation, and long-term financial stability for our diverse communities.

### How this theme is important for the health and wellbeing of our community

Supporting access to learning opportunities and driving economic investment through local employment is crucial for enhancing social connections, mental health, and self-expression. Continuous learning helps individuals remain adaptable in a changing world, while local employment provides a sense of purpose and community. These opportunities lay the foundation for financial stability and contribute to long-term economic growth. Together, they enable individuals to build relationships, improve their well-being, and achieve greater independence, ultimately enhancing their quality of life and fostering interconnected communities.



Amendment C172egip has been endorsed by Council and submitted to the Minister, advancing the release of land for housing in Paynesville. Engagement with landowners is underway to prepare Development Plans supporting future subdivision and residential development.

### Outcome – Thriving, self-sufficient communities with strong local businesses and social enterprises

#### *We are helping to strengthen economic opportunities through local investment and employment*

- Following notification in Quarter 1 that the funding application to progress the Bairnsdale Arts Precinct designs was unsuccessful, Council has continued to monitor and explore alternative funding avenues to advance the project. This work supports our commitment to progressing the Arts Precinct as a key cultural and civic hub, creating spaces that celebrate local heritage and strengthen community activity.
- The Expression of Interest process for the development a community compost facility has been completed, with Council endorsing a shortlist of qualified proponents to progress to the closed tender stage. This work is a key milestone in developing a community composting facility that will support East Gippsland Shire Council's transition to more sustainable waste management practices by diverting organic material from landfill, processing food organics and garden organics locally, and producing high-quality compost for agricultural, landscaping, and land rehabilitation uses. The facility will also contribute to Council's goal of planning and developing infrastructure that supports business growth - particularly within the circular economy - by enabling local resource recovery opportunities and reducing waste transport impacts. Determination of the required EPA licence and the Planning Permit application is anticipated during Q3, allowing the project to progress to its next phase.

#### *We support the growth and development of our towns*

- During the quarter, Council advanced work on the development of marketing initiatives that support investment attraction and facilitation. Activity focused on finalising the Regional Marketing Strategy and Action Plan, which is shaping a refreshed, evidence-based approach to promoting the region's investment potential. Insights gained through this work including updated data, research and best practice analysis will inform the strategic relaunch of the Invest East Gippsland platforms and ensure our investment related activities are aligned with current market conditions-based approach to promoting the region's investment potential. Insights gained through this work including updated data, research and best practice analysis will inform the strategic relaunch of the Invest East Gippsland platforms and ensure our investment related activities are aligned with current market conditions.
- Council completed a review and update of the Procurement Policy, with the revised policy adopted in December 2025. The updated policy strengthens Council's procurement principles with a clearer focus on supporting local communities and prioritising local contractors where feasible and competitive, helping to drive local business participation and job growth.
- During the quarter, Council reconvened the Community Panel to identify remaining gaps and priorities for the Bairnsdale 2050 Plan. Targeted internal and external stakeholder engagement was undertaken in November and December to test emerging directions and validate opportunities for growth and placemaking. Further assessment of strategic options is now underway to support the finalisation of the Bairnsdale 2050 Plan for Council consideration and to inform future projects that enhance the town's presentation, attract investment and improve community wellbeing.

*We promote East Gippsland's places and opportunities*

- During the quarter, Council facilitated an industry roundtable with representatives from the commercial fishing sector to discuss potential impacts of emerging offshore wind development and to capture industry insights. This engagement supported collaboration across local businesses and helped Council better understand opportunities and challenges affecting key sectors. Planning for the next roundtable was delayed due to the mayoral election period and the lead-up to Christmas; however, work is now underway to schedule the 2026 program. The upcoming roundtables will continue to strengthen relationships with major and emerging enterprises, identify opportunities to leverage local strengths, and support initiatives that enhance economic resilience and ensure community benefit from future investment.
- Council launched Phase One of its new procurement platform, VendorPanel, in December 2025, enabling us to source quotes and award work through a more transparent and accessible process. Through Business Connect, we have actively encouraged local businesses to register early so they can view upcoming opportunities and position themselves to bid for Council work. VendorPanel is free and simple to use, helping suppliers connect with local projects while ensuring strong governance and compliance. As we progress into Phase Two, Council will broaden communications and engagement efforts to reach more businesses across the region. This work supports our commitment to strengthening local procurement, creating more opportunities for local suppliers, and ensuring that Council spending continues to benefit the community and enhance economic resilience.

*We are helping to build a skilled and resilient local workforce that can adapt to new opportunities and challenges*

- During the quarter, Council advanced work with Gippsland TAFE, Federation University and other local higher education providers to ensure education pathways are integral to business and residential attraction efforts across the region. Engagement focused on aligning training opportunities with emerging workforce needs, including continued collaboration with TAFE Gippsland on workforce development priorities and program delivery. Council also worked with Federation University through industry workshops exploring skills gaps and future workforce requirements across Gippsland.
- The Business Support Voucher Program delivered targeted assistance to 79 businesses across transition communities, enabling them to access specialist services in business planning, financial forecasting, marketing, and grant preparation. This support strengthened local business capability and improved readiness to pursue growth and job creating opportunities. As a direct outcome, 31 businesses successfully lodged Expressions of Interest for the Forestry Transition Program's Transition Fund creating clear pathways for investment, diversification, and future employment within industries experiencing change, such as the timber sector.
- During the quarter, Council continued strong advocacy for funding to deliver a two-year pilot of the Community Connector Program, which aims to attract and retain hard to secure skills in East Gippsland by providing wraparound settlement support for new workers. The program, also known as the Workforce Welcome Program, is designed to help incoming employees connect with local services, employers, housing options, community networks and social supports, strengthening both workforce attraction and long-term retention. Council received encouraging responses from government and industry stakeholders, signalling broad recognition of the program's potential to address workforce shortages across the region. A formal proposal for funding support is anticipated in Q3.

### Outcome – A well-functioning planning system that responds to our communities' needs

*We support and advocate for appropriate planning processes that the community understands*

- Opportunities for direct participation in the Victorian Government's review of the Planning and Environment Act 1987 were limited this quarter due to the absence of formal consultation with local government. Despite this, Council actively supported the Municipal Association of Victoria's advocacy and wrote to all Legislative Council members to outline key concerns and ensure local perspectives were represented. Council also continued to monitor reforms arising from Plan for Victoria, participated in related planning reform seminars, and made corresponding updates to permit assessment processes to reflect the emerging policy and legislative changes.
- Implementation of the Statutory Planning Process Improvement Action Plan continued this quarter, with several key improvements now in place. The 'myLot' customer platform has been added to the website to streamline access to planning information. New planning information sheets have been prepared to explain updated canopy tree requirements, supporting clearer guidance for applicants. Enhancements have also been made to Request for Information templates to improve consistency and transparency. In addition, processes for Section 173 Agreements have been fully reviewed, documented, and supported by updated templates, laying strong foundations for ongoing implementation of the improvement plan.

*We are developing land use plans for the right things*

- The East Gippsland Shire Council Coastal and Marine Management Plan was finalised and adopted by Council in October 2026. The Plan provides a long-term strategic framework for protecting, enhancing and sustainably managing the Shire's coastal and marine environments, outlining priority actions, stewardship responsibilities and management approaches for Council managed coastal areas. With the Plan now adopted, work is progressing to put in place the resource plans and operational supports required to guide its implementation and ensure the effective delivery of its commitments.
- Amendment C172egip has been endorsed by Council and submitted to the Minister for final approval, marking a key step toward unlocking significant land for housing in Paynesville. Engagement with affected landowners is underway to support the preparation of Development Plans that will facilitate subdivision applications once the amendment is approved, ensuring the land can transition efficiently to residential development.
- Further work on the Lucknow Precinct Structure Plan progressed this quarter, with drainage investigations completed to identify the easements required to support future development. Industrial buffer requirements (particularly relating to operations at Patties) have also been confirmed to ensure appropriate land use planning and residential amenity. These foundational assessments now enable preparation of the draft Structure Plan, which is scheduled to commence in Q1 and will guide the release of land for future housing opportunities in the Lucknow precinct.
- The draft Omeo/Swifts Creek Structure Plan has been prepared and is undergoing internal review. Community engagement is scheduled to commence in February 2026 for Omeo and April 2026 for Swifts Creek, marking the formal initiation of the structure planning process for both townships.

## Council Plan Measures

Reporting Frequency	Performance Measure	Comment / Status	YTD Result	Annual Target
<b>Quarterly</b>	Percentage of planning applications decided within the specified timeframe (60 days for regular permits and 10 days for VicSmart permits)	Decision timeframes remain above target and consistent with the complexity of the applications.	73.41%	55%
<b>Annually</b>	Number of ABN registrations in East Gippsland	Not yet reportable.	-	% increase year on year
	Number of visitors to our region.	Not yet reportable.	-	Increase in visitors compared to previous year
	Feedback from local businesses on satisfaction with economic support and development efforts.	Not yet reportable.	-	Increased satisfaction compared to previous year
	Feedback from community members on their satisfaction with the planning system.	Not yet reportable.	-	>Large Rural Council average

## Making the most of what we've got

By using our assets and natural resources wisely, we protect them, adapt to change, and support future generations.

### How this theme is important for the health and wellbeing of our community

A healthy natural environment is vital for food, clean air, and water. Our parks reduce stress and boost mental well-being. Proper management of natural resources improves community quality of life. Efficient waste management and a circular economy minimise environmental impact. Preserving cultural heritage connects us to our history. Maintaining and wisely using assets aligns with community needs. Sustainable resource management, climate risk planning, and safeguarding heritage are priorities for a resilient future.



The Waste and Recycling Service Review and Transition Plan was endorsed by Council in November 2025, marking a key milestone in preparing for the changes required under Recycling Victoria policy

### Outcome – Natural assets are well-managed and protected

#### *We promote sustainable management of natural and environmental assets*

- This quarter Council officers met with the East Gippsland Catchment Management Authority to explore the need and benefit of completing an ecological audit of the Gippsland Lakes and potential establishment of a Gippsland lakes research and education centre. Further discussions are planned with other key stakeholders to further understand how this initiative may align with the Gippsland Lakes Strategic Management Plan and priorities of the Gippsland Lakes Coordinating Committee.
- Work progressed this quarter on the development of the East Gippsland Bushland Strategy, with a Request for Quote prepared and issued to three natural resource focused businesses across the broader Gippsland region. A consultant has now been appointed to lead the preparation of the Strategy and the two accompanying environmental management plans for selected bushland areas.

#### *We promote environmental sustainability including mitigation and planning for climate risks*

- Work continued in Q2 to identify and establish re-use opportunities that contribute to a more circular approach to water and resource management. Efforts to drought-proof the Bairnsdale Sport and Recreation Reserve progressed through the redesign of the saleyard truck wash and associated site stormwater discharge, with the aim of enabling water capture and reuse. This work supports broader circular economy objectives by reducing potable water demand, creating opportunities for recycled water use in irrigation, and strengthening resilience during dry periods. It also complements ongoing collaboration with East Gippsland Water to explore potential applications for recycled 'Class A' water within local facilities and public open spaces.
- During the quarter, Council continued to support community led approaches to forest management by monitoring the outcomes of the Community Led Forest Management Taskforce, which has now completed its work and released its final report. With the Victorian Government responding to the Taskforce's recommendations in October, Council's role has shifted from advocating for the establishment of the process to engaging in the next phase—supporting the implementation of recommendations that create practical opportunities for local involvement in managing sections of state forest. This ongoing engagement will help strengthen community participation in decisions related to biodiversity, fire mitigation and broader forest uses.
- The Waste and Recycling Service Review and Transition Plan was endorsed by Council in November 2025, marking a key milestone in preparing for the changes required under Recycling Victoria policy. Endorsement of the plan provides a clear, staged pathway for modernising Council's waste and recycling services, including future service configurations, infrastructure needs, education priorities, and behaviour change initiatives. The transition plan positions Council to respond proactively to statewide reforms, ensuring the community is supported through upcoming service changes and that local programs continue to evolve in line with emerging circular economy opportunities and regulatory requirements.

### Outcome – Our cultural heritage is managed and preserved

*We manage, preserve and promote the culture heritage of our community*

- The Omeo Justice Precinct Masterplan continued to advance in Q2, building on the project's purpose of revitalising this nationally significant heritage precinct and identifying commercial, cultural and tourism opportunities to activate the site in ways that celebrate its history and support year-round visitation. Following two rounds of community engagement, the first draft Masterplan, shaped by a comprehensive background assessment and opportunities analysis, was prepared and circulated for cross-organisational review in November. Feedback from this process will be incorporated into a refined final draft, which is scheduled to be tabled with Council in Q4.
- Promotion of cultural and creative activities continued to progress in Q2 through the development of a destination marketing plan that will guide how the region is promoted in a consistent and equitable way. This work aims to ensure all communities benefit from increased visibility of local cultural assets and have opportunities to collaborate in future promotional activities. A major milestone this quarter was the launch of Council's new Visit East Gippsland social media channels on Instagram and Facebook, supported by the creation of a dedicated content library showcasing cultural experiences and helping to inspire future visitation. Audience growth and deeper collaboration with cultural heritage organisations will be a key focus heading into Q3.
- Work has continued on the Jemmy's Point Lookout signage and interpretation project, which is nearing completion of its research and content design phase. Consultants have collaborated with the Lakes Entrance Historical Society and the Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) to ensure the interpretive content reflects both Traditional Owner perspectives and early European settlement stories. The resulting signage will provide an engaging, culturally informed visitor experience that strengthens understanding and appreciation of the region's heritage.
- Seven Community Emergency Management Plans (CEMPs) were developed this quarter in partnership with Traditional Owner groups, Aboriginal Community Organisations and Aboriginal Community Controlled Health Organisations, ensuring local cultural knowledge is understood, respected and embedded in emergency preparedness. Through individualised engagement and partnership days, the plans capture culturally specific arrangements and strengthen self-determination by building community capability to prepare for and respond to emergencies. A 2025–2026 implementation plan for the Aboriginal & Cultural Recovery & Resilience Strengthening Report was also endorsed, further supporting culturally informed recovery. Municipal emergency management agencies were invited to contribute "agency expectations" during November, though responses were limited due to seasonal operational demands. An Aboriginal Partnerships role, funded through AGRN 1108, continues to enhance Council's capacity to engage respectfully and support communities and organisations with CEMPs, ensuring cultural heritage, knowledge and resilience remain central to emergency management across East Gippsland.
- The new Lake Tyers Trust Boomerang Structure was launched in December. This culturally significant structure, developed in partnership with the Lake Tyers Aboriginal Trust and community representatives, stands as a symbol of heritage, resilience, and connection to Country. Its completion reflects a strong collaborative effort, honouring Traditional Owner history while creating a welcoming and meaningful gateway for residents, visitors, and future generations.

**Outcome - Our assets are well maintained, utilised and meet community needs**

*We make the most out of Council assets*

- The Project plan, scope of works and associated tender for the East Gippsland Aquatic Strategy was finalised in November 2025, with the tender advertised over December 2025 to mid-January 2026. The Aquatic Strategy will provide a clear, evidence-based direction for the future provision, renewal and management of Council's aquatic facilities, ensuring they are safe, sustainable, inclusive and meet the long-term needs of our community.
- The Omeo Mountain Bike Track officially opened in early December 2025, marking a major milestone for the region and cementing Omeo's emerging reputation as a year-round adventure destination. The 114-kilometre trail network linking Mount Sam, Mount Mesley and the Omeo town centre is already delivering a significant economic boost to Omeo.
- During the quarter, Council continued strengthening the accessibility of community assets by completing a series of targeted audits and design reviews. This included accessibility audits at the Paynesville Library and the EGSC Corporate Centre, as well as the development of improved lighting and temperature-control design specifications for the BARC facility. In addition, luminance contrast recommendations were prepared for the Omeo Soldiers Memorial Hall to enhance usability and compliance. Together, these activities contribute to a clearer understanding of accessibility features across our assets and support ongoing improvements to ensure facilities are inclusive and welcoming for all community members.
- Council has continued to strengthen partnerships through participation in several regional stakeholder working groups that support coordinated management of priority weeds across East Gippsland. Involvement in initiatives such as the Gippsland Lakes Invasive Pests Plan, the Far East Eden working group, the DEECA led Good Neighbour Program, and the development of the Regional Catchment Strategy will continue to enhance Council's ability to leverage programs and grants that contribute to effective, landscape scale weed management across the Shire.

## Council Plan Measures

Reporting Frequency	Performance Measure	Comment / Status	YTD Result	Annual Target
Quarterly	Percentage of the Capital Program delivered by the end of the financial year	By the end of the quarter, Capital projects expenditure and commitments reached \$31.5 million, accounting for 41% of the total revised budget. A further 14 tenders have been planned or in progress over the next 3 months to deliver the program.	18.3% (based on actual YTD expenditure)	≥ 70%
	Number of people utilising the Omeo Mountain Bike Trail	Shuttle operations commenced in October 2025, seeing a marked increase in visitation from the previous quarter to 17,808 visits in this quarter.	22,371	Increased utilisation compared to previous year
Half-Yearly	Council sealed local roads and footpaths meeting service level needs	This half-year result indicates that overall network condition has remained stable.	96.21%	≥ 95%
Annually	Capital renewal programs driven by renewal modelling using updated condition data	Not yet reportable.	-	Baseline year
	Number of community members participating in environmental conservation projects	Not yet reportable.	-	Baseline year
	Community satisfaction with appearance of public areas	Not yet reportable.	-	≥ Large Rural Council average

## Managing Council well

We ensure effective leadership, transparent decision-making, and responsible management, fostering trust and collaboration to build a resilient and forward-thinking community.

### **How this theme is important for the health and wellbeing of our community**

By providing inclusive and equitable access to services, processes, and facilities, we ensure that everyone's needs are met, fostering trust and security. Well-managed services enhance public health, support mental and physical well-being and promote social inclusion, reducing isolation and strengthening community connections.



Engagement and communications plans were developed for several major initiatives including our community engagement on the Mallacoota Foreshore Holiday Park Masterplan.

### Outcome – Council operates transparently and effectively with public trust

*We are transparent and easy to engage and do business with*

- During the quarter, customer compliments overtook complaints, with 61 compliments recorded marking this quarter the highest on record, compared to a record-low 39 complaints. This reversal highlights a strong shift toward positive community feedback, reflecting improved service delivery and responsiveness across the organisation.
- Phase 2 of the CRM Improvement Project is underway, focusing on simplifying Customer Relationship Management (CRM) use across service areas and improving the quality and consistency of data to support reliable organisational reporting. This phase involves structured engagement with service areas to review existing CRM categories, identify opportunities for simplification and consolidation, and better align the system to how services operate in practice. Simplified workflows are being developed and tested with service areas, with targeted process mapping undertaken where processes are unclear or inconsistent.
- A new CRM performance dashboard is now fully embedded in day-to-day operations and actively used to track enquiry volumes, trends and performance - enhancing oversight, improving responsiveness, and making it easier for customers to engage and do business with us.
- The Transparency Portal project has progressed to the next stage, with initial design wireframes and concept maps now completed and reviewed internally. The design team is now moving into refinement and prototype development, incorporating feedback to ensure the Portal is intuitive, accessible, and aligned with community needs. The Transparency Portal will deliver a central, easy-to-use location for a suite of community and performance dashboards that will promote an informed and engaged community, strengthen Councils reputation, and demonstrate responsible use of resources.
- Engagement and communications plans were developed for several major initiatives, outlining key messages, communication channels, timelines and consultation opportunities including:
  - Mallacoota Foreshore Holiday Park Masterplan
  - 2026/27 Annual Budget Engagement
  - Lakes Entrance Carnival
  - Stormwater Management Plan
  - Swifts Creek Public Recreation Amenity Review
  - Johnsonville Community Play Space Design

### Outcome – Decision-making is streamlined, efficient, and responsive to community needs

#### *Our services are efficient and effective*

- A draft Organisational Plan has now been developed through extensive engagement, including workshops with Senior Leaders and review by the Staff Consultative Committee, ensuring strong alignment with our Council Plan and organisational priorities. Once finalised, the Plan will guide how we organise our people, systems and resources over the next four years, helping us deliver on our commitments and meet the expectations of our community. To allow more time for meaningful internal engagement and to incorporate organisation-wide input, the completion date has been revised from December 2025 to April 2026.
- Work continued to progress this quarter on the development of our draft Service Delivery Framework, incorporating key recommendations from the Victorian Auditor-General's Office (VAGO) audit into the financial management of Councils. The framework will establish formal service review processes, develop a comprehensive service catalogue, set internal performance metrics, and implement a timetable for ongoing reviews. This initiative supports improved accountability, transparency, and continuous improvement in service delivery.
- The Public Amenity (Toilets) Service Review and the Community Services Service Review progressed this quarter with both projects now in Phase 2. Community engagement for the Amenity Review is underway, with more than 380 responses received across our engagement platforms as of 30 December, highlighting themes around supplies, cleanliness and safety. Engagement will close in early February 2026, with results informing the Service Recommendation Report. Internal service analysis is continuing for the Community Services Review, which will shape a service options paper scheduled for completion in Q3.
- The review of the Local Law has commenced. This has been complimented by a successful joint funding submission "From Complexity to Clarity: Reforming Our Regulatory Landscape". This means we now have \$120,000 in funding to deliver a comprehensive review of our Local Law and develop a self-serve kiosk for low-risk activities governed by the Local Law. This reform will significantly improve the regulatory experience for businesses and the community by simplifying local laws and streamlining permit processes, enabling faster approvals and reducing administrative burden, and providing greater clarity in compliance requirements.

## Council Plan Measures

Reporting Frequency	Performance Measure	Comment / Status	YTD Result	Annual Target
Quarterly	Percentage of customer enquiries responded to within required timeframes	During the quarter a total of 23,204 customer requests were received, with 99.5% of these enquiries responded to within the required timeframes. This reflects a consistently high level of responsiveness across the organisation, demonstrating strong performance in meeting customer service standards.	99.5%	≥ 95%
	Reduction in the number of customer complaints	The organisation recorded its lowest number of complaints at 39, compared to 119 in Q2 last year, representing a 67% reduction. Parking was the most common area of complaint, primarily linked to the ferry shutdown period, with additional seasonal complaints relating to waste sites, pools and facility maintenance.  This positive trend has been supported by a significant increase in positive customer feedback, with 61 compliments received during the quarter.	85	Fewer complaints than previous year
	Increased effectiveness of Council engagement activities	Community engagement effectiveness strengthened this quarter, with 274 people participating in in-person activities. Engagement was also supported by new forums, surveys and interactive tools that reflect increased project activity and topical issues.	1005	Increased engagement participation compared to previous year

Reporting Frequency	Performance Measure	Comment / Status	YTD Result	Annual Target
	Percentage of community engagement plans developed for Council projects	Engagement planning continued strongly this quarter, with tailored plans developed for nine new Council projects and ongoing support provided to project teams to apply best-practice engagement methods, maximise participation outcomes and prepare clear public-facing materials.	100%	100%
	Efficiencies achieved from business service improvements	Efficiency gains this quarter included the optimisation of our Customer Service Request system including automating report generation processes and the inhouse development of PowerBI dashboards to monitor customer and survey responses.	\$54,179	Increased Efficiency
<b>Annually</b>	Community satisfaction with consultation and engagement.	Not yet reportable.	-	≥ Large Rural Council average



# FINANCIAL REPORT

July 2025 to December 2025

## 1. Financial Report Overview and Progress

### Quarter Two - 1 July to 31 December 2025

By 31 December 2025, Council had a year-to-date operating surplus of \$31.441 million, which is 2.8% or \$0.903 million less than expected. This shortfall is mainly because employee costs and depreciation were higher than planned, although this was partly balanced by savings in materials and services and more income in some areas.

However, for the full year, Council is forecasting an operating deficit of \$7.119 million, representing a \$16.349 million unfavourable variance compared to the adopted budget surplus of \$9.231 million. This outcome is largely attributable to a timing difference in the receipt of the Financial Assistance Grant, with \$10.695 million received in advance in the prior year, resulting in reduced operating grant income in 2025/26. This impact is partially offset by favourable variances in non-recurrent operating grants, non-recurrent capital grants, and reimbursements and other contributions, primarily associated with natural disaster reimbursements, including reimbursements for works completed in the prior financial year, and reimbursements for works currently in progress during the year.

### Overall Financial Performance

Council recorded a Year-to-Date (YTD) Operating Surplus of \$31.441 million, which is \$0.903 million or 2.8% lower than the YTD Budget of \$32.344 million.

### Year-to-Date Performance

Performance Measure	Actual (\$'000)	Budget (\$'000)	Variance (\$'000)	Variance (%)
Operating Surplus (YTD)	31,441	32,344	(903)	(2.8%)

### Full-Year Forecast Performance

Performance Measure	Adopted Budget (\$'000)	Forecast (\$'000)	Variance (\$'000)	Variance (%)
Operating Surplus (FY)	9,231	(7,119)	(16,349)	(177%)
Adjusted Underlying Result (FY)	(8,506)	(27,072)	(18,566)	(218%)

### Year-to-Date (YTD) Performance

Total YTD expenditure was \$67.912 million, which is \$1.265 million (1.9%) above the YTD forecast of \$66.647 million.

The main reason for this negative result is that Employee Benefits are \$1.536 million over budget. This happened because of:

- Grant-Funded roles (\$0.386 million) - additional roles were paid for by grants (money from the government or other organisations). The budget for these roles was not included in the adopted budget. These costs are fully covered by the grant money, so it doesn't put extra pressure on the Council's budget.
- Budget transfers (\$501K) - work that was budgeted to be done by external consultants and contractors and is now being done by staff, so expenses have moved from "Materials and Services" to "Employee Benefits".

- Casual staff costs are \$0.598 million higher than expected - a full casual budget review was completed in Q2 to ensure correct budgeting for the rest of 25/26. This is also reflected in the full year employee costs.
- Not as many staff wages have been costed to capital expenses as budgeted – we are reviewing this to make sure we are correctly allocating employee costs to capital where people are working on capital projects.
- Vacancy rates have been tracking lower than budgeted at 6%, this is compared to an average of between 11-16% in the past.

This higher spending is partly balanced out because we spent (\$0.662 million) less than planned on Materials and Services. This happened mainly because some budget was transferred to employee costs with staff doing the work we had budgeted for consultants or contractors to do and projects and services started later than expected, so that money hasn't been spent yet.

Depreciation and Amortisation costs were \$0.143 million higher than planned. This was mostly because new assets were added later than expected, and recent checks on infrastructure showed that some assets are in worse condition, which means we now have to spread their cost over a shorter time, increasing depreciation expenses.

Also, we spent \$0.255 million more than expected on Other Expenses. This was partly because we lost money when selling assets - the amount we got for them was less than what they were worth on paper.

Overall, we made a surplus of \$31.441 million, which is \$0.903 million (2.8%) less than we expected.

#### Full-Year Forecast

The full-year operating result is forecast to be a deficit of \$7.119 million, representing a \$16.349 million unfavourable variance compared to the adopted budget surplus of \$9.231 million. The main reason for this is that \$10.695 million from the Financial Assistance Grant was received in advance last year, so there is less grant income for 2025/26 - however it is important note that we still get the same amount in Financial Assistance Grants - however we recognised a portion of the income in the previous financial year – 2024/25. The other major contributor is carried forward grants of \$6.6 million. After adjusting for these timing impacts, the Adjusted operating result is \$10.176 million.

Description	Adopted budget 25/26	Forecast 25/26	Adjusted forecast (to reverse timing of receipt of financial assistance grants and carry forward grants)	% adjusted forecast to 25/26 adopted budget
Operating result	\$9.231	\$(7.119)	\$10.176	10.2%
Underlying result	\$(8.506)	\$(27.072)	\$(9.777)	(14.9)%

The key drivers of the full-year revenue variance are as follows:

- Recurrent Operating Grants – \$10.618 million unfavourable

The variance is primarily due to the Financial Assistance Grant (FAG) being \$10.695 million lower than budgeted, as the grant was received in advance in the prior financial year. This is a timing impact only and does not affect Council's long-term funding position.

- Non-Recurrent Operating Grants – \$0.564 million favourable  
Reflects new operating grants approved during the year, together with a variation to the funding agreement for the Bastion Point Dredging project.
- Non-Recurrent Capital Grants – \$0.494 million favourable driven by the expectation of an increase in Commonwealth grant funding for the Bairnsdale Airport Terminal (Air Ambulance Facility).
- Reimbursements and Other Contributions – \$2.100 million favourable  
Primarily relates to Natural Disaster reimbursements, including reimbursements for works completed in the prior financial year, and reimbursements for works currently in progress during the year.  
Overall, while the full-year revenue position is unfavourable against budget, this is predominantly attributable to the timing of the receipt of the Financial Assistance Grants. This is partially offset by additional non-recurrent grant funding and disaster-related reimbursements recognised during the year.

The key drivers of the full-year expenditure variance are outlined below:

Employee Benefits – \$1.731 million unfavourable, or 3.99%.

The forecast for employee costs to the adopted budget is higher than expected. In the first quarter we estimated an increase of \$0.288 million, but this has now increased to \$1,731 million. The variance in forecast is detailed below:

- Grant-Funded roles (\$0.386 million) - Additional roles were paid for by grants (money from the government or other organisations). The budget for these roles was not included in the adopted budget. These costs are fully covered by the grant money, so it doesn't put extra pressure on the Council's budget.
- Casual Staff (\$0.735 million) - We conducted a full review on casual wages budgets against actuals and maintaining levels of services to community and meeting industrial relations obligations. This resulted in an increase in the forecast spending on casuals of \$0.735 million. This increase is based on a full review of what was needed to maintain our regular work.
- Movement between budget categories (\$0.501 million) - Some funds that were originally set aside to pay for outside help (consultants and contractors) have been moved as internal staff can complete this work instead. This isn't extra spending for the Council overall—it's just changing where the money is recorded.
- Other minor variances (\$0.108 million) - attributed to vacancy rates tracking lower than budgeted at 6%, this is compared to an average of between 11-16% in the past.

Materials and Services – \$7.116 million unfavourable

Materials and services totaling approximately \$6.60 million are higher than the adopted budget primarily due to projects and programs carried forward from the previous financial year. Meaning we have the grant funds and are still completing the work. The main areas of carry forward are:

- \$2.35 million relates to specific bushfire and flood recovery initiatives
- \$0.469 million for the Council Flood Support Fund
- \$0.424 million for the Fire 2019 Bushfire Rebuilding Support Service
- \$0.375 million for the Bushfire Recovery and Resilience
- \$0.335 million for the Council Flood Support

- other minor grants make up the balance of \$2.64 million.

#### Carry Forwards – What Does That Mean?

At the start of the year, some projects were not finished—they were started last year but not completed. The money set aside to finish these projects is called “carry forwards.” This means the money ‘carries forward’ from the previous year to this year so the projects can be completed. Most of this money comes from grants, and it doesn’t add new costs, but just lets us finish what was started last year.

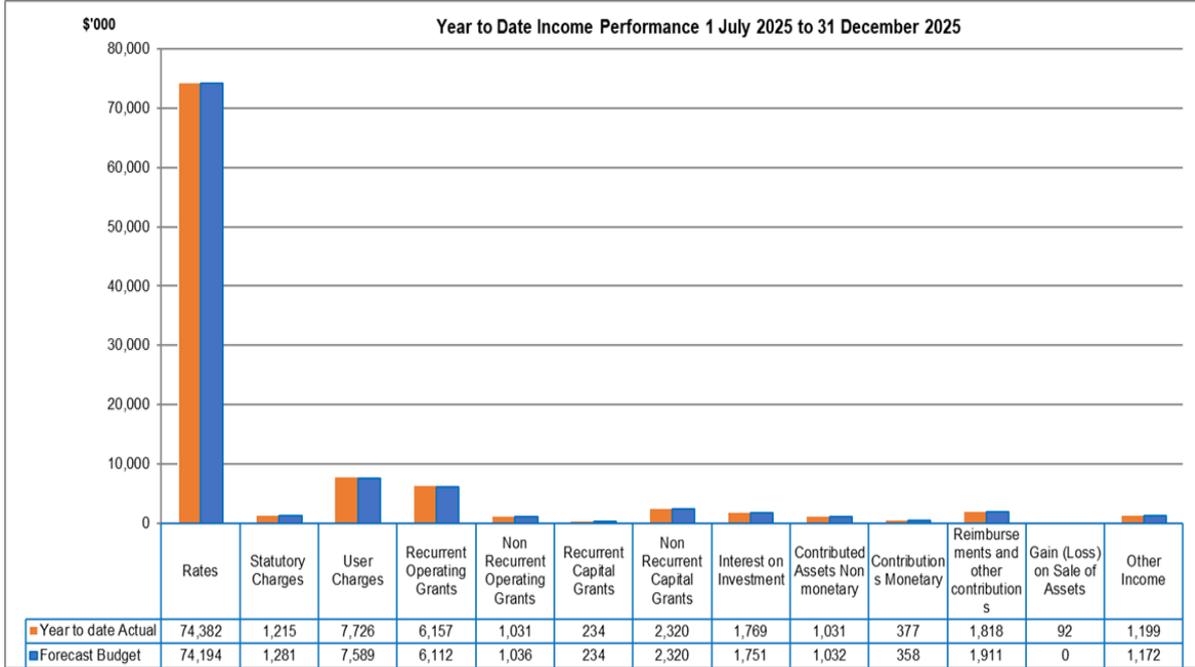
#### Depreciation and Amortisation – \$0.358 million unfavourable

The variance reflects the timing of capitalisation of new assets, together with the impact of changes in infrastructure asset condition assessments, resulting in higher depreciation expense.

### 1.1 Income Statement at 31 December 2025

	Year to date Actual \$'000	Year-to-date		Full Year		
		Forecast Budget \$'000	Variance Fav/(Unfav) \$'000	Adopted Budget \$'000	Forecast Budget \$'000	Variance Fav/(Unfav) \$'000
<b>Income</b>						
Rates	74,382	74,194	189	74,145	74,145	0
Statutory Charges	1,215	1,281	(65)	2,693	2,693	0
User Charges	7,726	7,589	137	14,268	14,314	46
Recurrent Operating Grants	6,157	6,112	45	22,239	11,621	(10,618)
Non Recurrent Operating Grants	1,031	1,036	(6)	1,734	2,298	564
Recurrent Capital Grants	234	234	0	5,215	5,215	0
Non Recurrent Capital Grants	2,320	2,320	0	13,714	14,208	494
Interest on Investment	1,769	1,751	18	2,500	2,500	0
Contributed Assets Non monetary	1,031	1,032	(0)	4,000	4,187	187
Contributions Monetary	377	358	18	430	573	142
Reimbursements and other contributions	1,818	1,911	(94)	1,268	3,368	2,100
Gain (Loss) on Sale of Assets	92	0	92	0	0	0
Other Income	1,199	1,172	27	1,875	1,875	0
<b>Total Income</b>	<b>99,352</b>	<b>98,990</b>	<b>362</b>	<b>144,082</b>	<b>136,996</b>	<b>(7,086)</b>
<b>Expenses</b>						
Employee Benefits	23,954	21,683	(1,536)	43,368	45,100	(1,731)
Materials and services	26,407	27,069	662	55,602	62,718	(7,116)
Depreciation and Amortisation	16,951	16,807	(143)	33,479	33,837	(358)
Bad and doubtful debts	0	0	0	23	23	0
Borrowing costs	142	150	8	370	370	0
Finance cost - leases	0	0	0	0	0	0
Other expenses	1,193	938	(255)	2,009	2,068	(59)
<b>Total expenses</b>	<b>67,912</b>	<b>66,647</b>	<b>(1,265)</b>	<b>134,851</b>	<b>144,115</b>	<b>(9,264)</b>
<b>Operating Surplus/(Deficit)</b>	<b>31,441</b>	<b>32,344</b>	<b>(903)</b>	<b>9,231</b>	<b>(7,119)</b>	<b>(16,349)</b>
<b>Adjusted Underlying Surplus/(Deficit)</b>						
Non Recurrent Capital Grants	(2,320)	(2,320)	0	(13,714)	(14,208)	(494)
Contributed Assets	(1,031)	(1,032)	0	(4,000)	(4,187)	(187)
Capital contributions and reimbursements	0	(6)	6	(23)	(1,559)	(1,536)
<b>Adjusted Underlying Surplus/(Deficit)</b>	<b>28,089</b>	<b>28,986</b>	<b>(897)</b>	<b>(8,506)</b>	<b>(27,072)</b>	<b>(18,566)</b>

Year to Date Income Performance 1 July 2025 to 31 December 2025



## Notes for Income Variances

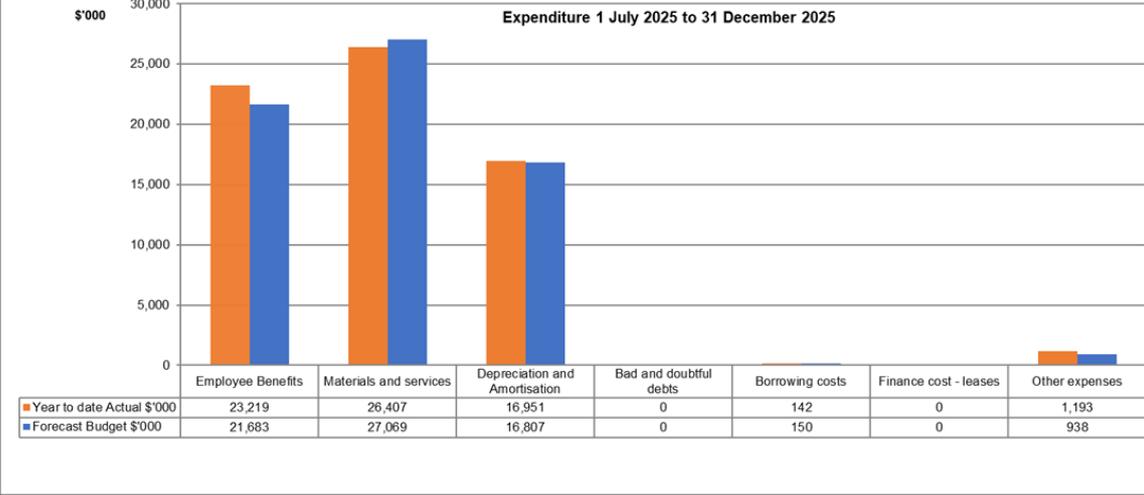
## Variances Year to Date

Category	Variance Fav/(Unfav) \$'000	Commentary
<b>Income</b>		
Rates	189	YTD rates are slightly ahead of budget.
User Charges	137	Revenue from the Saleyard is higher than forecast, driven by stronger-than-anticipated livestock throughput and associated fees.

## Variances Full Year

Category	Variance Fav/(Unfav) \$'000	Commentary
<b>Income</b>		
Recurrent Operating Grants	(10,668)	The full-year position is \$10.668 million below budget, primarily due to the Financial Assistance Grant being received in the prior year (\$10.695 million). This timing difference explains the variance and does not reflect a reduction in funding for the Council in 2025/26.
Non-Recurrent Operating Grants	564	A \$0.564 million favourable to budget, is due to newly approved operating grants during the year and variations in the funding agreement for the Bastion Point Dredging project. This increase reflects additional one-off funding that was not included in the adopted budget.
Non-Recurrent Capital Grants	494	The full-year position is \$0.494 million favourable to budget, primarily due to an increase in Commonwealth funding for the Bairnsdale Airport Terminal (Air Ambulance Facility). This additional grant was not included in the adopted budget and contributes to funding of the capital project.
Reimbursements and other contributions	2,100	A \$2.100 million favourable to budget, is primarily due to reimbursements for Natural Disaster works completed in the prior year. These receipts reflect funding recovery for eligible costs incurred previously and were not included in the adopted budget.

**Expenditure 1 July 2025 to 31 December 2025**



## Notes for Expense Variances

## Variances Year to Date

Category	Variance Fav/(Unfav) \$'000	Commentary
<b>Expenditure</b>		
Employee Benefits	(1,536)	The variance is a result of: <ul style="list-style-type: none"> <li>\$386K in grant funded roles</li> <li>\$501K in budget transfers from materials and services to employee costs for work done internally rather than by consultants of contractors</li> <li>\$600K increase in casual wages with a full budget review being completed in the Q2 to ensure correct budgeting for the rest of 25/26.</li> <li>Lower than expected vacancy rates</li> <li>Lower than expected costing of employees to capital projects</li> </ul>
Materials and services	662	The variance is primarily due to the timing of works and service delivery occurring later than originally forecast. This is largely attributable to projects and programs that were incomplete at the end of the prior financial year and have been carried forward into the current financial year.
Depreciation and Amortisation	(143)	The variance is a result of the timing for capitalisation for new assets together with the impact of the change in condition assessment for infrastructure assets.
Other Expenses	(255)	The written down value of assets sold is greater than proceed

## Variances Full Year

Category	Variance Fav/(Unfav) \$'000	Commentary
<b>Expenditure</b>		
Employee Benefits	(1,731)	The variance is a result of: <ul style="list-style-type: none"> <li>\$386K in grant funded roles</li> <li>\$501K in budget transfers from materials and services to employee costs for work done internally rather than by consultants of contractors</li> <li>\$735K increase in casual wages after completing a full budget review of our casual workforce and what we need to maintain service to community and meet industrial relations obligations.</li> <li>Lower than expected vacancy rates</li> <li>Lower than expected costing of employees to capital projects</li> </ul>
Materials and services	(7,116)	The variance is mainly a result of \$6.60 million of carried forward work that was grant funded in previous financial years.. The main areas of carry forward are: <ul style="list-style-type: none"> <li>\$2.35 million relates to specific bushfire and flood recovery initiatives</li> </ul>

- \$0.469 million for the Council Flood Support Fund
- \$0.424 million for the Fire 2019 Bushfire Rebuilding Support Service
- \$0.375 million for the Bushfire Recovery and Resilience
- \$0.335 million for the Council Flood Support
- other minor grants make up the balance of \$2.64 million.

Materials and services totaling approximately \$6.60 million are higher than the adopted budget primarily due to projects and programs carried forward from the previous financial year. Meaning we have the grant funds and are still completing the work. The main areas of carry forward are: In addition, expenditure has increased due to new grant funding received during the year, with delivery scheduled within the current financial year. As a result, expenditure is higher than the original budget profile but remains aligned with approved funding and project delivery timelines.

Depreciation and Amortisation	(358)	The variance is a result of the timing for capitalisation for new assets together with the impact of the change in condition assessment for infrastructure assets
Other expenses	(59)	The full-year forecast includes an increase in legal fees, primarily attributable to higher-than-anticipated costs in Risk Management team.
<b>Results</b>		
Operating Surplus/(Deficit)	(15,614)	The operating deficit is primarily a result of the reduction on Recurrent Operating grants that received in advance
Adjusted Underlying Surplus/(Deficit)	(17,831)	Reflects the operational shortfall after excluding non-recurring and capital-related items.

## 1.2 Balance Sheet 31 December 2025

Prior Year Actual (\$'000)		Year to date Actual (\$'000)	Full Year		Variance (\$'000)
			Adopted Budget (\$'000)	Forecast (\$'000)	
<b>Current assets</b>					
86,005	Cash and investments	100,040	59,153	59,440	287
10,417	Receivables	61,158	10,276	10,276	0
37,159	Other financial assets	0	732	732	0
5,075	Other Current Assets	1,639	3,925	3,925	0
<b>138,656</b>	<b>Total Current Assets</b>	<b>162,837</b>	<b>74,086</b>	<b>74,373</b>	<b>287</b>
<b>Non-current assets</b>					
1,375,817	Property, Infrastructure & Equipment	1,370,948	1,421,104	1,421,104	0
13,030	Investment Properties	13,030	10,787	13,030	2,243
465	Right of Use Assets	445	504	376	(128)
1,959	Intangible Assets	1,497	6,942	1,044	(5,898)
10	Other financial assets	0	10	10	0
99	Receivables	75	124	124	0
<b>1,391,380</b>	<b>Total Non - Current Assets</b>	<b>1,385,994</b>	<b>1,439,471</b>	<b>1,435,688</b>	<b>(3,783)</b>
<b>1,530,036</b>	<b>Total assets</b>	<b>1,548,831</b>	<b>1,513,557</b>	<b>1,510,061</b>	<b>(3,496)</b>
<b>Current liabilities</b>					
16,105	Payables	899	10,865	10,866	1
3,821	Trust Funds and Other Deposits	9,712	4,137	4,137	0
7,204	Contract and other liabilities	4,653	5,958	5,958	0
13,743	Current Provisions	13,306	8,216	8,175	(41)
24	Lease Liabilities	24	79	79	0
695	Interest Bearing Liabilities	352	728	728	0
<b>41,592</b>	<b>Total Current Liabilities</b>	<b>28,946</b>	<b>29,983</b>	<b>29,943</b>	<b>(40)</b>
<b>Non-current liabilities</b>					
8,067	Non - Current Provisions	8,066	7,381	7,381	0
265	Contract and other liabilities	265	419	419	0
547	Lease Liabilities	547	600	600	0
8,501	Interest Bearing Liabilities	8,501	7,772	7,772	0
<b>17,380</b>	<b>Total Non - Current Liabilities</b>	<b>17,379</b>	<b>16,172</b>	<b>16,172</b>	<b>0</b>
<b>58,972</b>	<b>Total liabilities</b>	<b>46,325</b>	<b>46,155</b>	<b>46,115</b>	<b>(40)</b>
<b>1,471,064</b>	<b>Net assets</b>	<b>1,502,506</b>	<b>1,467,402</b>	<b>1,463,946</b>	<b>(3,456)</b>
<b>Equity</b>					
937,638	Reserves	937,640	937,778	937,778	0
533,426	Total Retained Earnings	564,867	529,624	526,168	(3,456)
<b>1,471,064</b>	<b>Total Equity</b>	<b>1,502,506</b>	<b>1,467,402</b>	<b>1,463,946</b>	<b>(3,456)</b>
	<b>Net Surplus for year</b>	<b>31,441</b>	<b>9,231</b>	<b>(7,119)</b>	<b>(16,349)</b>

## Notes for Balance Sheet Variances

## Variances - Full Year

Category	Variance Fav/(Unfav) \$'000	Commentary
Cash and investments	1,022	The favourable variance is partly a result of the delay in invoicing for capital projects.
Investment Properties	2,243	Some properties were reclassified from Property, Plant and Equipment to Investment Properties. This change was not included in the adopted budget.
Right of Use Assets	(128)	Council has cancelled two leases for Balfours Road depot and equipment which were included in the adopted budget.
Intangible Assets	(5,898)	Council had cloud-based software recorded as intangibles in the budget now recognised as operating expenses in line with accounting standard changes.
Total Retained Earnings	(2,721)	Overall, total retained earnings for the quarter were broadly in line with planned results. However, some movements were noted in Assets Held for Investment and Intangible Assets, primarily due to asset reclassifications.

## 1.3 Cashflow Statement for the Period 1 July 2025 to 31 December 2025

	Year-to-date	Full Year		Variance (\$'000)
	Actual	Adopted Budget	Forecast Budget	
	(\$'000)	(\$'000)	(\$'000)	
<b>Cashflows from Operating Activities</b>				
Ratepayer receipts	32,421	76,271	74,109	(2,162)
Statutory fees and fines	1,179	2,693	2,670	(23)
User fees	7,827	13,742	10,801	(2,941)
Operating Grants	6,805	23,973	12,300	(11,673)
Capital Grants	661	18,929	22,796	3,867
Contributions	377	430	573	143
Interest Received	2,140	2,500	2,465	(35)
Trust funds and deposits taken	5,891	8,650	8,816	166
Other Receipts and reimbursements	(5,161)	2,863	5,243	2,380
Net GST refund/payment	85	0	0	0
Payments to Employees	(23,563)	(42,833)	(46,091)	(3,258)
Payments to Suppliers	(39,502)	(61,245)	(73,447)	(12,202)
Trust funds and deposits repaid	0	(8,650)	(8,500)	150
Other Payments	(1,312)	(2,009)	(2,068)	(59)
<b>Net cash provided by (used in) operating activities</b>	<b>(12,152)</b>	<b>35,314</b>	<b>9,666</b>	<b>(25,648)</b>
<b>Cashflows from Investing Activities</b>				
Payments for Property/ Plant	(12,423)	(71,711)	(73,238)	(1,527)
Proceeds from Investments	37,159	0	37,159	37,159
Proceeds from sale of assets	1,973	725	805	80
<b>Net cash provided by (used in) investing activities</b>	<b>26,709</b>	<b>(70,986)</b>	<b>(35,274)</b>	<b>35,712</b>
<b>Cashflows from Financing Activities</b>				
Finance costs	(142)	(369)	(370)	(1)
Loan Principal Repayments	(343)	(695)	(696)	(1)
New Loans	0	0	0	0
Interest paid-lease liability	0	(1)	0	1
Repayment of lease liabilities	(24)	0	109	109
<b>Net cash provided by (used in) investing activities</b>	<b>(508)</b>	<b>(1,065)</b>	<b>(957)</b>	<b>108</b>
<b>Net Increase / (Decrease) in Cash</b>	<b>14,049</b>	<b>(36,737)</b>	<b>(26,565)</b>	<b>10,172</b>
Cash At Beginning of Period/Year	86,005	95,890	86,005	(9,885)
<b>Cash at End of Period/Year</b>	<b>100,054</b>	<b>59,153</b>	<b>59,440</b>	<b>287</b>

## 1.4 Capital Works Projects

The 2025-26 Capital Works Projects budget was adopted in June 2025 at \$71.711 million.

After final adjustments for carry forwards, the total budget increased by \$3.152 million, resulting in an initial budget of \$74.864 million.

At the end of the second quarter, the forecasted budget decreased by \$5.541 million, reducing the revised budget to \$69.322 million.

By the end of the period, Capital projects expenditure and commitments reached \$24.889 million, accounting for 35.9% of the total revised budget.

This pertains solely to capital works and excludes waste landfill rehabilitation and aftercare projects (major projects) and community projects. Landfill rehabilitation projects are mentioned further in this report however the combined overall budget is \$81.352 million. Community projects budget including carryovers was \$4.7 million which was further revised to \$7.5 million.

### Landfill Rehabilitation Projects as of 31 December 2025

The 2025-26 adopted budget for Landfill Rehabilitation projects totalled \$6.485 million – these are classified as major projects as they are not capital in nature but are significant expenditures items. After final adjustments for carry forwards, the total budget was increased by \$0.003 million, resulting in an initial budget \$6.488 million.

By the end of the period Landfill Rehabilitation Works expenditure and commitments reached \$0.297 million.

### Landfill Rehabilitation Projects carry forwards:

The full year budget has been reduced by \$6.2 million due to three waste related projects that we are required to be included in the budget by the Environmental Protection Authority but do not necessarily need to be completed in the budgeted year. An assessment will be completed at the start of the new financial year to confirm if the projects need to proceed to meet legislative requirements.

For these projects it has been assessed that they do not need to be completed in 2025/26. They have been carried forward to the 26/27 Budget:

- Cann River Landfill Capping - \$1.5 million
- Bairnsdale Cell 3A Capping Design - \$2.3 million
- Bairnsdale Cell 3B capping - \$2.4 million

### Capital Works carry forwards:

Some projects will not be completed until the 2026/27 financial year. The total of these projects is \$2.4m and consist of:

- Internal CCTV Renewal - \$0.1 million
- Digital Services - \$2 million
- Public Space CCTV - \$0.3 million

**Holding Account - Balance**

All budget adjustments have been processed through the designated holding account. The snapshot below provides a summary of the projects, their current status, and the corresponding variation amounts that have been actioned as part of this process. The movement in the holding account is detailed in the table below, showing an opening balance of \$201,016 at the start of November and a closing balance of -\$ 74,085.46 as at 31 December 2025. Due to processing timing variances, the holding account balance has temporarily decreased. These movements will be appropriately journalled in the January 2026.

**Capital Works Program Summary as at 31 December 2025**

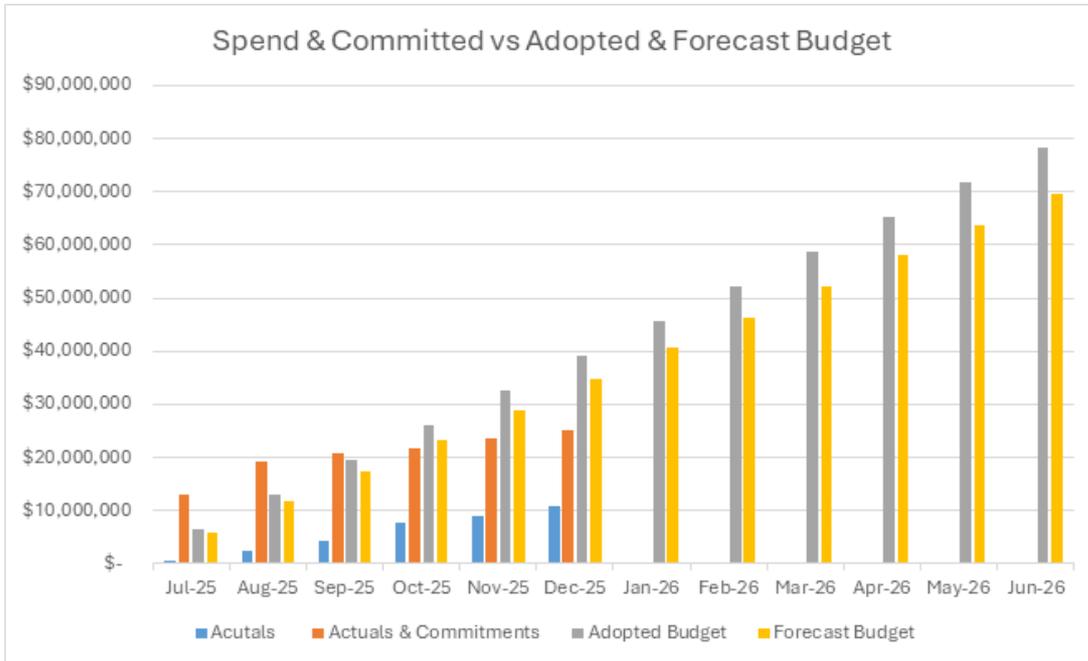
This financial year, changes to the budget by 31 December 2025, have led to the following revised forecast budget:

	<b>25/26 Adopted Budget inc. carryovers</b>	<b>Revised 25/26 Budget</b>	<b>YTD Actual Expenditure</b>	<b>Commitments @ 31/12/2025</b>	<b>Percentage Complete*</b>	<b>No. of Projects</b>
<b>Capital Works Projects</b>	74,863,540	69,322,106	10,800,110	14,088,404	35.9%	172
<b>Landfill and Waste Projects</b>	6,488,019	288,019	94,124	202,446	98.9%	13
<b>Community Projects*</b>	4,673,640	7,517,524	3,290,448	3,140,628	88.9%	3
<b>Totals</b>	<b>86,025,199</b>	<b>77,127,649</b>	<b>14,184,682</b>	<b>17,431,478</b>	<b>41%</b>	<b>188</b>

## 1.5 Capital Works report by asset class as at 31 December 2025

	Year to date Actual \$'000	Full Year		
		Adopted with actual carry forwards \$'000	Forecast Budget \$'000	Variance Adopted budget to Forecast budget \$'000
<b>Property</b>				
Land	79	387	387	-
<b>Total land</b>	<b>79</b>	<b>387</b>	<b>387</b>	<b>-</b>
Buildings	1,497	9,501	8,246	(1,255)
Heritage buildings	1	105	105	-
<b>Total buildings</b>	<b>1,498</b>	<b>9,606</b>	<b>8,351</b>	<b>(1,255)</b>
<b>Total property</b>	<b>1,577</b>	<b>9,993</b>	<b>8,738</b>	<b>(1,255)</b>
<b>Plant and equipment</b>				
Plant, machinery and equipment	1,881	5,390	5,390	-
Fixtures, fittings and furniture	17	50	50	-
Computers and telecommunications	356	5,586	2,402	(3,184)
Library books	112	209	209	-
<b>Total plant and equipment</b>	<b>2,366</b>	<b>11,235</b>	<b>8,051</b>	<b>(3,184)</b>
<b>Infrastructure</b>				
Roads	2,204	10,404	10,510	106
Bridges	62	250	250	-
Footpaths and cycleways	50	831	831	-
Drainage	525	4,729	3,976	(753)
Recreational, leisure and community facilities	516	8,719	7,791	(928)
Waste management	80	1,868	1,468	(400)
Parks, open space and streetscapes	3,265	13,707	13,597	(110)
Aerodromes	59	11,938	12,921	983
Off street car parks	27	362	362	-
Other infrastructure	69	827	827	-
<b>Total infrastructure</b>	<b>6,857</b>	<b>53,635</b>	<b>52,533</b>	<b>(1,102)</b>
<b>Total capital works expenditure</b>	<b>10,800</b>	<b>74,863</b>	<b>69,322</b>	<b>(5,541)</b>

The graph below shows the relationship between actual spend and committed spend on capital projects and landfill rehabilitation projects compared to the budgeted amounts over a set period.



At the end of quarter two, the program covered 188 separate projects of which 31 projects had been completed, 136 were in progress, 16 projects were yet to commence, and 5 projects had been withdrawn, transferred or are on hold.

It should be noted Council commenced the year with a budget of \$81.352 million. This includes Waste Rehabilitation and Aftercare non- capital projects (Major Projects) but excludes Community projects\*.

\*Community Projects include Sarsfield Recreation Reserve Upgrade, Buchan Recreation Reserve and The Old Slipway Seawall. These are projects that Council is managing and the assets are not Council assets.

### 1.5 Treasury

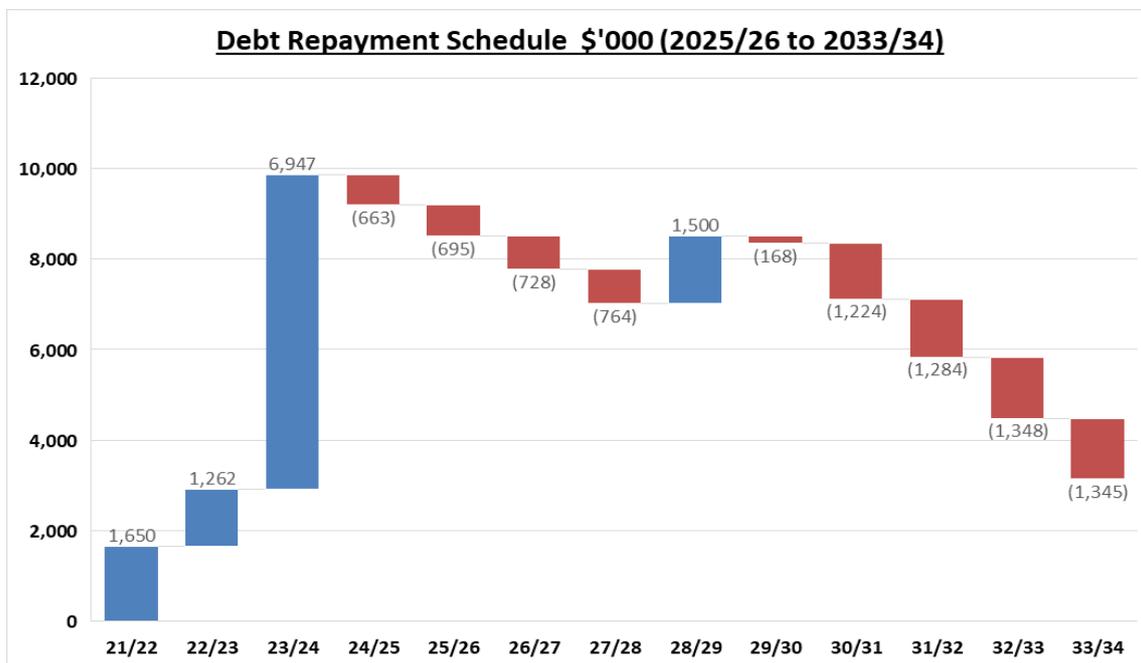
Council has paid \$0.171 million in scheduled principal debt repayments in the period 1 July 2025 to 31 December 2025.

The interest rates as at the end of September for each loan are as follows:

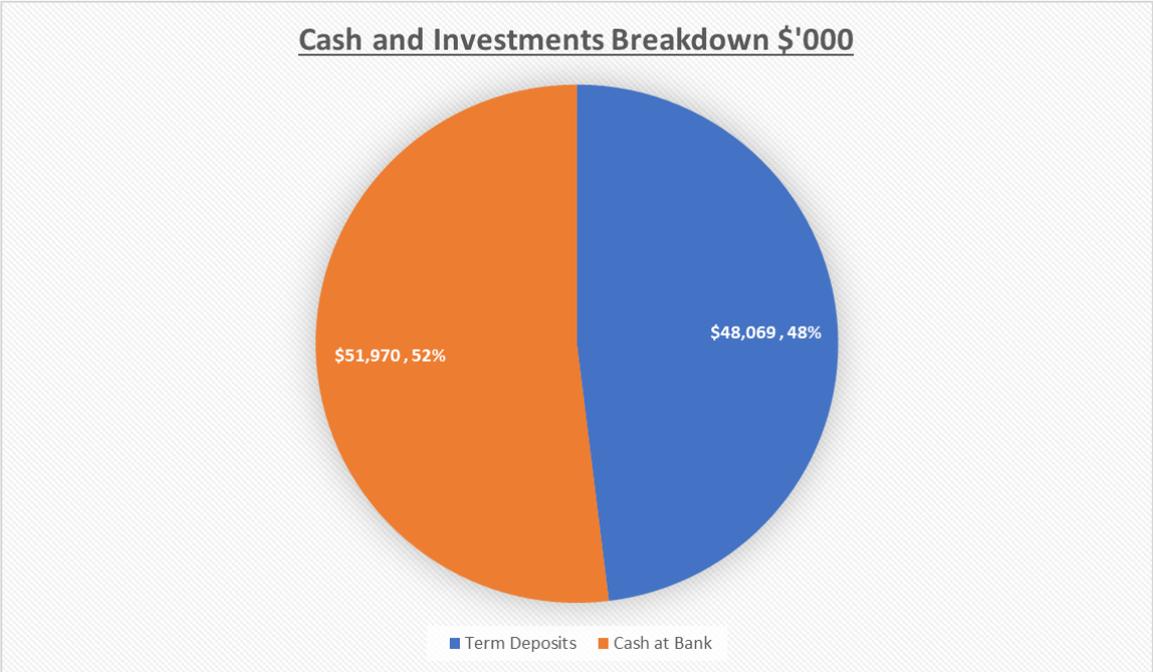
1. Tambo Bluff Special Charge Scheme – 8.66% (recovered from the scheme participants)
2. Community Infrastructure Low Interest Loans from Treasury Corporation of Victoria:
  - o WORLD Sporting Precinct – 4.83%
  - o Eagle Point Foreshore Hub – 4.625%

The full year debt repayments are on schedule, with a forecast end of year balance of \$8.501 million.

Loan Maturing	YTD December 2025				Full Year			
	Opening Balance \$'000	Principal Repaid \$'000	New Loans \$'000	Closing Balance \$'000	Opening Balance \$'000	Repayments \$'000	New Loans \$'000	Closing Balance \$'000
Current Loans	695	(343)	0	352	695	33	0	728
Non-Current Loans	8,501		0	8,501	8,501	(728)	0	7,773
	<b>9,196</b>	<b>(343)</b>	<b>0</b>	<b>8,853</b>	<b>9,196</b>	<b>(695)</b>	<b>0</b>	<b>8,501</b>



Cash and investment holdings total \$100.040 million as of 31 December 2025, an increase of \$14,035 million from the 30 June 2025 balance of \$86.005 million. Council has \$48,069 million in term deposits as at 31 December 2025 earning an average interest rate of 4.45%.



## 1.6 Procurement

To meet the needs of the community and support Council's operational requirements, Council undertakes procurement processes (including tenders) and awards contracts for infrastructure works, goods and services.

As outlined in the Procurement Policy, Council formally recognises the significant role procurement plays in contributing to the economic prosperity of the Shire. Accordingly, local suppliers and service providers are encouraged to compete for opportunities to supply goods, services and works to Council.

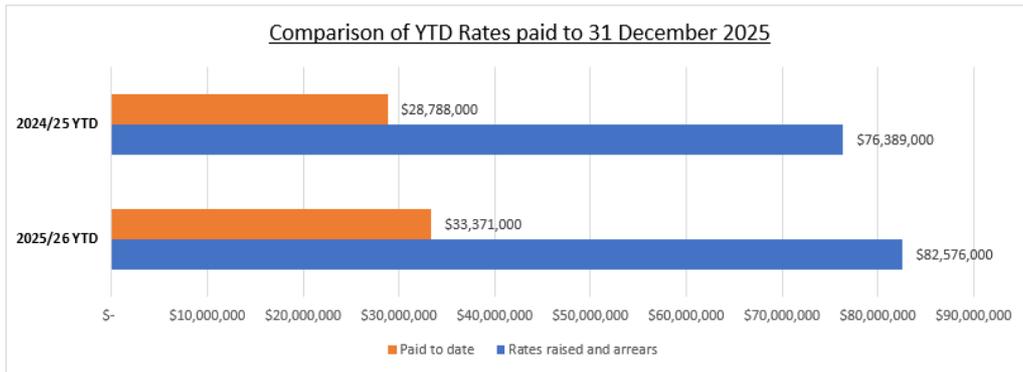
The following is a public summary of all contracts awarded to suppliers by Council or under delegation between 1 July 2025 – 31 December 2025:

Contract number	Contract name	Date of award	Supplier	Estimated contract value (ex GST)	Contract period	Supplier location
<b>CON2025 1730</b>	Fort King Road, Paynesville - Drainage Upgrades	11/07/2025	McInnes Earthmoving Pty Ltd	\$319,394.00	31 October 2025	Gippsland
<b>CON2025 1734</b>	Provision of Supply Services for Diesel Generators East Gippsland Shire Council	16/07/2025	SM & JR Pty Ltd trading as Riviera Pumps & Generators	\$173,000.00	31 November 2025	East Gippsland
<b>CON2025 1725</b>	Construction of Cormorant Grove Road, Metung	31/07/2025	Middleton Lee Pty Ltd trading as CAL CIVIL	\$132,520.00	16 weeks from possession of site	East Gippsland
<b>CON2025 1732</b>	Construction of Buchan-Orbost Road Landslip Repair	25/08/2025	Jarvis Norwood Constructions Pty Ltd	\$539,535.00	30 weeks	East Gippsland
<b>CON2026 1741</b>	Provision of Painting, Blasting, Scaffolding and Encapsulation Services for Raymond Island Ferry Slipping	16/09/2025	Strini Industries Pty Ltd ATF F & S Strini Family Trust	\$343,610.00	6 weeks	East Gippsland
<b>CON2026 1754</b>	Detailed Design for Public Drainage Assets	27/11/2025	JC Engineers Pty Ltd	\$136,027.00	12 Months	QLD
<b>CON2026 1753</b>	Bairnsdale Aquatic Recreation Centre Re-Roofing	15/12/2025	Frith's Plumbing and Construction Pty Ltd	\$271,541.38	6 weeks	East Gippsland

Contract number	Contract name	Date of award	Supplier	Estimated contract value (ex GST)	Contract period	Supplier location
CON2026 1750	Amenity Lawn Mowing and Maintenance Services	17/12/2025	Batt Brothers Pty Ltd	Schedule of Rates	3-year term initial	East Gippsland
CON2026 1750	Amenity Lawn Mowing and Maintenance Services	17/12/2025	Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC)	Schedule of Rates	3-year term initial	East Gippsland
CON2026 1750	Amenity Lawn Mowing and Maintenance Services	17/12/2025	JF Peterson Pty Ltd	Schedule of Rates	3-year term initial	East Gippsland
CON2026 1750	Amenity Lawn Mowing and Maintenance Services	17/12/2025	Moogji Aboriginal Council East Gippsland Inc.	Schedule of Rates	3-year term initial	East Gippsland
CON2026 1750	Amenity Lawn Mowing and Maintenance Services	17/12/2025	PB Kenny Holdings Pty Ltd trading as Gippsland Asset Management	Schedule of Rates	3-year term initial	East Gippsland
CON2026 1750	Amenity Lawn Mowing and Maintenance Services	17/12/2025	The Trustee for The Heather Family Trust trading as Eastern Grounds & Garden Maintenance Services Pty Ltd	Schedule of Rates	3-year term initial	East Gippsland
CON2026 1748	Old Slipway Seawall Strom Damage Repairs, Lakes Entrance	19/12/2025	Carter Marine Group Pty Ltd	\$612,074.87	20 weeks	East Gippsland
CON2026 1751	Spillway and Bridge Replacement at Livingstone Park, Omeo	19/12/2025	Jarvis Norwood Constructions Pty Ltd	\$585,180.00	12 weeks	East Gippsland

### 1.7 Rates Performance

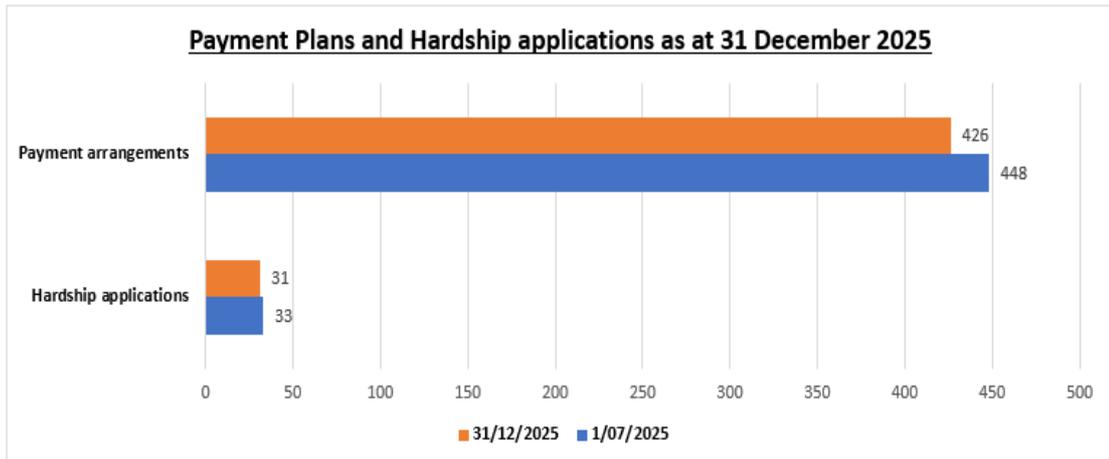
As at 31 December 2025, 40.4% of rates have been received, which is 1% higher than the same point in the previous financial year, indicating a modest improvement in collection performance.



Final rates are due on 15 February with the rates team working hard on early engagement and follow up where they can, including reminders of overdue rates to support people to reach out to us and get help if they need.

The Rates Roadshow will happen again after the final notices are issued in February will the team attending various communities across March and April. The roadshow allows community to connect with our team for support in understanding and paying rates.

Council has proactively encouraged ratepayers having trouble in paying their rates to enter into flexible payment arrangements, enabling smaller instalments to be made over an extended period without incurring interest. The Rates team continues to work closely with residents to tailor payment options to individual circumstances and budgets, providing ongoing support while fostering trust, transparency, and positive relationships between Council and the community.



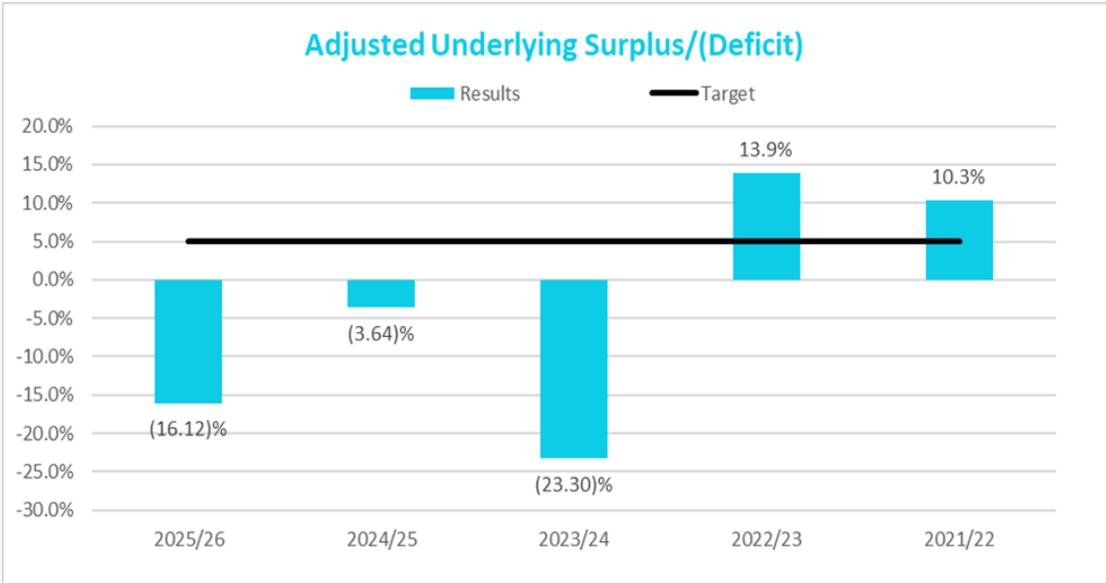
## 2. Year to Date Financial Analysis

### 2.1 Financial Ratios

#### Adjusted underlying surplus/(deficit)

The adjusted underlying result demonstrates Council’s ability to generate a surplus in its ordinary course of business, excluding non-recurrent capital grants, non-monetary asset contributions and other contributions to fund capital works from its net result. A surplus or increasing surplus suggest an improvement in the operating position.

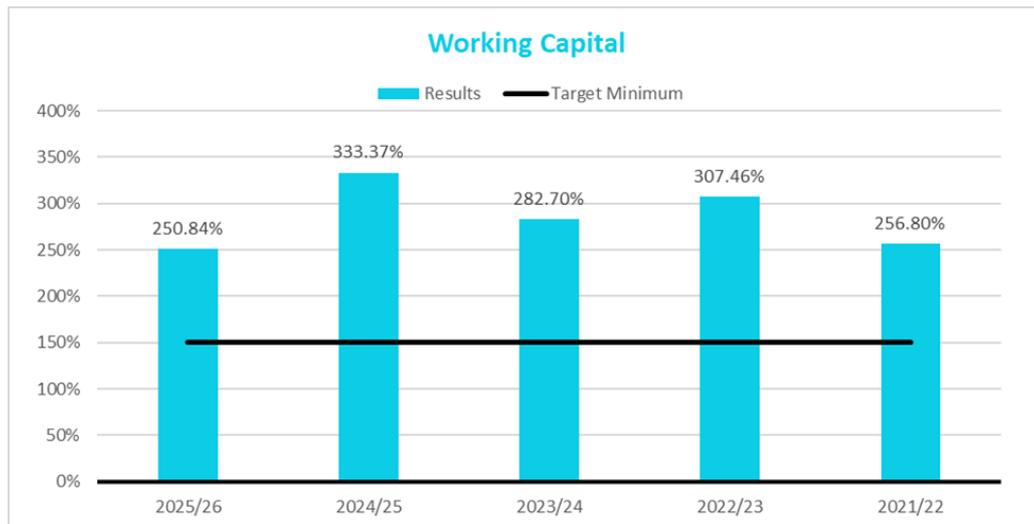
The adjusted underlying result for 2025/26 is forecast to be a deficit of 16.12%. This is due to the early payment of 50 % of the Financial Assistance Grants (\$10.695 million) received in 2024/25 and \$6.6 million of carried forward grants.



**Liquidity**

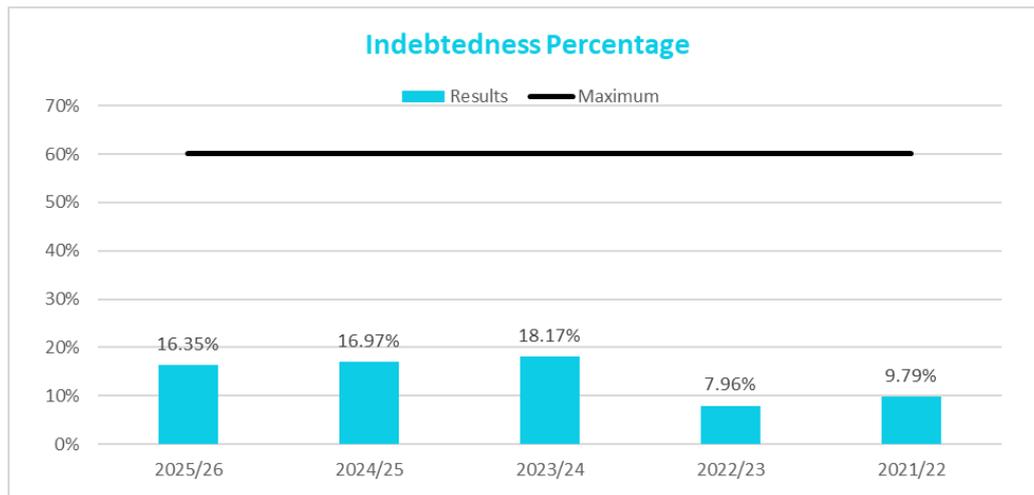
The Working Capital Ratio, which assesses Council's ability to meet current commitments, is calculated by measuring Council's current assets as a percentage of current liabilities.

The forecast Working Capital Ratio at 31 December 2025 is 250.84% against a target of 150%. This indicates that Council's ability to pay for current liabilities is strong.



**Obligations**

The Indebtedness Ratio Percentage Measures Council's level of long-term liabilities is appropriate to the size and nature of the organisation. This measures non-current liabilities against Council's own source revenue. It is forecast to be 16.35% against a target of less than 60% at 31 December 2025.

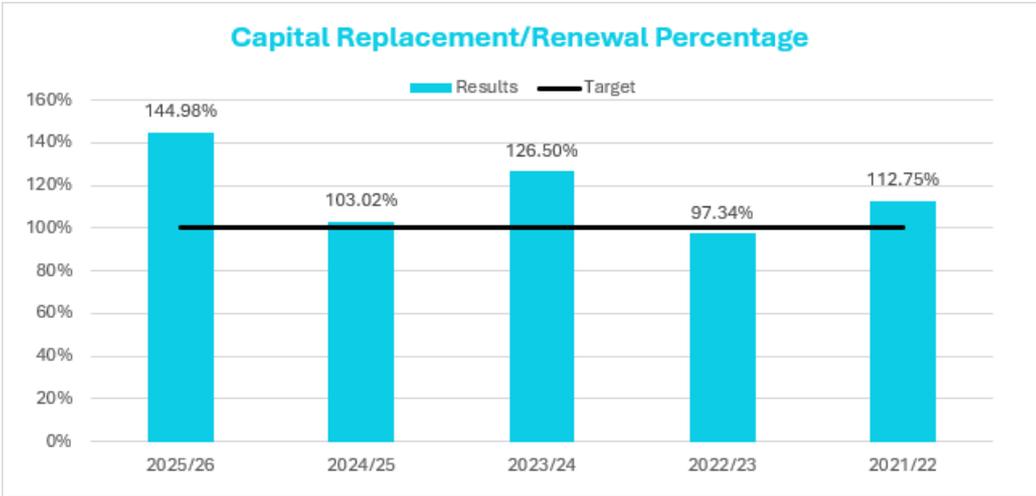


Asset Renewal

The Capital Replacement Ratio/Renewal Percentage compares the rate of renewal expenditure for infrastructure, property, plant and equipment with its depreciations. Ratios greater than 100% indicate that Council is renewing these assets at a greater rate than they are depreciating. Council plans that the ratio sits at 100% or greater for each year.

Council aims to ensure that it can maintain its infrastructure assets at expected levels, while at the same time continuing to deliver the services needed by the community. The investment in asset renewal for the 2025/26 year is forecasted to be \$45.77 million.

The result is above the target due to the size of the program, which includes carry-forward funds from previous years as well as confirmed funding. This additional investment has contributed to surpassing the renewal target by increasing the total funds available towards asset renewal.



## **6 Urgent Business**

## **7 Confidential Business**

## **8 Close of Meeting**