



S7 Instrument of Sub-Delegation

Whitehorse City Council

Instrument of Sub-Delegation from CEO to Council Staff

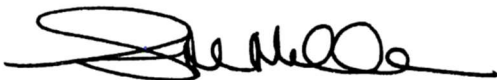
Instrument of Sub-Delegation

By this Instrument of Sub-Delegation, in exercise of the power conferred by s 47(1) of the Local Government Act 2020, I, Simon McMillan as Chief Executive Officer of Whitehorse City Council –

1. Delegate each duty and/or function and/or power respectively 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 respectively described in column 3 of the Schedule;
2. Record that on the coming into force of this Instrument of Sub-Delegation each delegation under the Instrument of Sub-Delegation dated 4 April 2022 and executed by Simon McMillan is revoked;
3. Declare that this Instrument of Sub-Delegation –
 - comes into force immediately upon its execution;
 - remains in force until varied or revoked;
 - is subject to any conditions and limitations set out in paragraph 5, and in the Schedule; and
 - must be read in accordance with any guidelines or policies which Council from time to time adopts; and
4. Declare that the delegate must not determine the issue, take the action or do the act or thing if:
 - the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or
 - if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategy
 - adopted by Council; or
 - if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of ss 11(2)(a) – (n) and 47(2) (inclusive) of the Act or otherwise.

This Instrument of Sub-Delegation is dated 28 September 2023 and is made by the Chief Executive Officer under authority of an instrument of delegation authorised by Resolution of Council made on 26 June 2023.

Signed by the Chief Executive Officer of Whitehorse City Council



21 December 2023

in the presence of:

Witness



Delegation Sources

- Aboriginal Heritage Act 2006
- Associations Incorporation Reform Act 2012
- Audit Act 1994
- Building Act 1993
- Child Wellbeing and Safety Act 2005
- Children Youth and Families Act 2005
- Children's Services Act 1996
- Circular Economy (Waste Reduction and Recycling) Act 2021
- Climate Change Act 2017
- Cultural and Recreational Lands Act 1963
- Dangerous Goods Act 1985
- Development Victoria Act 2003
- Disability Act 2006
- Domestic Animals Act 1994
- Domestic Building Contracts Act 1995
- Education and Care Services National Law Act 2010
- Education and Training Reform Act 2006
- Electoral Act 2002
- Electricity Safety Act 1998
- Emergency Management Act 2013
- Environment Protection Act 2017
- Environment Protection Regulations 2021
- Estate Agents Act 1980
- Family Violence Protection Act 2008
- Fences Act 1968
- Filming Approval Act 2014
- Fines Reform Act 2014
- Fire Rescue Victoria Act 1958
- Fire Services Property Levy Act 2012
- Flora and Fauna Guarantee Act 1988
- Food Act 1984
- Freedom of Information Act 1982
- Gambling Regulation Act 2003
- Gender Equality Act 2020
- Graffiti Prevention Act 2007
- Health Records Act 2001
- Heavy Vehicle National Law 2012
- Heavy Vehicle National Law Application Act 2013
- Heritage Act 2017
- Housing Act 1983
- Impounding of Livestock Act 1994
- Independent Broad-Based Anti-Corruption Commission Act 2011
- Infringements Act 2006
- Land Act 1958
- Land Acquisition and Compensation Act 1986
- Liquor Control Reform Act 1998
- Local Government Act 2020
- Local Government Act 1989
- Magistrates' Court Act 1989

- Major Transport Projects Facilitation Act 2009
- Privacy and Data Protection Act 2014
- Public Interest Disclosures Act 2012
- Public Health and Wellbeing Act 2008
- Public Records Act 1973
- Residential Tenancies Act 1997
- Road Management Act 2004
- Road Safety Act 1986
- Rooming House Operators Act 2016
- Second Hand Dealers and Pawnbrokers Act 1989
- Service Victoria Act 2018
- Sex Work Act 1994
- Sheriff Act 2009
- Sport and Recreation Act 1972
- Subdivision Act 1988
- Summary Offences Act 1966
- Suburban Rail Loop Act 2021
- Taxation Administration Act 1997
- Transfer of Land Act 1958
- Transport Integration Act 2010
- Valuation of Land Act 1960
- Victorian Environmental Assessment Council Act 2001
- Victorian Local Government Grants Commission Act 1976
- Victoria State Emergency Service Act 2005
- Victorian Data Sharing Act 2017
- Victorian Inspectorate Act 2011
- Victorian Planning Authority Act 2017
- Water Act 1989
- Building Regulations 2018
- Dangerous Goods (Explosives) Regulations 2021
- Drugs, Poisons and Controlled Substances Regulations 2017
- Electricity Safety (Electric Line Clearance) Regulations 2020
- Infringements Regulations 2016
- Land Acquisition and Compensation Regulations 2021
- Local Government (General) Regulations 2015
- Local Government (Long Service Leave) Regulations 2021
- Local Government (Planning and Reporting) Regulations 2020
- Occupational Health and Safety Regulations 2017
- Public Health and Wellbeing Regulations 2019
- Public Health and Wellbeing (Prescribed Accommodation) Regulations 2020
- Road Safety Road Rules 2017
- Road Safety (General) Regulations 2019
- Road Safety (Traffic Management) Regulations 2019
- Road Safety (Vehicles) Regulations 2021
- Subdivision (Fees) Regulations 2016
- Subdivision (Procedures) Regulations 2021
- Subdivision (Registrar's Requirements) Regulations 2011
- Miscellaneous and Administrative Powers

Position Groups

Position Group	Position
Maternal and Child Health Group	Maternal and Child Health Nurse Team Leader Maternal and Child Health Coordinator Maternal and Child Health Manager Health and Family Service
Planning Officers Group	Team Leader Statutory Planning Principal Planner Development Planner Urban Planner

Schedule

Aboriginal Heritage Act 2006			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Parts 4, 6 and 8	Powers, functions and duties of a sponsor of a cultural heritage management plan under Parts 4, 6 and 8 of the Aboriginal Heritage Act 2006.	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning	
s 74A(1)	Power to enter into an Aboriginal cultural heritage land management agreement with a registered Aboriginal party	Not delegated	
s 74E(1)	Duty to give copy of Aboriginal cultural heritage land management agreement to Secretary of the Department of Premier and Cabinet	Manager Property & Leasing	

Associations Incorporation Reform Act 2012			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 132	Power to nominate a body to which assets should be returned	Not delegated	Where a wound up incorporated association has assets consisting of property supplied by Council (which includes the unexpended portion of a grant)

Audit Act 1994			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 13(1)	Duty to pay, to the Consolidated Fund, an amount determined by the Auditor-General to defray the reasonable costs and expenses incurred by or on behalf of the Auditor General in conducting an audit of the financial statements of the public body and expressing an audit opinion on Council under s 11	Directors	
s 13(4)	Power to dispute the reasonableness of an amount to be paid	Directors	
s 17(1)	Function of being consulted by the Auditor-General	Directors	
s 18(1)	Function of receiving a final specification of a performance audit	Directors	
s 18(4)(a)	Function of receiving an amended specification	Directors	
s 18(4)(b)	Function of being consulted by the Auditor-General	Directors	
s 23(1)	Power to enter into an agreement with the Auditor-General for the provision of other auditing services	Directors	
s 44	Function of receiving a written notice and power to give consent to entry	Directors	
s 45	Power to consent to earlier entry	Directors	

Audit Act 1994

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46(1)	Power to request that the Auditor-General, or authorised person, produce proof of identity	Directors	
s 47	Duty to provide all reasonable assistance necessary to each of the people listed in s 47(a) – (c) who attends for the purposes of the Auditor-General, or authorised person, exercising the power to enter and inspect Council's premises	Directors	
s 48	Power to request that the Auditor-General or authorised person serve an information gathering notice	Directors	
s 58(2)(a)(i) & (ii)	Duty to give Council's officer or employee a reasonable opportunity to respond in relation to the adverse material	Directors	
s 65(2)	Duty to give Council's officer or employee a reasonable opportunity to respond in relation to the adverse material	Directors	
s 68(1)	Function of receiving information acquired by the AuditorGeneral	Directors	Where Council is a specified entity

Building Act 1993

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 3(1)	Power to appoint municipal building surveyor	Not delegated	The person must be a registered building surveyor (unlimited) as required by s 213
s 11(2)	Duty to publish notice in a newspaper if regulation under Part 2 ceases to have effect	Municipal Building Surveyor	
s 25AD(1)	Function of receiving written notice of the occurrence of each prescribed event and the prescribed information relating to that event	Municipal Building Surveyor Deputy Municipal Building Surveyor Coordinator Information Management	
s 25BE	Function of receiving the building permit number and the information given to the Victorian Building Authority (Authority) by the relevant building surveyor under s 18AA in relation to the application for the building permit number	Municipal Building Surveyor Deputy Municipal Building Surveyor Coordinator Information Management	

Building Act 1993

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 29A	Function of giving consent to building permit for demolition in its capacity as responsible authority under the Planning and Environment Act 1987	Manager City Planning & Development Municipal Building Surveyor Deputy Municipal Building Surveyor Coordinator Strategic Planning Senior Strategic Planner Strategic Planner	This section provides that if an application is made to the relevant Building Surveyor under the Act for a building permit for the demolition of a building on land and— (a) the demolition and all other demolitions completed or permitted in respect of the building within the period of three years immediately preceding the date of the application would together amount to the demolition of more than one half of the volume of the building as it existed at the date of the first building permit to be issued within that period for the demolition of any part of the building; or (b) the demolition is of any part of the facade of a building - then the report and consent of the responsible authority under the Planning and Environment Act 1987 for the planning scheme relating to that land must be obtained to that application.
s 29B(1)	Duty to give notice where amendment of planning scheme sought in its capacity as responsible authority under the Planning and Environment Act 1987	Manager City Planning & Development Municipal Building Surveyor Deputy Municipal Building Surveyor Coordinator Strategic Planning Senior Strategic Planner Strategic Planner	This section refers to the suspension of a demolition permit pending amendment of the planning scheme.
s 29B(3)	Duty to give notice where request for amendment withdrawn, refused etc. in its capacity as responsible authority under the Planning and Environment Act 1987	Manager City Planning & Development Municipal Building Surveyor Deputy Municipal Building Surveyor Coordinator Strategic Planning Senior Strategic Planner Strategic Planner	

Building Act 1993

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 30	Function of receiving copy permit, plans and other documents	Municipal Building Surveyor Deputy Municipal Building Surveyor Coordinator Information Management	
s 30B	Function of receiving checklist confirming all relevant documents to be provided by building surveyor	Municipal Building Surveyor Deputy Municipal Building Surveyor Building Inspector Assistant Building Surveyor Senior Building Control Officer Coordinator Information Management	
s 31(1)	Duty to keep register of building permits	Municipal Building Surveyor Deputy Municipal Building Surveyor	
s 31(2)	Duty to make register available for inspection	Municipal Building Surveyor Deputy Municipal Building Surveyor	
s 32	Duty to keep documents	Municipal Building Surveyor Coordinator Information Management	
s 32A(2)	Duty to provide Development Victoria notice setting out information in s 32A(3) and a copy of any relevant planning permit within 14 days after being given a copy of building permit under s 30(1), in certain circumstances where s 32A(1) applies	Manager City Planning & Development Assistant Manager Statutory Planning Municipal Building Surveyor	
s 66(b)(i)	Function of determining fees	Not delegated	Fees are determined by Council in the annual budget process.
s 73	Function of receiving copy permit, plans and other documents	Municipal Building Surveyor Deputy Municipal Building Surveyor Coordinator Information Management	
s 74(1)	Duty to keep register of occupancy permits, temporary approvals and amendments	Municipal Building Surveyor Deputy Municipal Building Surveyor	

Building Act 1993

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 74(2)	Duty to make register available for inspection	Planning & Building Administration Coordinator Planning & Building Administration Officer Deputy Municipal Building Surveyor, Municipal Building Surveyor	
s 75	Duty to keep documents	Municipal Building Surveyor Coordinator Information Management	
s 80	Function of receiving notification of appointment	Municipal Building Surveyor Deputy Municipal Building Surveyor Coordinator Information Management	A private building surveyor must, within seven days after accepting an appointment under this Part, notify the relevant Council in writing of the appointment and the building or building work in respect of which the private building surveyor is appointed.
s 80A(3)(a)	Function of receiving written notice of designated building surveyor referred to in s 80A(2)	Municipal Building Surveyor Deputy Municipal Building Surveyor Coordinator Information Management	
s 80A(4)(a)	Function of receiving notice of the new designated building surveyor	Municipal Building Surveyor Deputy Municipal Building Surveyor Coordinator Information Management	
s 80C(4)(c)	Function of receiving a copy of the transfer form	Municipal Building Surveyor Deputy Municipal Building Surveyor Coordinator Information Management	
s 80D(6)(b)	Function of receiving notification of functions being transferred from an employee building surveyor or a designated building surveyor in accordance with a direction under s 80D(1) or (2)	Municipal Building Surveyor Deputy Municipal Building Surveyor Coordinator Information Management	
s 81(2)	Function of receiving notification for work terminated	Municipal Building Surveyor Deputy Municipal Building Surveyor Coordinator Information Management	
s 83F	Function of receiving notice of appointment of manager for private building surveyor's business from the Authority	Municipal Building Surveyor Coordinator Information Management	

Building Act 1993

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 101(2)	Function of receiving copy documents	Municipal Building Surveyor Deputy Municipal Building Surveyor Coordinator Information Management	
s 120(2)(a)	Function of receiving notification that an order is complied with	Municipal Building Surveyor Deputy Municipal Building Surveyor Coordinator Information Management	
s 123(1)	Power to determine whether to recover from the owner the costs of work carried out or action taken under Part 8 Division 3 of the Act by the municipal building surveyor as a debt due to Council pursuant to s 123(1) of the Act	Municipal Building Surveyor Deputy Municipal Building Surveyor	
s 123(2)	Power to determine whether to apply any sum or part of any sum for which a bond or undertaking is deposited with Council under a condition imposed on a permit under s 22 of the Act towards the costs of carrying out work or taking action pursuant to s 123(2) of the Act	Municipal Building Surveyor Deputy Municipal Building Surveyor	
s 125(1)	Function of receiving copy notice or order	Municipal Building Surveyor Deputy Municipal Building Surveyor	
s 125(2)	Function of receiving written notice of the compliance, amendment or cancellation	Municipal Building Surveyor Deputy Municipal Building Surveyor	
s 126(1)	Duty to keep register of emergency orders, building notices and building orders	Municipal Building Surveyor Deputy Municipal Building Surveyor	
s 126(2)	Duty to make register available for inspection	Municipal Building Surveyor Deputy Municipal Building Surveyor	
s 138(5)	Power to appeal to the Building Appeals Board	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is a 'prescribed reporting authority'
s 160(3)(d)	Power to make application to the Building Appeals Board	Municipal Building Surveyor Deputy Municipal Building Surveyor	
s 162(1)(a)(i)	Function of being consulted by the Building Appeals Board	Municipal Building Surveyor Deputy Municipal Building Surveyor	

Building Act 1993

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 162(4)(b)	Function of entering into an agreement when directed by Building Appeals Board	Municipal Building Surveyor Deputy Municipal Building Surveyor	
s 164(1)	Power to agree to terminate or vary agreement	Municipal Building Surveyor Deputy Municipal Building Surveyor	
s 164(2)	Power to terminate or vary agreement	Municipal Building Surveyor Deputy Municipal Building Surveyor	
s 164(4)	Power to apply for approval	Municipal Building Surveyor Deputy Municipal Building Surveyor	
s 165(1)(a)	Duty to lodge copy or give notice	Municipal Building Surveyor Deputy Municipal Building Surveyor	Note: "register" refers to the Titles Register held by Land Use Victoria.
s 165(1)(b)	Duty to apply to agreement made in the Register	Municipal Building Surveyor Deputy Municipal Building Surveyor	
s 192A(7)	Function of receiving a copy of the map prepared by the Minister	Municipal Building Surveyor Deputy Municipal Building Surveyor	
s 192A(8)	Duty to make a copy of the most recent map available for inspection by members of the public without charge, during business hours, at Council's offices	Municipal Building Surveyor Deputy Municipal Building Surveyor	
s 214(1)	Power to enter into agreement	Not delegated	
s 215(1)	Power to enter into agreements with a private building surveyor	Not delegated	
s 216A	Power to apply to the Minister for exemption	Not delegated	
s 216C	Power to appoint a municipal building surveyor to carry out certain functions outside of the municipal district	Not delegated	
s 216D(2)	Duty to establish and maintain a register of swimming pools located in Council's municipal district	Municipal Building Surveyor Deputy Municipal Building Surveyor	
s 216D(5)(a)	Duty to submit, on request, all or any part of the information, record and document recorded in the register to the Authority	Municipal Building Surveyor Deputy Municipal Building Surveyor	

Building Act 1993

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 216D(5)(b)	Duty to submit, on request, all or any part of the information, record and document recorded in the register to any other prescribed person, agency or body	Municipal Building Surveyor Deputy Municipal Building Surveyor	
s 222	Function of receiving order from Minister	Not delegated	
s 230(2)	Duty to keep a register containing the prescribed information relating to the exercise of a power of entry under Subdivision 5 by any of the authorised persons referred to in s 230(2)(a) and (b)	Municipal Building Surveyor Deputy Municipal Building Surveyor	
s 230(7)(a)	Duty to keep the prescribed information relating to each exercise of a power of entry under Subdivision 5 for 10 years after the date of the entry	Municipal Building Surveyor Deputy Municipal Building Surveyor	
s 230(7)(b)	Duty to make the register required under s 230(2) available for inspection by the Authority on request, and at a time agreed to between Council and the Authority	Municipal Building Surveyor Deputy Municipal Building Surveyor	
s. 230(7)(c)	duty to provide an extract under s 230(6), if requested	Municipal Building Surveyor Deputy Municipal Building Surveyor	
s 232	Power to receive complaints about the exercise of a power under Part 13 Division 2 by Council's municipal building surveyor, or a person authorised by Council's municipal building surveyor to act on behalf of the municipal building surveyor	Manager City Planning & Development	
s 234A	Duty to consider the complaint and give a written report to the complainant of the person's consideration of the complaint	Manager City Planning & Development	If the complaint is brought under Part 13 Division 2 of the Act
s 236(7)	Power to consent to remove or deface an order or notice put up under s 236(4) or 236(4A)	Municipal Building Surveyor Deputy Municipal Building Surveyor	
s 241(1)&(4)	Power to authorise a person or persons to bring proceedings for a summary offence against Part 3, 4, 5, 7 or 8 of the Act or the building regulations within Council's municipal district pursuant to s 241(1) and 241(4)	Municipal Building Surveyor Deputy Municipal Building Surveyor Senior Building Control Officer	For the purposes of prosecution and court proceedings.

Building Act 1993

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 242	Function of receiving funds recovered through prosecution	Municipal Building Surveyor Deputy Municipal Building Surveyor	
s 252(1)	Power to determine whether to apply to the Magistrates' Court for a warrant under s 252 of the Act if a person refuses to vacate a building or land when required to do so by order under the Act pursuant to s 252(1) of the Act	Municipal Building Surveyor Deputy Municipal Building Surveyor Senior Building Control Officer	
s 259AB(1)	Function of entering an information sharing arrangement with the Authority	Not delegated	Subject to s 259AB(2) Where Council is a relevant agency
s 259AB(3)	Power to request and receive information held by the Authority, and power to disclose information to the Authority	Municipal Building Surveyor Deputy Municipal Building Surveyor	Only to the extent that the information is reasonably necessary to assist in the exercise of functions under this Act, or the functions of Council Where Council is a relevant agency
s 259AB(4)(a)	Function of being referred, by the Authority, any matter (including any complaint) with respect to building work, plumbing work or architectural services	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is a building regulator
s 259AB(4)(b)	Function of receiving from the Authority any matter of a type described in s 259AB(4)(a)	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is a building regulator
s 259AB(4)(c)	Function of conducting a joint investigation with the Authority into any matter of a type described in s 259AB(4)(a)	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is a building regulator
s 259AB(5)	Power to, despite any other Act or law of the State, refer a matter referred to in s 259AB(4) to the Authority, or to conduct an investigation into the matter jointly with the Authority	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is a building regulator
sch 2 cl 1(c)(i)	Function of determining fees	Not delegated	
sch 2 cl 4(2)	Function of receiving copy application	Municipal Building Surveyor Deputy Municipal Building Surveyor	
sch 2 cl 4(3)	Function of receiving fees	Municipal Building Surveyor Deputy Municipal Building Surveyor	

Building Act 1993

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 2 cl 4(4)	Power to fix fees in accordance with cl 4(5)	Not delegated	
sch 2 cl 4A(2)(b)	Duty to give the owner of the allotment an opportunity to make a submission in respect of the possible detriment	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the 'reporting authority'

Child Wellbeing and Safety Act 2005

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
ss 19 & 23A	Duty to comply with the Child Safe Standards	Manager People & Culture Manager Health & Family Services Team Leader Early Childhood Services Coordinator Maternal and Child Health Team Leader Maternal and Child Health	Where Council is a Schedule 1 entity
s 25	Function of receiving education and advice from the Commission for Children and Young People regarding the Child Safe Standards	Manager People & Culture Manager Health & Family Services Team Leader Early Childhood Services Coordinator Maternal and Child Health Team Leader Maternal and Child Health	
s 26	Function of receiving request from the Commission for Children and Young People for any information or document	Manager People & Culture Manager Health & Family Services Team Leader Early Childhood Services Coordinator Maternal and Child Health Team Leader Maternal and Child Health	
s 29A(2)(a)	Function of receiving notice of inspection of the relevant premises by an authorised officer	Manager Health & Family Services Team Leader Early Childhood Services	
s 30	Duty to comply with notice to provide documents given under s 30(1)	Manager People & Culture Manager Health & Family Services Team Leader Early Childhood Services Coordinator Maternal and Child Health Team Leader Maternal and Child Health	

Child Wellbeing and Safety Act 2005

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 31	Duty to comply with notice to comply given under s 31(1)	Manager People & Culture Manager Health & Family Services Team Leader Early Childhood Services Coordinator Maternal and Child Health Team Leader Maternal and Child Health	
s 34C	Duty to comply with an adverse publicity order	Manager People & Culture	
s 36	Duty to ensure that the Commission for Children and Young People is given any assistance reasonably required to perform functions	Manager People & Culture Manager Health & Family Services Team Leader Early Childhood Services Coordinator Maternal and Child Health Team Leader Maternal and Child Health	
s 36A	Function of receiving an official warning from the sector regulator	Manager People & Culture	
s 36B	Function of receiving infringement notice	Manager Health & Family Services	
s 36C(1)	Power to make an enforceable undertaking	Director Corporate Services Director Community Services Manager People & Culture Manager Health & Family Services	
s 36C(3)	Power to withdraw or vary an enforceable undertaking	Manager People & Culture Manager Health & Family Services Director Corporate Services Director Community Services	Must be in writing.
s 41I	Power to seek review by the Commission for Children and Young People of decision by the Commission to issue a notice to produce or a notice to comply	Manager People & Culture Manager Health & Family Services	
s 41J	Power to apply to VCAT for a review of the Commission for Children and Young People to issue a notice to comply	Director Community Services	Must have first exhausted all available avenues for review under s 41I
s 41M	Function of being given opportunity to comment on adverse comment or opinion to be included in annual report or further report	Manager People & Culture Manager Health & Family Services Team Leader Early Childhood Services Coordinator Maternal and Child Health Team Leader Maternal and Child Health	

Child Wellbeing and Safety Act 2005

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41V	Power to, on Council's own initiative, disclose confidential information, other than excluded information, to another information sharing entity	Manager People & Culture Manager Health & Family Services Team Leader Early Childhood Services Coordinator Maternal and Child Health Team Leader Maternal and Child Health	Where Council is an 'information sharing entity' and a 'disclosing entity'
s 41V	Function of receiving confidential information, other than excluded information	Manager People & Culture Manager Health & Family Services Team Leader Early Childhood Services Coordinator Maternal and Child Health Team Leader Maternal and Child Health	Where Council is an 'information sharing entity' and a 'receiving entity'
s 41W(1)	Power to request another information sharing entity to disclose confidential information, other than excluded information	Manager People & Culture Manager Health & Family Services Team Leader Early Childhood Services Coordinator Maternal and Child Health Team Leader Maternal and Child Health	Where Council is an 'information sharing entity' and a 'requesting entity'
s 41W(1)	Function of receiving confidential information, other than excluded information	Manager People & Culture Manager Health & Family Services Team Leader Early Childhood Services Coordinator Maternal and Child Health Team Leader Maternal and Child Health	Where Council is an 'information sharing entity' and a 'requesting entity'
s 41W(1)	Function of receiving a request for confidential information, other than excluded information	Manager People & Culture Manager Health & Family Services Team Leader Early Childhood Services Coordinator Maternal and Child Health Team Leader Maternal and Child Health	Where Council is an 'information sharing entity' and a 'responding entity'
s 41W(2)	Power to disclose to the responding entity any confidential information that may assist the responding entity	Manager People & Culture Manager Health & Family Services Team Leader Early Childhood Services Coordinator Maternal and Child Health Team Leader Maternal and Child Health	Where Council is an 'information sharing entity' and a 'requesting entity'

Child Wellbeing and Safety Act 2005

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41W(2)	Function of receiving confidential information from an information sharing entity	Manager People & Culture Manager Health & Family Services Team Leader Early Childhood Services Coordinator Maternal and Child Health Team Leader Maternal and Child Health	Where Council is an 'information sharing entity' and a 'responding entity'
s 41W(3)	Duty to comply with a request made under s 41W(1)	Manager People & Culture Manager Health & Family Services Team Leader Early Childhood Services Coordinator Maternal and Child Health Team Leader Maternal and Child Health	Where Council is an 'information sharing entity' and a 'responding entity'
s 41W(4)	Duty to provide reasons, in writing, as to why Council cannot comply with a request made under s 41W(1)	Manager People & Culture Manager Health & Family Services Team Leader Early Childhood Services Coordinator Maternal and Child Health Team Leader Maternal and Child Health	Where Council is an 'information sharing entity' and a 'responding entity'
s 41W(4)	Function of receiving reasons from a responding entity as to why it cannot comply with a request made under s 41W(1)	Manager People & Culture Manager Health & Family Services Team Leader Early Childhood Services Coordinator Maternal and Child Health Team Leader Maternal and Child Health	Where Council is an 'information sharing entity' and a 'requesting entity'
s 41Y	Power to disclose confidential information, other than excluded information, to any person set out in s 41Y(1)(a) – (c)	Manager People & Culture Manager Health & Family Services Team Leader Early Childhood Services Coordinator Maternal and Child Health Team Leader Maternal and Child Health	Where Council is an 'information sharing entity'
s 41Z	Power to collect and use any confidential information disclosed to Council under Part 6A	Manager People & Culture Manager Health & Family Services Team Leader Early Childhood Services Coordinator Maternal and Child Health Team Leader Maternal and Child Health	Where Council is an 'information sharing entity'

Child Wellbeing and Safety Act 2005

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41ZC	Duty to record prescribed information in respect of its collection, use and disclosure of confidential information	Manager People & Culture Manager Health & Family Services Team Leader Early Childhood Services Coordinator Maternal and Child Health Team Leader Maternal and Child Health	Where Council is an 'information sharing entity'
s 41ZD(2)	Power to collect, use or disclose confidential information	Manager People & Culture Manager Health & Family Services Team Leader Early Childhood Services Coordinator Maternal and Child Health Team Leader Maternal and Child Health	Where Council is an 'information sharing entity' within the meaning of Part 5A of the Family Violence Protection Act 2008
s 41ZF	Power to refuse to give an individual access to their confidential information under a relevant privacy law	Manager People & Culture Manager Health & Family Services Team Leader Early Childhood Services Coordinator Maternal and Child Health Team Leader Maternal and Child Health	Where Council is an 'information sharing entity'
s 43(1)(a)	Function of receiving notice of the birth of a child	Maternal and Child Health Group	Where the mother of the child usually resides in Council's municipal district
s 43(1)(b)	Function of receiving notice of the birth of a child	Maternal and Child Health Group	When the municipal district in which the mother usually resides is unknown and the birth occurs in Council's municipal district

Children Youth and Families Act 2005

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 23(1)	Function of being allocated money by the Secretary for the purposes of Part 3.1	Manager Health & Family Services	"Secretary" refers to the Secretary of the Department of Health and Human Services.
s 25	Power to use land or property for the purposes of the Department of Health and Human Services	Not delegated	Where authorised by the Secretary
s 26	Function of entering into an agreement with the Secretary	Manager Health & Family Services	

Children Youth and Families Act 2005

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 30	Function of having matters referred to it by the Secretary to provide advice, services and support to the child, family of the child or mother of the unborn child	Manager Health & Family Services	Where Council is not registered as a community service but is established to provide services to meet the needs of children requiring care, support, protection or accommodation and of families requiring support
s 192	Power to provide information to the Secretary	Manager Health & Family Services	Where Council is an information holder under the Act.
s 196	Function of receiving written direction from an authorised officer in relation to disclosure of information	Manager Health & Family Services	
s 197	Duty to comply with written direction from authorised officer	Manager Health & Family Services	

Children's Services Act 1996

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 166(1)	Function of receiving, from the Regulatory Authority, information in respect of a children's service for a purpose listed in s 166(2)	Manager Health & Family Services	

Circular Economy (Waste Reduction and Recycling) Act 2021

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 50(2)	Function and power of sharing information or data with the Head, Recycling Victoria where permitted	Director Infrastructure Manager City Services	
s 56	Power to enter into an agreement with the Head, Recycling Victoria	Not delegated	
s 57	Function of receiving advice and support from the Head, Recycling Victoria	Director Infrastructure	
s 58	Duty to have regard to guidelines issued by the Head, Recycling Victoria	Manager City Services	
s 60	Duty to provide municipal residual waste and municipal recycling services	Director Infrastructure	

Climate Change Act 2017

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46	Power to make statement (a Council pledge) in respect of greenhouse gas emissions reductions	Not delegated	Council must consider factors, and include details prescribed, in s 47
s 48	Duty to give copy of Council pledge to Minister as soon as practicable following preparation	Not delegated	
s 49(3)	Duty to have regard to any directions of Minister regarding preparation of an emissions reduction pledge	Director Infrastructure Manager City Services	
s 82(1)	Function of receiving notice of proposed Carbon Sequestration Agreement	Manager City Services	Where Council is the public land manager

Cultural and Recreational Lands Act 1963

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4	Function of receiving rates	Manager Finance Coordinator Revenue & Rates	

Dangerous Goods Act 1985

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 29	Function of receiving statement from the Victorian WorkCover Authority about details of dangerous goods on licensed premises	Municipal Building Surveyor Municipal Emergency Management Officer	

Development Victoria Act 2003

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 13(1)	Function of entering into agreement with Development Victoria concerning particular issues	Not delegated	Function of 'public statutory body'
s 39(2)	Duty to comply with order from Governor in Council issued under s.39(1) to surrender land in a project area	Director City Development Manager City Planning & Development	Duty of 'public statutory body'
s 51(3)(b)	Function of receiving notice of resolution levying a general charge from Development Victoria	Director City Development Manager City Planning & Development	

Development Victoria Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 51Q(3)(b)	Function of receiving notice of resolution levying an infrastructure recovery charge from Development Victoria	Director City Development Manager City Planning & Development	
s 51ZA	Function of receiving written notice of charge from Development Victoria, where Council has submitted notice to Authority pursuant to s 21(2A) of the Subdivision Act 1988	Director City Development Manager City Planning & Development	Section 51ZD provides as follows: 1) Development Victoria may recover any unpaid charge that is due and payable and any unpaid interest on that charge as a debt in any court of competent jurisdiction. 2) Any unpaid charge that is due and payable, any unpaid interest on that charge and any costs awarded to Development Victoria in any court proceedings in relation to that charge or interest are a first charge on the land.
s 56D(1)	Duty to give relevant Ministers and Treasurer statement allocating the property, rights and liabilities of Council in relation to designated project to Development Victoria	Director City Development Manager City Planning & Development	Duty of 'nominated agency'
s 56D(4)	Function of complying with request from Treasurer and relevant Minister to amend statement under s 56D(1)	Director City Development Manager City Planning & Development	Function of 'nominated agency'
s 56E(1)	Function of issuing certificate certifying that property, rights or liabilities of Council have been allocated to Development Victoria	Director City Development Manager City Planning & Development	Function of 'nominated agency'
s 56E(2)	Duty to revoke certificate given under s 56E(1) and replacing with a new certificate, if directed by Treasurer and relevant Minister	Director City Development Manager City Planning & Development	Duty of 'nominated agency'
s 56E(3)	Duty to keep register of certificates issues under s 56E, and make reasonably available for inspection	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Coordinator Strategic Planning Team Leader Statutory Planning Planning & Building Administration Coordinator	Duty of nominated agency

Disability Act 2006			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38(4)	Power to prepare a Disability Action Plan, in accordance with s 38	Metro Access Development Officer	
s 38(5)	Duty to report on the implementation of the Disability Action plan in Council's annual report	Metro Access Development Officer	If a plan is prepared under s 38(4) or is taken to be prepared under s 38(2)
s 38(5A)	Duty to ensure certain disability matters are addressed in the Council Plan	Metro Access Development Officer	If Council has not determined to prepare a plan under s 38(4) or are not taken to have prepared a plan under s 38(2)

Domestic Animals Act 1994			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 10	Function of receiving applications for registration of dogs or cats	Compliance Support Officer	
s 10A(4)	Duty to not register or renew the registration of a dangerous dog or a restricted breed dog unless the dog is (a) desexed or (b) a dangerous dog that is not a restricted breed dog and is exempt under s 10B(1)(c), 10B(1)(d) or 10B(1)(e) from the requirement to be desexed or (c) a restricted breed dog that is not a dangerous dog and is exempt under s 10B(1)(e) from the requirement to be desexed	Manager Community Safety	
s 10C(1)	Duty to not register a dog or cat unless the dog or cat (a) has been implanted with prescribed permanent identification device or (b) is of a class of dogs exempt under a resolution made under s 10D(3), from the requirement to be implanted with such a device or (c) is otherwise exempted under the Act from the requirement to be implanted with such a device or (d) subject to s 10C(2), has previously been registered with Council at any time in the 12 month period immediately before the application for registration was lodged	Manager Community Safety	
s 10C(5)	Duty to cause to be published a copy of the resolution	Manager Community Safety	Refers to a resolution of the Council regarding refusal to register dogs and cats unless permanently identified.

Domestic Animals Act 1994

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 10C(6)	Duty to not register or renew registration of dangerous dog, menacing dog or restricted breed dog unless the dog has been implanted with permanent identification device	Manager Community Safety	
s 10D(6)	Duty to cause to be published a copy of the resolution	Manager Community Safety	Refers to dogs that may be exempted from permanent identification but does not necessarily apply to a dangerous dog, menacing dog or restricted breed dog.
s 12(1)	Power to appoint an agent for Council in the registration of cats and dogs	Manager Community Safety	
s 13	Function of receiving notification of sale by domestic animal business or foster carer (including where the animal was not registered)	Manager Community Safety Coordinator Community Laws	
s 14(b)	Power to approve form of registration or renewal of registration of dogs and cats	Manager Community Safety	
s 15(2)	Power to permit pro-rata fees for dogs or cats registered for part of a year	Manager Community Safety	Note: fees are determined by Council in the annual budget process.
s 15(6)	Duty to waive 50% of a registration fee of dogs or cats if paragraphs (a) or (b) apply	Manager Community Safety	
s 16	Duty to register or renew the registration of a dog or cat (other than a dangerous or restricted breed dog) in certain circumstances	Manager Community Safety	
s 17(1)	Power to register or renew the registration of a dangerous dog and impose conditions upon the registration	Manager Community Safety	

Domestic Animals Act 1994

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 17(1A)(a)	Power to register or renew the registration of a restricted breed dog	Manager Community Safety Coordinator Community Laws	Under ss 10A(4) and 10C(6), a Council cannot register a restricted breed dog unless the dog is desexed (subject to the exception under s 10B(1)(e)) and the dog has been implanted with a prescribed permanent identification device Under ss 10A(4) and 10C(6), a Council cannot register a restricted breed dog unless the dog is desexed (subject to the exception under s 10B(1)(e)) and the dog has been implanted with a prescribed permanent identification device.
s 17(1A)(b)	Power to impose conditions on the registration or the renewal of the registration of a restricted breed dog	Manager Community Safety Coordinator Community Laws	Under ss 10A(4) and 10C(6), a Council cannot register a restricted breed dog unless the dog is desexed (subject to the exception under s 10B(1)(e)) and the dog has been implanted with a prescribed permanent identification device Under ss 10A(4) and 10C(6), a Council cannot register a restricted breed dog unless the dog is desexed (subject to the exception under s 10B(1)(e)) and the dog has been implanted with a prescribed permanent identification device.
s 17(2)	Duty to notify owner and allow owner opportunity to make submissions, if Council proposes not to register or renew the registration of a dangerous dog or restricted breed dog	Manager Community Safety	
s 17(3)	Duty to consider submissions in relation to the registration or renewal of registrations of a dangerous dog before making decision	Manager Community Safety	
s 17(4)	Duty to serve written notice of decision not to register or renew registration of dangerous dog or restricted breed dog	Manager Community Safety	

Domestic Animals Act 1994

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 18(1)	Duty to keep register and allow inspection of register of all registered dogs and cats	Manager Community Safety	
s 18(2)(b)	Power to fix fee for inspection of registrations of dogs and cats in the municipality	Manager Community Safety	
s 18(3)	Power to fix fees for making of records or obtaining certificates	Manager Community Safety	
s 19(1)(a)	Duty to allocate a registration number to every dog and cat which is registered	Manager Community Safety	
s 19(1)(b)	Duty to give or send the owner a registration certificate	Manager Community Safety Coordinator Parking Services Coordinator Community Safety Support Coordinator Community Laws	
s 19(1)(c)	Duty to issue to the owner an identification marker	Manager Community Safety Coordinator Parking Services Coordinator Community Safety Support Coordinator Community Laws	
s 23(6)	Duty to give owner or occupier of the private property a copy of a notice served under s 23(3)	Manager Community Safety Coordinator Parking Services Coordinator Community Safety Support Coordinator Community Laws	
s 25(3)	Duty to cause to be published any orders made by Council under s 25	Manager Community Safety	Refers to cats found at large.
s 26(2A)	Duty to obtain agreement of owner or occupier of private property, where Council proposes to make, by resolution, an order under s 26(2)	Manager Community Safety	
s 26(3)	Duty to cause to be published any orders made by Council under s 26	Manager Community Safety	

Domestic Animals Act 1994

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 33A(1)	Duty to accept any dog or cat kept surrendered to Council by the owner of the animal	Manager Community Safety Coordinator Parking Services Coordinator Community Safety Support Coordinator Community Laws Community Laws Officer Community Laws Project Officer Community Laws Education Officer	
s 33A(3)	Duty to give Secretary certain information about a dog under its control if dog exhibits aggressive behaviour, may have been involved in a dog attack or may be a restricted breed dog	Manager Community Safety	This information must be given to the Secretary in the time specified in s 33A(4)
s 33A(2)(b)	Duty to deal with surrendered dog or cat in accordance with the Act, the regulations and relevant Codes of Practice	Manager Community Safety Coordinator Parking Services Coordinator Community Safety Support Coordinator Community Laws Community Laws Officer Community Laws Project Officer Community Laws Education Officer	
s 34(1)	Power to declare a dog dangerous	Manager Community Safety	
s 34(2)	Duty not to declare a dog dangerous in certain circumstances	Manager Community Safety	
s 35(2)	Duty to notify the owner and receive written and oral submissions from the owner if proposing a dog be declared dangerous	Manager Community Safety	
s 35(3)	Duty to consider materials submitted before making a declaration	Manager Community Safety	
s 36	Duty to give written notice of a declaration to owner	Manager Community Safety	
s 37	Function of receiving notification from owners of certain dogs	Manager Community Safety Coordinator Parking Services Coordinator Community Laws	Note: the section refers to: <ul style="list-style-type: none"> • dogs that have been trained to attack or bite persons or things; • dogs that are being trained to attack or bite persons or things; and • guard dogs.

Domestic Animals Act 1994

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41B(1)	Duty to notify the owner and allow it the opportunity to make submissions to the Council	Manager Community Safety	
s 41C	Duty to give notice of a menacing dog declaration to owner	Manager Community Safety	
s 41D	Function of receiving notification in relation to menacing dog	Manager Community Safety Coordinator Parking Services Coordinator Community Laws	
s 41F	Function of receiving notification from owners of restricted breed dogs	Manager Community Safety Coordinator Parking Services Coordinator Community Laws	
s 41J(2)(a)	Power to issue a permit to own more than 2 restricted breed dogs to any person who has applied to the Council for such a permit	Manager Community Safety	
s 41J(2)(b)	Power to issue a permit to keep more than 2 restricted breed dogs at a premises to any person who has applied to the Council for such a permit	Manager Community Safety	
s 41J(3)	Power to fix fee for application for permit	Manager Community Safety	Fees are determined in Council's annual budget process.
s 44(1)	Power to require restraint of animals	Manager Community Safety	If Council has made a relevant local law prohibiting the keeping of animals in a specified area
s 44(2)	Duty to give written notice of requirement in s 44(1)	Manager Community Safety	
s 44AC(1)(c)	Power to inspect information kept on register of dangerous, menacing and restricted breed dogs, in accordance with the regulations	Manager Community Safety Coordinator Parking Services Coordinator Community Safety Support, Coordinator Community Laws, Community Laws Officer Community Laws Project Officer Community Laws Education Officer	

Domestic Animals Act 1994

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 44AE	Duty to provide details of dangerous, menacing or restricted breed dogs to Secretary	Manager Community Safety Coordinator Parking Services Coordinator Community Safety Support Coordinator Community Laws	
s 44AEA	Duty to provide to the Secretary information relating to a dog destroyed under s 84TA, 84TB, 84TC	Manager Community Safety	
s 44AF	Duty to provide to the Secretary information relating to dangerous, menacing or restricted breed dogs	Manager Community Safety	
s 44AG	Duty to provide to the Secretary information about owners of dangerous, menacing or restricted breed dogs	Manager Community Safety Coordinator Parking Services Coordinator Community Safety Support Coordinator Community Laws	
s 44AH	Duty to provide, when requested under s 44H (1) a statement to Secretary confirming that information previously provided by Council is accurate	Manager Community Safety	
s 46(1)	Function of receiving applications to register a premises	Manager Community Safety Coordinator Parking Services Coordinator Community Laws	
s 46(2)	Power to approve form of registration of domestic animal businesses and information required	Manager Community Safety	
s 46(3)	Function of requiring and receiving any further information relating to an application Council	Manager Community Safety	
s 47(1) & (2)	Power to register and impose any terms, conditions, limitations or restrictions on the registration of premises for the purposes of a domestic animal business	Manager Community Safety	
s 48(2)	Power to approve form of renewal of registration	Manager Community Safety	
s 48(3)	Power to approve form of renewal of registration and information required	Manager Community Safety Coordinator Community Laws	
s 48(4)	Function of requiring and receiving any further information relating to the application Council	Manager Community Safety Coordinator Community Laws	

Domestic Animals Act 1994

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 49(1)	Power to fix fees for registration or renewal of registration of domestic animal premises	Not delegated	
s 49(2)	Power to refund all or part of application fee	Manager Community Safety	
s 52(1)	Function of receiving an application for transfer of registration to a new premises	Coordinator Parking Services Coordinator Community Laws	
s 52(2)(a)	Power to approve form of application to transfer registration	Manager Community Safety	
s 52(2)(c)	Power to fix fee for transfer of registration and information required	Not delegated	
s 52(3)	Function of requiring and receiving any further information relating to the transfer of registration	Manager Community Safety Coordinator Community Laws	
s 52(4)	Power to register new (transferred) premises as a domestic animal business and impose any terms, conditions, limitations or restrictions on that registration	Manager Community Safety Coordinator Parking Services Coordinator Community Safety Support Coordinator Community Laws	
s 54(1)	Power to refuse to register or renew the registration, refuse to transfer registration, suspend registration and revoke registration of premises	Manager Community Safety	
s 54(2)	Power to act in accordance with s 54(1) if satisfied that the circumstances of s 54(2)(a) or (b) are in existence	Manager Community Safety	
s 54(3)	Duty to refuse to register or renew the registration of a premises in relation to a breeding domestic animal business in certain circumstances	Manager Community Safety	
s 54(3A)	Duty to refuse to register, renew the registration of, or transfer the registration of a premises on which a domestic animal business is, or is proposed to be conducted, that is an animal shelter, a pet shop or a pound in certain circumstances	Manager Community Safety	
s 54(3B)	Duty to refuse to register, renew the registration of, or transfer the registration of a premises on which a domestic animal business is, or is proposed to be conducted, that is a breeding domestic animal business in certain circumstances	Manager Community Safety	

Domestic Animals Act 1994

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54A(1)	Duty to refuse to register the premises in respect of which the application is made if s 54A(a), (b) or (c) applies	Manager Community Safety	
s 54A(2)	Duty to refuse to register the premises in respect of which the application is made if a breeding domestic animal business or a pet shop is being conducted, or is proposed to be conducted, on the rateable property on which the premises is located	Manager Community Safety	
s 54A(3)	Duty to refuse to register the premises in respect of which the application is made if a breeding domestic animal business or an animal shelter is being conducted, or is proposed to be conducted, on the rateable property on which the premises is located	Manager Community Safety	
s 54B	Duty to refuse to register the premises on which a breeding domestic animal business is proposed to be conducted	Manager Community Safety	
s 54C	Duty to refuse to transfer the registration of premises on which a breeding domestic animal business is being conducted to another premises	Manager Community Safety	
s 54D	Duty to refuse to renew the registration of a premises on which a breeding domestic animal business is being conducted	Manager Community Safety	
s 55	Duty to give notice if it is proposed that the powers under ss 54, 54A, 54B, 54C, 54D or 54E will be exercised	Manager Community Safety	
s 56	Duty to receive both oral and written submissions and take into account any submissions	Manager Community Safety	
s 57(1) & (2)	Duty to serve notice of decision and give reasons for decision	Manager Community Safety	
s 58AD(1)(a)	Function of receiving a request from the chief veterinary officer for a report on the premises on which the domestic animal business is conducted	Manager Community Safety	

Domestic Animals Act 1994

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 58AD(2)	Duty to include a copy of any report from an entry and search of the premises under Part 7 carried out in the 5 years preceding the application for grant or renewal of approval	Manager Community Safety	
s 58AI(1)(a)	Power to cancel or not renew a commercial dog breeder approval	Manager Community Safety	Where Council is the 'relevant Council'
s 58AI(1)(b)	Power to suspend a commercial dog breeder approval	Manager Community Safety	Where Council is the 'relevant Council'
s 58AI(2)	Duty to give the Minister notice of any suspension, cancellation or refusal to renew	Manager Community Safety	
s 58AL	Function of receiving notice of the Minister's grant, renewal, revocation or cancellation of a commercial dog breeder approval as soon as possible after it occurs	Manager Community Safety	Where Council is the 'relevant Council'
s 58J	Power to make submissions to the Minister regarding Minister's exercise of power under s 58H	Not delegated	
s 58K	Function of receiving notice of Minister's decision	Manager Community Safety	The section refers to the Minister's powers in relation to registration of premises.
s 58P	Function of receiving, from the Minister, a copy of the permit (including any conditions imposed on the permit)	Manager Community Safety	Where Council is the 'relevant Council'
s 58Q(3)	Function of receiving, from an authorised officer who has given a direction under s 58Q(1), notification of the closure of the sale	Manager Community Safety Coordinator Community Laws	Where Council is the 'relevant Council'
s 58R(3)	Function of receiving, from the Minister, a copy of a report under s 58R as soon as practicable after receiving the report.	Manager Community Safety	
s 68A(1)	Duty to, in consultation with Secretary, prepare a domestic animal management plan	Manager Community Safety	Subject to s 68A(1A)
s 68A(1A)	Power to apply to the Secretary for an extension of time within which to prepare a domestic animal management plan	Manager Community Safety	
s 68A(3)(a)	Duty to review domestic animal management plan annually and, if appropriate, amend the plan	Manager Community Safety	

Domestic Animals Act 1994

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 68A(3)(b)	Duty to provide the Secretary with a copy of the plan and any amendments to the plan	Manager Community Safety	
s 68A(3)(c)	Duty to prepare an evaluation of its implementation of the plan for publication in Council's annual report	Manager Community Safety	
s 68B	Power , on application under s 68C, to register a person to provide foster care on a premises in the municipal district of the Council, if the person provides or intends to provide foster care on that premises	Manager Community Safety	
s 68C	Function of receiving an application for foster carer registration	Manager Community Safety Coordinator Community Laws	
s 68D(1)	Power to renew registration	Manager	
s 68D(2)	Function of receiving an application for foster carer registration renewal	Manager Community Safety Coordinator Community Safety Support Coordinator Community Laws Community Laws Project Officer Compliance Support Officer	
s 68E	Duty to have regard to the matters set out in s 68E(a) – (e) when deciding whether or not to grant or renew a foster carer registration	Manager Community Safety	
s 68G(a)	Power to approve form of applications under s 68C or 68D(2)	Manager Community Safety Coordinator Community Laws	
s 68G(b)	Power to require information in applications under s 68C or 68D(2)	Manager Community Safety Coordinator Community Laws	
s 68G(c)	Power to fix fee for applications under s 68C or 68D(2)	Not delegated	
s 68H(2)	Power to permit a pro rata fee to be paid where a foster carer registration only applies for part of a year	Manager Community Safety Coordinator Community Laws	
s 68I(1)(b)	Power to impose conditions on a foster carer registration	Manager Community Safety	
s 68J(1)	Power to suspend or cancel a foster carer registration where the criteria in s 68J(1)(a) or (b) apply	Manager Community Safety	

Domestic Animals Act 1994

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 68J(2)	Duty to notify the registered foster carer of a suspension or cancellation under s 68J(1)	Manager Community Safety	
s 68K(1)	Duty to notify the holder of a foster carer, in writing, if the Council proposes to suspend, cancel or not renew a foster carer registration	Manager Community Safety	
s 68K(2)	Function of receiving written submissions from the holder of the registration	Manager Community Safety	
s 68K(3)	Duty to consider any submission may under s 68K(2) before deciding to suspend, cancel or not renew the registration	Manager Community Safety	
s 68N(1)	Duty to give to the Secretary the information set out in s 68Q(1) and (2) relating to each registration of a premises by the Council under Part 4	Manager Community Safety	
s 68O(1)	Duty to give to the Secretary the information set out in s 68Q(1)(a), (c)(ii) and (iii), (d)(ii), (h), (i) and (j), relating to each registration of a foster carer by the Council under Part 5B	Manager Community Safety	
s 68R(1)(a)(i)	Duty to give the information set out in s 68R(2) to the Secretary within 7 days after making a decision under Part 4 to refuse to grant, renew or transfer a registration under that Part	Manager Community Safety	
s 68R(1)(a)(ii)	Duty to give the information set out in s 68R(2) to the Secretary within 7 days after making a decision under Part 4 to suspend or revoke a registration under that Part	Manager Community Safety	
s 68R(1)(b)(i)	Duty to give the information set out in s 68R(3) to the Secretary within 7 days of making a decision under Part 5B not to grant or renew a registration under that Part	Manager Community Safety	
s 68R(1)(b)(ii)	Duty to give the information set out in s 68R(3) to the Secretary within 7 days of making a decision under Part 5B to suspend or cancel a registration under that Part	Manager Community Safety	
s 68Y(3)	Function of receiving, from the Secretary, the source number issued under s 68Y	Manager Community Safety	

Domestic Animals Act 1994

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 68Z(3)	Function of receiving, from the Secretary, the source number issued under s 68Z	Manager Community Safety	
s 69(1)	Duty to make payment to the Treasurer of specified amounts in respect of registration of cats, dogs or registered animal business	Manager Community Safety	
s 69(1A)	Duty to make payment to the Treasurer in respect of each registration fee collected by the Council for the registration or renewal of registration of a dog or cat in each financial year	Manager Community Safety	
s 72	Power to appoint, by instrument, employees to be authorised officers	Not delegated	
s 72A(1)	Power to appoint person who is not employee of Council as authorised officer	Not delegated	Person appointed must have qualifications and experience prescribed by Secretary
s 73(1)	Duty to issue identity card to authorised officers	Manager People & Culture	
s 84DD(2)	Function of receiving report	Not delegated	
s 84J	Power to retain custody of dog or cat until animal recovered under Division 5 or disposed of under Division 6	Manager Community Safety Coordinator Parking Services Coordinator Community Laws	
s 84L(1)	Power to retain custody of dog the subject of a declaration under s 98A until review of the declaration is determined under Part 7E or the dog is recovered under Division 5 or destroyed under Division 6	Manager Community Safety Coordinator Parking Services Coordinator Community Laws	
s 84L(2)	Power to retain custody of dog before destruction under division 6 where dog is seized under s 80 and officer cannot serve declaration because owner cannot be identified	Manager Community Safety Coordinator Parking Services Coordinator Community Laws	
s 84M(1)	Power to decide not to retain custody of dog or cat seized under ss 23(1), 82, 82B, 83, 84, 84A, 84B or 84C	Manager Community Safety Coordinator Community Laws	
s 84N(1)(c)	Power to require custody of restricted breed dog until the outcome of prosecution under the Act or Regulations in relation to the dog	Manager Community Safety Coordinator Community Laws	

Domestic Animals Act 1994

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 84N(1)(d)	Power to fix an amount payable for the reasonable costs and expenses incurred by the Council in seizing the dog and retaining custody of it until its recover	Manager Community Safety	
s 84O(1)	Power to destroy a cat seized under Part 7A if cat does not bear an identification marker or device or cat is wild, uncontrollable or diseased	Manager Community Safety Coordinator Parking Services Coordinator Community Safety Support Coordinator Community Laws,	
s 84O(2)	Duty to destroy dangerous dog or restricted breed dog as soon as possible where owner is entitled to recover dog under Division 5 but does not recover dog in accordance with the time period in that division	Manager Community Safety	
s 84O(3)	Duty to sell or destroy cat or dog (other than dangerous or restricted breed dog) as soon as possible where owner is entitled to recover dog under division 5 but does not recover dog in accordance with the time period in that division	Manager Community Safety	In accordance with any relevant business code of practice or greyhound code of practice
s 84P	Power to destroy dog seized under Part 7A in certain circumstances listed in paragraphs (a), (c), (d), (e) and (f)	Manager Community Safety	
s 84Q(1)	Duty to commence prosecution of a person as soon as possible after seizure under Part 7A, if authorised officer reasonably suspects that the person has committed an offence listed in s 84Q(2) with respect to a dog or a cat seized under that part, and power to retain custody of animal seized under section 84B and in any other case, Duty to retain custody until the outcome of the prosecution in s 84Q is known	Manager Community Safety Coordinator Parking Services Coordinator Community Safety Support Coordinator Community Laws Community Laws Officer Community Laws Project Officer Community Laws Education Officer	
s 84Q(2A)(a)	Duty to commence prosecution of the owner of the dog or cat as soon as possible after the seizure and after sufficient information is available to enable the commencement of the prosecution	Manager Community Safety Coordinator Community Laws Community Laws Project Officer Community Laws Education Officer	

Domestic Animals Act 1994

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 84Q(2A)(b)	Duty to retain custody of the dog or cat and any offspring of the dog or cat until the outcome of the prosecution is known	Manager Community Safety Coordinator Community Laws Community Laws Project Officer Community Laws Education Officer	
s 84Q(3)(a)	Duty to serve declaration on owner	Manager Community Safety	
s 84R	Power to require owner to provide his or her current address to Council in certain circumstances	Manager Community Safety Coordinator Parking Services Coordinator Community Safety Support Coordinator Community Laws Community Laws Officer Community Laws Project Officer Community Laws Education Officer,	
s 84S	Power to destroy dog seized under Part 7A, in the time periods listed, if owner is suspected of committing an offence set out in paragraph (a), (b) or (c) of section 84Q(2) and cannot be identified,	Manager Community Safety Coordinator Parking Services Coordinator Community Safety Support Coordinator Community Laws	
s 84T(1)	Duty to destroy dog seized under s 80 within 8 days after seizure if owner cannot be identified and authorised officer reasonably believes dog is restricted breed dog	Manager Community Safety Coordinator Parking Services Coordinator Community Safety Support Coordinator Community Laws	
s84T(2)	Duty to notify the Secretary of certain information after destroying a dog under s 84T(1)	Manager Community Safety	Notice must comply with requirements of s 84T(3)
s 84TA(1)	Power to destroy a dog seized under Part 7A in circumstances listed (a) - (c)	Manager Community Safety Coordinator Community Laws	84TA (4) & (5) Council must make decision within 48 hours and record the time and date of decision
s 84TC(1)	Power to destroy a dangerous dog if the dog was declared a dangerous dog and it is believed that the owner of the dog is guilty of an offence under s 24 or 26	Manager Community Safety Coordinator Community Laws	84TC (4) & (5) Council must make decision within 48 hours and record the time and date of decision

Domestic Animals Act 1994

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 84U	Duty to ensure seized animal is desexed before selling it	Manager Community Safety Coordinator Parking Services Coordinator Community Safety Support Coordinator Community Laws	
s 84V(2)	Power to give animal to an approved person or body	Manager Community Safety Coordinator Parking Services Coordinator Community Safety Support Coordinator Community Laws	Where Council is authorised under this Act to destroy the animal
s 84VA(1)	Power to recover any reasonable cost incurred by the Council for the care, transport, maintenance and disposal of the dog or cat for the whole or any part of the time from when the dog or cat is seized under Division 2 until the time when the dog or cat is disposed of under s 84TD	Manager Community Safety Coordinator Community Safety Support Coordinator Community Laws Community Laws Project Officer Community Laws Education Officer	
s 84VA(2)	Power to recover costs under s 84VA(1) from the owner, or person in charge of the dog or cat when the dog or cat was seized	Manager Community Safety Coordinator Community Safety Support Coordinator Community Laws Community Laws Project Officer Community Laws Education Officer	
s 84Y	Power to enter written agreement to seize, retain, sell and/or destroy dogs or cats, as well as the power to give a seized dog or cat to a community foster care network, give a seized dog or cat to an animal shelter and/or charge fees for doing any of the things under the written agreement	Manager Community Safety	
s 95	Function of receiving payment of fines	Manager Finance	
s 100A	Duty to notify Secretary where VCAT or Supreme Court sets aside a decision to declare a dog to be a dangerous dog, menacing dog or restricted breed dog	Manager Community Safety	Notice must comply with requirements of s 100A(2) & (3)
s 100C	Function of receiving disclosed information from a person who is or was engaged in the administration of Part 5B or 5C	Manager Community Safety Coordinator Community Laws	

Domestic Animals Act 1994

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 100D	Power to disclose information held by Council to another Council, a restricted authorised officer or a Departmental authorised officer for the purpose of the performance of Functions under Part 4 or Part 4AA or regulations under those Parts by that person	Manager Community Safety Coordinator Community Laws	

Domestic Building Contracts Act 1995

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 48R	Function of receiving details of alleged contraventions of building legislation	Municipal Building Surveyor	

Education and Care Services National Law Act 2010

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 271(1)	Function of receiving information from National Authority in respect of education and care services	Director Community Services Manager Health & Family Services	Purpose of Act is to create a National Law to regulate education and care service for children. A local authority as defined in the Act includes a municipal Council.
s 271(2)	Function of receiving information from Regulatory Authority in respect of education and care services	Director Community Services Manager Health & Family Services	
s 271(3)	Power to disclose information to authorities or government departments in respect of education and care services	Director Community Services Manager Health & Family Services	

Education and Training Reform Act 2006

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 2.3.13	Power to enter into and carry out a contract with the school Council	Director Community Services Manager Leisure & Recreation Services	
s 2.6.21B(1)	Function of receiving information from the Victorian Institute of Teaching in respect of a registered teacher or former registered teacher, or a provider of a program, unit or course of study, for a purpose specified in subsection (4)	Not delegated	
s 2.6.21B(2)	Power to provide information to the Victorian Institute of Teaching in respect of a registered teacher or former registered teacher or a provider of a program, unit or course of study for a purpose specified in subsection (4)	Not delegated	
s 4.9.4(1AAA)	Function of responding to requests by Victorian Registration and Qualifications Authority for information under s 4.9.4	Not delegated	The Authority may seek information to assist the Authority in determining whether or not a school complies with any of the prescribed minimum standards for registration of schools".

Electoral Act 2002

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 108(1)(d)(ii)	Power to enable identification of a person	Coordinator Revenue & Rates	

Electricity Safety Act 1998

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 84C	Duty to keep trees clear of electrical lines on public land managed by Council	Manager Parks & Natural Environment	Applies to public land, managed by Council, which has been declared under s 81 of the Electricity Safety Act 1998 for the purposes of Part 8 of the Act

Emergency Management Act 2013

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 59	Duty to establish a Municipal Emergency Management Planning Committee	Not delegated	

Emergency Management Act 2013

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 59B(1)	Duty to nominate a chairperson of the Municipal Emergency Management Planning Committee	Not delegated	Delegates cannot nominate themselves
s 59B(1)(b)	Power to nominate a member of Council staff to be the chairperson of the Municipal Emergency Management Planning Committee	Not delegated	
s 59F(b)	Function of, in collaboration with other agencies and by the establishment of a Municipal Emergency Management Planning Committee, enabling community participation in emergency preparedness, including mitigation, response and recovery activities	Municipal Emergency Management Officer	
s 59G(1)	Duty to appoint one or more municipal emergency management officers	Not delegated	
s 59H(1)	Duty to appoint one or more municipal recovery managers	Not delegated	
s 60AI(1)(ab)	Function of receiving a copy of the plan in a form suitable for publication on the municipal council's Internet site on behalf of the relevant Municipal Emergency Management Planning Committee	Municipal Emergency Management Officer	
s 69	Duty to comply with an information gathering notice issued by the Inspector-General for Emergency Management	Municipal Emergency Management Officer	
s 70	Function of receiving draft review or report and providing comment or response to Inspector-General for Emergency Management	Not delegated	
s 70A(2)	Power to consent to entry of vessel, premises or vehicle	Not delegated	
s 70A(3)	Duty to provide the Inspector-General with a written response to a request for consent under s 70A(2)	Not delegated	
s 70B	Function of giving reasonable assistance to the Inspector-General for Emergency Management	Not delegated	

Environment Protection Act 2017

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 50(1)(ii)	Function of receiving application for permission	Manager City Planning & Development Assistant Manager Statutory Planning Coordinator Environmental Health Environmental Health Officer Planning Officer	
s 50(2)	Duty of advising applicant that application does not comply with s 50	Manager City Planning & Development Assistant Manager Statutory Planning Coordinator Environmental Health Environmental Health Officer Planning Officer	
s 50A(1)	Power to require an applicant to pay a fee	Coordinator Community Laws Community Laws Officer	
s 50A(3)	Duty to give notice	Coordinator Community Laws Community Laws Officer	
s 51A	Power to require an applicant to provide information	Coordinator Community Laws Community Laws Officer	
s 54(1)	Power to issue a permission subject to conditions specified in the permission	Manager City Planning & Development Assistant Manager Statutory Planning Coordinator Environmental Health Environmental Health Officer Planning Officer	
s 56(2)(b)	Function of receiving an application for the transfer of permit issued by Council	Manager City Planning & Development Assistant Manager Statutory Planning Planning Officer	
s 56(4)	Duty to either refuse or transfer the permit subject any conditions within 20 business days after receiving application	Manager City Planning & Development Assistant Manager Statutory Planning Planning Officer	
s 56(5)	Duty to refuse to transfer permit if Council if the applicant is not a fit and proper person to hold a permit	Manager City Planning & Development Assistant Manager Statutory Planning Planning Officer	Consider s 66

Environment Protection Act 2017

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 56(6)	Duty to, as soon as practicable after making a decision, give applicant and holder of permit written notice	Manager City Planning & Development Assistant Manager Statutory Planning Planning Officer	
s 57(2)(b)	Function of receiving application for amendment of permit	Manager City Planning & Development Assistant Manager Statutory Planning Planning Officer	
s 57(4)	Duty to either refuse or amend permit subject to any conditions	Manager City Planning & Development Assistant Manager Statutory Planning Planning Officer	
s 57(8)	Duty to, as soon as practicable after making a decision, give holder of permit written notice	Manager City Planning & Development Assistant Manager Statutory Planning Planning Officer	
s 58(1)	Power to amend a permission issued on own initiative	Manager City Planning & Development Assistant Manager Statutory Planning Planning Officer	
s 58(3)	Duty to, as soon as practicable after making a decision, give the permission holder written notice	Manager City Planning & Development Assistant Manager Statutory Planning Planning Officer	
s 59(2)(b)	Function of receiving application to surrender or revoke a permit	Manager City Planning & Development Assistant Manager Statutory Planning Coordinator Environmental Health Environmental Health Officer Planning Officer	
s 59(4)	Duty to either consent to the surrender application subject to any conditions or refuse to consent to the surrender within 20 business days after receiving an application	Manager City Planning & Development Assistant Manager Statutory Planning Coordinator Environmental Health Environmental Health Officer Planning Officer	

Environment Protection Act 2017

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 59(7)	Duty to, as soon as practicable after making a decision, give the permit holder a written notice	Manager City Planning & Development Assistant Manager Statutory Planning Coordinator Environmental Health Environmental Health Officer Planning Officer	
s 59(9) & (10)	Duty to revoke the permissions if request received in writing and give the permit holder written notice	Manager City Planning & Development Assistant Manager Statutory Planning Coordinator Environmental Health Environmental Health Officer Planning Officer	
s 60(1)	Power to suspend a permission	Manager City Planning & Development Assistant Manager Statutory Planning Planning Officer	
s 60(2)	Duty to give permit holder written notice if proposing to suspend a permission	Manager City Planning & Development Assistant Manager Statutory Planning Planning Officer	
s 60(3)	Duty to consider submissions	Manager City Planning & Development Assistant Manager Statutory Planning Planning Officer	
s 60(4)	Duty to, as soon as practicable after making a decision, give the permit holder with written notice	Manager City Planning & Development Assistant Manager Statutory Planning Planning Officer	
s 60(6)	Power to remove period of suspension	Manager City Planning & Development Assistant Manager Statutory Planning Planning Officer	
s 60(7)	Power to extend period of suspension	Manager City Planning & Development Assistant Manager Statutory Planning Planning Officer	
s 60(8)	Duty to give permit holder written notice of decision to extend period of suspension	Manager City Planning & Development Assistant Manager Statutory Planning Planning Officer	

Environment Protection Act 2017

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 61(1) & (2)	Power to revoke permission on own initiative	Manager City Planning & Development Assistant Manager Statutory Planning Planning Officer	
s 61(3)	Duty to give permit holder written notice if proposing to revoke a permission	Manager City Planning & Development Assistant Manager Statutory Planning Planning Officer	
s 61(4)	Duty to consider submissions	Manager City Planning & Development Assistant Manager Statutory Planning Planning Officer	
s 61(5) & (6)	Duty to, as soon as practicable, give permission holder written notice	Manager City Planning & Development Assistant Manager Statutory Planning Planning Officer	
s 81(1)	Duty to issue a permit subject to any conditions or refuse to issue a permit upon receiving an application under s 50	Manager City Planning & Development Assistant Manager Statutory Planning Coordinator Environmental Health Environmental Health Officer Planning Officer	
s 81(4)	Duty to refuse to issue a permit in circumstances specified	Manager City Planning & Development Assistant Manager Statutory Planning Coordinator Environmental Health Environmental Health Officer Planning Officer	
s 83(1)	Function of receiving application for exemption	Manager City Planning & Development Assistant Manager Statutory Planning Coordinator Environmental Health Environmental Health Officer Planning Officer	
s 83(3)	Duty to grant the exemption subject to any conditions or refuse to grant the exemption within 10 business days upon receiving application	Manager City Planning & Development Assistant Manager Statutory Planning Coordinator Environmental Health Environmental Health Officer Planning Officer	

Environment Protection Act 2017

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 84(1)(b)	Function of receiving renewal application	Manager City Planning & Development Assistant Manager Statutory Planning Planning Officer	
s 84(4)	Duty to renew or refuse to renew the permit	Manager City Planning & Development Assistant Manager Statutory Planning Planning Officer	
s 84(8)	Power to renew permit for (a) a period of not more than 5 years or (b) any shorter period prescribed	Manager City Planning & Development Assistant Manager Statutory Planning Planning Officer	
s 84(9)	Power to renew a permit more than once	Manager City Planning & Development Assistant Manager Statutory Planning Planning Officer	
s 114(2)	Power to appoint litter enforcement officer	Not delegated	Where Council is a litter authority
s 118(1)(b)	Function of receiving a written statement	Manager Community Safety Compliance Support Officer Coordinator Community Laws Community Laws Project Officer Community Laws Education Officer Compliance Support Officer	Where Council is a litter authority
s 121(1)	Power to issue a waste abatement notice	Manager Community Safety Compliance Support Officer Coordinator Community Laws Community Laws Project Officer Community Laws Education Officer Compliance Support Officer	Where Council is a litter authority
s 121(6)	Power to direct the occupier of the place or premises to remove or dispose of the waste within the time specified in a waste abatement notice	Manager Community Safety Compliance Support Officer Coordinator Community Laws Community Laws Project Officer Community Laws Education Officer Compliance Support Officer	Where Council is a litter authority

Environment Protection Act 2017

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 121(8)	Power to vary or revoke a waste abatement notice	CSO Manager Community Safety Compliance Support Officer Coordinator Community Laws Community Laws Project Officer Community Laws Education Officer Compliance Support Officer	Where Council is a litter authority
s 122(1)	Power to remove or dispose of waste or object or thing	Manager Community Safety Compliance Support Officer Coordinator Community Laws Community Laws Project Officer Community Laws Education Officer Compliance Support Officer	Where Council is a litter authority
s 122(2)	Power to recover any reasonable costs incurred in taking action under this section	Manager Community Safety Compliance Support Officer Coordinator Community Laws Community Laws Project Officer Community Laws Education Officer Compliance Support Officer	Where Council is a litter authority
s 131(1)	Function of receiving signed written report	Manager Community Safety Compliance Support Officer Coordinator Community Laws Community Laws Project Officer Community Laws Education Officer Compliance Support Officer	
s 131(2)	Power to take further action	Manager Community Safety Compliance Support Officer Coordinator Community Laws Community Laws Project Officer Community Laws Education Officer Compliance Support Officer	
s 156(1)	Duty to comply with Order of the Governor in Council	Not delegated	
s 171(1)	Power to appoint a residential noise enforcement officer	Not delegated	

Environment Protection Act 2017

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 172(1)	Power to issue a residential noise improvement notice	Coordinator Environmental Health Environmental Health Officer	
s 172(5)(a)	Power to extend time to comply with residential noise improvement notice	Coordinator Environmental Health Environmental Health Officer	
s 172(5)(b)	Power to revoke or amend any requirement specified in a residential noise improvement notice	Coordinator Environmental Health Environmental Health Officer	
s 174(1)	Power to apply for injunctions relating to residential noise	Coordinator Environmental Health Environmental Health Officer	
s 242(2)	Power to appoint an employee or class of employee as an authorised officer for the purposes of the power or function delegated to council	Not delegated	
s 242(2A)	Power to appoint a specified person or each member of a specified class of person as an authorised officer for the purposes of the power or function delegated to council	Not delegated	
s 242(2B)	Duty to prepare and give to the Authority a written report	Manager Community Safety	
s 347(3)	Power to take proceedings for an offence against a provision relating to permits under the Environment Protection Regulations 2021	Director City Development Manager City Planning & Development Manager Community Safety	
s 347(4)	Power to take proceedings for an offence against a provision of Part 6.3	Manager Community Safety Coordinator Community Laws Community Laws Project Officer Compliance Support Officer Community Laws Education Officer	Where Council is a litter authority
s 347(7)	Power to appoint a person who is an employee or an officer of council to take proceedings for offences under ss 25, 27, 286, 287 and 288	Director City Development	

Environment Protection Regulations 2021

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 21(2)	Power to require an applicant to provide additional information	Manager City Planning & Development Assistant Manager Statutory Planning Coordinator Environmental Health Environmental Health Officer Planning Officer	
r 25	Power to administer prescribed permit activities	Coordinator Environmental Health Team Leader Statutory Planning Enforcement Planning Enforcement Officer Environmental Health Officer	
r 33	Duty to inspect on-site wastewater management system and power to issue a certificate approving the use of the system if satisfied that the system complies with the permit	Coordinator Environmental Health Environmental Health Officer	
r 100(1)	Duty to provide information	Director Infrastructure Manager City Services	
r 100(5)	Duty to provide a report under subregulation (1) within 3 months after the end of the financial year to which the report relates	Director Infrastructure Manager City Services	
r 161	Function of receiving notification	Coordinator Environmental Health Environmental Health Officer	Note: this provision applies on or after 1 July 2022
r 162(2)	Power to inspect records under subregulation 1	Coordinator Environmental Health Environmental Health Officer	
r 171	Power to take proceedings for specified offences relating to on-site wastewater management systems	Director Community Services Manager Health & Family Services, Coordinator Environmental Health,	
r 215	Power to (a) waive the fee, in whole or parts; or (b) refund the fee paid, in whole or part	Not delegated	
r 220(2)	Duty to give a person a reasonable opportunity to provide further information in order to decide a new application	Coordinator Environmental Health Environmental Health Officer	

Estate Agents Act 1980

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 70E(3)	Duty to comply with request of Director or Inspector under s 70E(1) to provide answers or supply information	Not delegated	Relates to the conduct of business by estate agents.

Family Violence Protection Act 2008

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 144D(3)	Duty to only share confidential information to the extent permitted by Part 5A, or the Regulations	Manager Health & Family Services Team Leader Early Childhood Services	Where Council is an 'information sharing entity'
s 144KA	Power to disclose confidential information to a risk assessment entity for a family violence assessment purpose	Manager Health & Family Services Team Leader Early Childhood Services	Where Council is an 'information sharing entity'
s 144KB(1)	Function of receiving a request from a risk assessment entity for confidential information for a family violence assessment purpose	Manager Health & Family Services Team Leader Early Childhood Services	Where Council is an 'information sharing entity'
s 144KB(2)	Function of receiving confidential information from a risk assessment entity to assist with identifying the confidential information that is relevant to the request and determining whether to disclose confidential information	Manager Health & Family Services Team Leader Early Childhood Services	Where Council is an 'information sharing entity' and a 'responding entity'
s 144KB(3)	Duty to provide to the risk assessment entity written reasons for its failure to comply with the request	Manager Health & Family Services Team Leader Early Childhood Services	Where Council is an 'information sharing entity' and a 'responding entity'
s 144KC(1)	Duty to disclose confidential information to a risk assessment entity that has requested the information for a family violence assessment purpose	Manager Health & Family Services Team Leader Early Childhood Services	Where Council is an 'information sharing entity'
s 144LA	Power to disclose confidential information to another information sharing entity for a family violence protection purpose	Manager Health & Family Services Team Leader Early Childhood Services	Where Council is an 'information sharing entity'
s 144LB(1)	Power to request confidential information from another information sharing entity for a family violence protection purpose	Manager Health & Family Services Team Leader Early Childhood Services	Where Council is an 'information sharing entity' and a 'requesting entity'

Family Violence Protection Act 2008

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 144LB(1)	Function of receiving a request for confidential information from another information sharing entity for a family violence protection purpose	Manager Health & Family Services Team Leader Early Childhood Services	Where Council is an 'information sharing entity' and a 'responding entity'
s 144LB(2)	Power to provide the responding entity with any confidential information that may assist the responding entity to identify the confidential information relevant to the request or determine whether to disclose the confidential information	Manager Health & Family Services Team Leader Early Childhood Services	Where Council is an 'information sharing entity' and a 'requesting entity'
s 144LB(2)	Function of receiving confidential information from the requesting entity to assist with identifying the confidential information relevant to the request or determining whether to disclose the confidential information	Manager Health & Family Services Team Leader Early Childhood Services	Where Council is an 'information sharing entity' and a 'responding entity'
s 144LB(3)	Duty to provide to the requesting entity written reasons for Council's failure to comply with the request	Manager Health & Family Services Team Leader Early Childhood Services	Where Council is an 'information sharing entity' and a 'responding entity'
s 144LB(3)	Function of receiving from the responding entity written reasons for failure to comply with the request	Manager Health & Family Services Team Leader Early Childhood Services	Where Council is an 'information sharing entity' and a 'requesting entity'
s 144LC(1)	Duty to disclose confidential information to another information sharing entity that has requested the confidential information for a family violence protection purpose	Manager Health & Family Services Team Leader Early Childhood Services	Where Council is an 'information sharing entity' and a 'responding entity'
s 144LC(1)	Function of receiving a request for confidential information from another information sharing entity where the information is for a family violence protection purpose	Manager Health & Family Services Team Leader Early Childhood Services	Where Council is an 'information sharing entity' and a 'responding entity'
s 144LD	Power to collect or use any confidential information disclosed to it for a family violence protection purpose	Manager Health & Family Services Team Leader Early Childhood Services	Where Council is an 'information sharing entity'
s 144M(1)	Power to disclose confidential information about a person of concern to a primary person for a family violence protection purpose if the confidential information is not excluded information	Manager Health & Family Services Team Leader Early Childhood Services	Where Council is an 'information sharing entity'

Family Violence Protection Act 2008

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 144M(2)	Power to disclose confidential information about a person of concern to the persons set out in s 144M(2)(a) and (b) if the primary person is a child and the confidential information is not excluded information	Manager Health & Family Services Team Leader Early Childhood Services	Where Council is an 'information sharing entity'
s 144N	Power to collect, use and disclose confidential information about a relevant person without consent	Manager Health & Family Services Team Leader Early Childhood Services	Where Council is an 'information sharing entity'
s 144NA	Duty not to collect, use or disclose confidential information about a primary person who is an adult unless s 144NA(a) or (b) applies	Manager Health & Family Services Team Leader Early Childhood Services	Where Council is an 'information sharing entity'
s 144NB	Duty not to collect, use or disclose confidential information about a linked person unless s 144NB(a) or (b) applies	Manager Health & Family Services Team Leader Early Childhood Services	Where Council is an 'information sharing entity'
s 144NC(1)	Power to collect, use and disclose confidential information about a primary person who is a child without the consent of any person if s 144NC(1)(a) or (b) applies	Manager Health & Family Services Team Leader Early Childhood Services	Where Council is an 'information sharing entity'
s 144NC(2)	Power to collect, use and disclose confidential information about a primary person who is an adult or a linked person without the consent of the linked person if the information relates to confidential information set out in s 144NC(1)(a) and (b)	Manager Health & Family Services Team Leader Early Childhood Services	Where Council is an 'information sharing entity'
s 144ND(1)	Power to obtain consent from the primary or linked person's authorised representatives, unless the authorised representative is a person of concern or is alleged to pose a risk of family violence	Manager Health & Family Services Team Leader Early Childhood Services	Where Council is an 'information sharing entity'
s 144P(5)	Duty to comply with any guidelines issued under s 144P when handling confidential information in accordance with Part 5A	Manager Health & Family Services Team Leader Early Childhood Services	Where Council is an 'information sharing entity'
s 144PB	Duty to record the prescribed information in respect of the information sharing entity's collection, use and disclosure of confidential information in accordance with Part 5A, and the Regulations	Manager Health & Family Services Team Leader Early Childhood Services	Where Council is an 'information sharing entity'

Family Violence Protection Act 2008

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 144QA	Power to refuse to give an individual access to their confidential information under a relevant privacy law if s 144QA(1)(a) and (b) apply	Manager Health & Family Services Team Leader Early Childhood Services	Where Council is an 'information sharing entity'
s 190	Duty to ensure that Council's relevant policies, procedures, practice guidance and tools align with the Framework	Manager Health & Family Services Team Leader Early Childhood Services	Where Council is a 'framework organisation' that provides services relevant to family violence risk assessment and family violence risk management

Fences Act 1968

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 14(2)	Function of providing certain information to assist an owner of land to give a fencing notice	Manager Parks & Natural Environment Manager City Services	
s 16(1)	Power to agree with adjoining owner of land on a fence line other than common boundary	Manager Parks & Natural Environment Manager City Services	With respect to land owned by or under the control of Council

Filming Approval Act 2014

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 1 Principle 1	Duty to not unreasonably withhold the approval of an application for a film permit, subject to this Act and any other Act	Manager Arts & Cultural Services Festivals Coordinator Cultural Services Lead	
	Power to consider operational requirements such as commercial agreements and the maintenance of any land or facilities. or to consider public amenity, safety and security, and environmental and heritage impacts when approving a permit application	Manager Arts & Cultural Services Festivals Coordinator Cultural Services Lead	
sch 1 Principle 2	Duty to approve or refuse an application for a film permit in a timely manner and to take reasonable steps to respond to an applicant within 5 business days	Manager Arts & Cultural Services Festivals Coordinator Cultural Services Lead	
sch 1 Principle 3	Duty to give reasons for refusal of a film permit application.	Manager Arts & Cultural Services Festivals Coordinator Cultural Services Lead	
sch 1 Principle 4	Duty to take reasonable steps to provide a single point of contact to deal with commercial filming on public land	Manager Arts & Cultural Services Festivals Coordinator Cultural Services Lead	
sch 1 Principle 5	Duty to ensure that any application forms and other documents required to consider an application for a film permit are consistent with any standard forms or documents issued by Film Victoria	Manager Arts & Cultural Services Festivals Coordinator Cultural Services Lead	
sch 1 Principle 6	Duty for fees charged for applications for film permits and issuing film permits not exceed cost recovery	Manager Arts & Cultural Services Festivals Coordinator Cultural Services Lead	
sch 1 Principle 7	Duty to publish information about how a person may apply for a film permit on its website or on a website approved by Film Victoria	Manager Arts & Cultural Services Festivals Coordinator Cultural Services Lead	
sch 1 Principle 8	Duty to take reasonable steps to ensure that staff responsible for considering and issuing film permits are given appropriate information regarding the film industry	Manager Arts & Cultural Services Festivals Coordinator Cultural Services Lead	

Fines Reform Act 2014

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 10F(4)	Function of receiving notice from Secretary regarding where infringement notice waived	Manager Community Safety	
s 10S(1)	Function of receiving a direction to suspend any enforcement action	Manager Community Safety	
s 10S(4)	Function of receiving notice of family violence scheme (FVS) applications	Manager Community Safety	
s 10U(1)(c)	Function of receiving a direction to withdraw an infringement notice and take no further action in relation to the relevant offence	CPS, CCSS, CCL, IRO, MCS, PRSO	
s 10U(2)(a)	Duty to withdraw an infringement notice	Manager Community Safety Coordinator Parking Services Coordinator Community Safety Support Coordinator Community Laws Infringements Review Officer Prosecution Support Officer	If directed by the Director of Fines Victoria and within 28 days of the direction By issuing a withdrawal notice that complies with s 19(a) and (b)(iii) of the Infringements Act 2006
s 10U(2)(b)	Duty to notify the Director and the FVS eligible person of the withdrawal of the infringement notice	Manager Community Safety Coordinator Parking Services Coordinator Community Safety Support Coordinator Community Laws Infringements Review Officer Prosecution Support Officer	
s 10V(4)	Function of receiving a direction to, and a duty to, take no enforcement action during the enforcement suspension period	Manager Community Safety Coordinator Parking Services Coordinator Community Safety Support Coordinator Community Laws Infringements Review Officer Prosecution Support Officer	

s 10V(6)	Power to take any action referred to in s 38(1)(a) with respect to the FVS eligible offence	Manager Community Safety Coordinator Parking Services Coordinator Community Safety Support Coordinator Community Laws Infringements Review Officer Prosecution Support Officer	if an effective known user statement is cancelled under s 84BF of the Road Safety Act 1986, and the FVS eligible offence is referred to Council
s 10V(7)(c)	Function of receiving a direction to withdraw an infringement notice and take no further action in relation to the relevant offence	Manager Community Safety Coordinator Parking Services Coordinator Community Safety Support Coordinator Community Laws Infringements Review Officer Prosecution Support Officer	
s 10V(9)(a)	Duty to withdraw an infringement notice	Manager Community Safety Coordinator Parking Services Coordinator Community Safety Support Coordinator Community Laws Infringements Review Officer Prosecution Support Officer	If directed by the Director of Fines Victoria and within 28 days of the direction By issuing a withdrawal notice that complies with s 19(a) and (b)(iii) of the Infringements Act 2006
s 10V(9)(b)	Duty to notify the Director and the FVS eligible person of the withdrawal of the infringement notice	Manager Community Safety Coordinator Parking Services Coordinator Community Safety Support Coordinator Community Laws Infringements Review Officer Prosecution Support Officer	
s 10W(1)	Function of receiving a written notice of the Director of Fines Victoria's determination	Manager Community Safety Coordinator Parking Services Coordinator Community Safety Support Coordinator Community Laws Infringements Review Officer Prosecution Support Officer	If the Director of Fines Victoria determines that an FVS applicant is not an FVS eligible person in respect of an FVS eligible offence
s 10W(4)	Power to immediately resume enforcement action	Manager Community Safety Coordinator Parking Services Coordinator Community Safety Support Coordinator Community Laws Infringements Review Officer Prosecution Support Officer	If the Director of Fines Victoria determines that an FVS applicant is not an FVS eligible person in respect of the relevant FVS eligible offence under s 10T

s 10X(2)	Function of receiving referred matters from the Director of Fines Victoria	Manager Community Safety Coordinator Parking Services Coordinator Community Safety Support Coordinator Community Laws Infringements Review Officer Prosecution Support Officer	
s 10Y(1)(a)	Power to withdraw an infringement notice and take no further action or issue an official warning	Manager Community Safety Coordinator Parking Services Coordinator Community Safety Support Coordinator Community Laws Infringements Review Officer Prosecution Support Officer	Where the Director of Fines Victoria refers an infringement offence under s 10X(2) by issuing a withdrawal notice under s 19 of the Infringements Act 2006
s 10Y(1)(b)	Power to file a charge-sheet charging the offence	Manager Community Safety Coordinator Parking Services Coordinator Community Safety Support Coordinator Community Laws Infringements Review Officer Prosecution Support Officer	
s 16	Function of registering infringement fines with Director of Fines Victoria and paying the prescribed fee	Manager Community Safety Coordinator Community Safety Support	
s 20(4)	Function of being advised by Director of Fines Victoria of determination	Manager Community Safety Coordinator Community Safety Support	
s 21(1)	Power to withdraw infringement notice, issue official warning or file a charge-sheet upon receipt of notice under s 20	Manager Community Safety Coordinator Community Safety Support	
s 21A	Duty to notify Director of Fines Victoria of commencement of proceeding by filing a charge-sheet under s 21(1)(c) in writing	Manager Community Safety Coordinator Community Safety Support	
s 22	Power to request Director of Fines Victoria not to issue or serve notice of final demand	Manager Community Safety Coordinator Community Safety Support	
s 37(2)	Function of receiving written notice of enforcement cancellation from Director of Fines Victoria	Manager Community Safety Coordinator Community Safety Support	

s 38	Duty, once served notice of an enforcement cancellation notice, to withdraw notice, withdraw notice and issue a written warning or withdraw notice and commence proceeding	Manager Community Safety Coordinator Community Safety Support	
s 38A	Duty to notify Director of Fines of commencement of proceeding by filing a charge-sheet under s 38(1)(a)(iii) in writing	Manager Community Safety Coordinator Community Safety Support	
s 43	Power to refer infringement fine to Director of Fines Victoria for management by payment arrangement upon request	Manager Community Safety Coordinator Community Safety Support	
s 44	Function of receiving notice of notification of refusal of application under s 43	Manager Community Safety Coordinator Community Safety Support	
s 48(2)	Duty to request Director of Fines Victoria to remove infringement fine if infringement notice withdrawn	Manager Community Safety Coordinator Community Safety Support	
s 54(1)	Duty to provide Director of Fines Victoria with most up-to-date contact details of persons where referring infringement fine	Manager Community Safety Coordinator Community Safety Support	
s 54(5)	Function of receiving notice from Director of Fines Victoria where fine recipient makes certain requests	Manager Community Safety Coordinator Community Safety Support	
s 174	Function of receiving request from the Director of Fines Victoria or the sheriff	Manager Community Safety Coordinator Community Safety Support	Where Council is a 'specified body'
s 175	Duty to comply with a request from the Director of Fines Victoria or the Sheriff for the supply of information for the purpose of enforcing registered fines	Manager Community Safety Coordinator Community Safety Support	Where Council is a 'specified body' Unless the CEO of the Council certifies in writing that exceptional circumstances apply

Fire Rescue Victoria Act 1958

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4J(4)	Function of consulting with Fire District Review Panel	Director City Development Manager Community Safety	
s 5	Duty to take all practicable steps to prevent fire and minimise spread of fires	Manager Community Safety Municipal Emergency Management Officer Municipal Fire Prevention Officer	

Fire Rescue Victoria Act 1958			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 5(2)	Power to acquire equipment and do anything necessary to fulfil duty under s 5(1) and pay for it from municipal fund	Manager Community Safety Municipal Emergency Management Officer Municipal Fire Prevention Officer	
s 5A(1)(a)	Duty to appoint fire prevention officer	Not delegated	
s 5A(1)(b)	Power to appoint assistant fire prevention officer	Manager Community Safety Municipal Emergency Management Officer Municipal Fire Prevention Officer	
s 72(1)	Power to request the Board to carry out fire prevention works	Manager Community Safety Municipal Emergency Management Officer Municipal Fire Prevention Officer	
s 72(2)	Duty to pay for any fire prevention work carried out	Director City Development	
s 72(3)	Power to consent to carrying out fire prevention work	Director City Development	
s 77(3)	Function of receiving penalties recovered for offences committed against s 91	Director City Development Manager Community Safety	If fire prevention notice was issued by a fire prevention officer

Fire Services Property Levy Act 2012			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 9(9)	Power to apportion any levy amount	Coordinator Revenue & Rates	For 2 or more parcels of land which have a combined valuation and are owned separately
s 19 and 20	Duty to pay levy amount in respect of leviable land owned by Council	Director Corporate Services	Note: Council is only liable to pay the relevant fixed charge in respect of land described in s 20(1)
s 21(3)(a)	Function of assessing the amount of levy payable	Manager Finance Coordinator Revenue & Rates	
s 21(3)(b)	Function of collecting the levy payable	Manager Finance Coordinator Revenue & Rates	
s 21(4)(a)	Function of assessing the amount of levy payable	Manager Finance Coordinator Revenue & Rates	If Council has been directed to be a collection agency in respect of non-rateable leviable land not located within its municipal district boundaries

Fire Services Property Levy Act 2012

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 21(4)(b)	Function of collecting the levy payable	Manager Finance Coordinator Revenue & Rates	If Council has been directed to be a collection agency in respect of non-rateable leviable land not located within its municipal district boundaries
s 22	Power to exercise powers and functions under s 229 of the Local Government Act 1989 (land information certificates) and s 313 of the Local Government Act 2020 (institute proceedings)	Manager Finance Coordinator Revenue & Rates	
s 24	Duty to keep levy records in accordance with s 24	Manager Finance Coordinator Revenue & Rates	
s 25(1)	Duty to give a written notice to the owner of leviable land or to another specified person if requested by owner	Manager Finance Coordinator Revenue & Rates	
s 25(6)	Duty to transfer the amount of levy collected to the Commissioner	Manager Finance Coordinator Financial Planning & Analysis Coordinator Revenue & Rates	
s 27(1)	Power to defer payment of levy in respect of rateable leviable land where applicant shows hardship	Manager Finance Coordinator Revenue & Rates	s 170 of the Local Government Act 1989 applies, subject to modifications set out in s 27. Note: may only defer levy if have deferred rates or charges under s 170 of the Local Government Act 1989 for that land
s 27(1)	Power to require payment of levy in respect of rateable leviable land where applicant no longer in hardship or no longer occupies land	Manager Finance Coordinator Revenue & Rates	s 170 of the Local Government Act 1989 applies, subject to modifications set out in s 27 Also refer to Council's Rates Hardship Assistance Policy.
s 27(1)	Power to waive levy in respect of rateable leviable land	Manager Finance Coordinator Revenue & Rates	s 171 of the Local Government Act 1989 applies, subject to modifications set out in s 27(4) Note: may only waive levy if have waived rates or charges under s 171 of the Local Government Act 1989 for that land Also refer to Council's Rates Hardship Assistance Policy.

Fire Services Property Levy Act 2012

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 27(1)	Duty to waive levy upon receipt of an application which complies with s 171(4) of the Local Government Act 1989, in respect of rateable leviable land	Manager Finance Coordinator Revenue & Rates	s 171 of the Local Government Act 1989 applies, subject to modifications set out in s 27(4) Note: may only waive levy if have waived rates or charges under s 171 of the Local Government Act 1989 for that land
s 27(1)	Power to decide to treat a person to whom a waiver is granted as having made a continuing application or waiver in respect of rateable leviable land, in accordance with s 171(4)(f) of the Local Government Act 1989	Coordinator Revenue & Rates	s 171 of the Local Government Act 1989 applies, subject to modifications set out in s 27(4) Note: may only waive levy if have waived rates or charges under s 171 of the Local Government Act 1989 for that land Also refer to Council's Rates Hardship Assistance Policy.
s 27(1)	Function of receiving application for waiver of levy in respect of rateable leviable land	Coordinator Revenue & Rates	s 171A of the Local Government Act 1989 applies, subject to modifications set out in s 27(4) Note: may only waive levy if have waived rates or charges under s 171A of the Local Government Act 1989 for that land
s 27(1)	Power to require information or verification in respect of rateable leviable land	Coordinator Revenue & Rates	s 171A of the Local Government Act 1989 applies, subject to modifications set out in s 27(4) Note: may only waive levy if have waived rates or charges under s 171A of the Local Government Act 1989 for that land Also refer to Council's Rates Hardship Assistance Policy.
s 27(1)	Power to waive levy or levy interest in respect of rateable leviable land	Manager Finance Coordinator Revenue & Rates	s 171A of the Local Government Act 1989 applies, subject to modifications set out in s 27(4) Note: may only waive levy if have waived rates or charges under s 171A of the Local Government Act 1989 for that land
s 28(1)	Power to defer payment of levy in respect of non-rateable leviable land where applicant shows hardship	Manager Finance Coordinator Revenue & Rates	s 170 of the Local Government Act 1989 applies, subject to modifications set out in s 28 Also refer to Council's Rates Hardship Assistance Policy.

Fire Services Property Levy Act 2012

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 28(1)	Power to require payment of levy in respect of non-rateable leviable land where applicant no longer in hardship or no longer occupies land	Coordinator Revenue & Rates	s 170 of the Local Government Act 1989 applies, subject to modifications set out in s 28
s 28(1)	Power to waive levy in respect of non-rateable leviable land	Manager Finance Coordinator Revenue & Rates	s 171 of the Local Government Act 1989 applies, subject to modifications set out in s 28(4) Also refer to the Council's Rates Hardship Assistance Policy.
s 28(1)	Duty to waive levy upon receipt of an application which complies with s 171(4) of the Local Government Act 1989, in respect of non-rateable leviable land	Manager Finance Coordinator Revenue & Rates	s 171 of the Local Government Act 1989 applies, subject to modifications set out in s 28(4)
s 28(1)	Power to decide to treat a person to whom a waiver is granted as having made a continuing application or waiver in respect of non-rateable leviable land, in accordance with s 171(4)(f) of the Local Government Act 1989	Manager Finance Coordinator Revenue & Rates	s 171 of the Local Government Act 1989 applies, subject to modifications set out in s 28(4)
s 28(1)	Function of receiving application for waiver of levy in respect of non- rateable leviable land	Manager Finance Coordinator Revenue & Rates	s 171A of the Local Government Act 1989 applies, subject to modifications set out in s 28(4)
s 28(1)	Power to require information or verification in respect of non-rateable leviable land	Manager Finance Coordinator Revenue & Rates	s 171A of the Local Government Act 1989 applies, subject to modifications set out in s 28(4)
s 28(1)	Power to waive levy or levy interest in respect of non-rateable leviable land	Manager Finance Coordinator Revenue & Rates	s 171A of the Local Government Act 1989 applies, subject to modifications set out in s 28(4)
s 29(1)	Duty to give concession	Manager Finance Coordinator Revenue & Rates	Note: subject to subsection (2), an owner of leviable land who holds a concession card is entitled to receive a discount of \$50 off the total levy amount due in respect of leviable land which is used exclusively for residential purposes by the owner and is the owner's sole or principal place of residence. The \$50 is not subject to indexation.
s 30(1)	Duty to require a person to pay levy interest	Manager Finance Coordinator Revenue & Rates	
s 30(3)	Power to obtain court order requiring payment of levy	Manager Property & Leasing	

Fire Services Property Levy Act 2012

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 30(4)	Power to waive levy interest where court order obtained under s 30(3)	Director Corporate Services Manager Property & Leasing Coordinator Revenue & Rates	
s 30(5)	Power to exempt any person from paying the whole or part of levy interest, in accordance with s 30(5)(a) or (b)	Manager Property & Leasing Coordinator Revenue & Rates	
s 30(6)	Power to recover levy interest due in the same way as Council recovers the levy amount	Coordinator Revenue & Rates	
s 31(1)	Power to recover the whole of the levy from either all, any or one persons jointly liable to pay levy	Coordinator Revenue & Rates	Where 2 or more persons jointly liable to pay levy
s 31A(2)(a)	Duty to refund amount of levy proportionate to the part of levy year remaining where land ceases to be leviable land and levy payment has already been made	Coordinator Revenue & Rates	
s 31A(2)(b)	Duty to only require proportionate amount of levy to be paid where land ceases to be leviable land and levy payment has not already been made	Coordinator Revenue & Rates	
s 32(7)	Power to recover amount in arrears, in accordance with s 32(7)	Coordinator Revenue & Rates	
s 33(1)	Power to send notice where levy due and unpaid	Coordinator Revenue & Rates	
s 33(5)	Power to recover unpaid amount due	Coordinator Revenue & Rates	
s 34	Duty to make adjustment and apply or refund overpayment in accordance with s.34 and give a revised assessment notice to the owner or specified person	Manager Finance	Where an objection, review or appeal results in the alteration of a valuation or a decision to attribute a different AVPCC
s 35(1)	Power to recover unpaid levy amount	Coordinator Revenue & Rates	
s 35(4)(b)	Power to request occupier to disclose the amount of rent and name and address of person to whom rent is payable	Coordinator Revenue & Rates	
s 36(1)	Function of receiving application for refund of amounts overpaid	Coordinator Revenue & Rates	
s 36(4)	Duty to refund overpayment, if determined that the payment was in excess of amount owed	Director Corporate Services Manager Finance Coordinator Revenue & Rates	

Fire Services Property Levy Act 2012

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 36(5)	Power to refund overpayment, if determined that the payment was in excess of amount owed	Director Corporate Services Manager Finance Coordinator Revenue & Rates	
s 37(1)	Duty to separately account for levy amounts and levy interest collected	Manager Finance	
s 37(3)	Power to retain any interest earned on levy amounts and levy interest	Manager Finance	
s 37(5)	Duty to refund over payment	Director Corporate Services Manager Finance Coordinator Revenue & Rates	
s 38(1)	Power to cancel assessment of person's liability to pay levy if satisfied that an assessment has been made in error	Manager Finance Coordinator Revenue & Rates	
s 38(2)	Duty to comply with requirements in s 38(2) where Council has made an assessment in error	Manager Finance Coordinator Revenue & Rates	
s 39(2)	Duty to conduct another assessment of the levy amount and, if applicable, give the owner or specified person a revised assessment notice, in accordance with s 39(2)	Manager Finance Coordinator Revenue & Rates	
s 39(3)	Duty to refund payment in excess of amount owed and any interest accrued	Director Corporate Services Manager Finance Coordinator Revenue & Rates	
s 40	Duty to submit a return to the Commissioner	Director Corporate Services Manager Finance Coordinator Revenue & Rates	In a form approved by the Commissioner and in accordance with any directions issued by the Minister
s 41(1)	duty to pay all levy amounts and levy interest received to the Commissioner in 4 instalments	Director Corporate Services Manager Finance Coordinator Revenue & Rates	
s 41(4)	Power to decide to forward late payments of levy amounts and levy interest to the Commissioner at the same time as the next instalment is payable	Director Corporate Services Manager Finance	

Fire Services Property Levy Act 2012

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 71(1)	Function of receiving application for alteration of levy records	Director Corporate Services Manager Finance	
s 71(2)	Power to specify the manner and form of applications under s 71(1)	Director Corporate Services Manager Finance	
s 72	Duty to comply with any Ministerial directions issued under s 72	Director Corporate Services	

Flora and Fauna Guarantee Act 1988

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4C(1)	Function of receiving a request for information from the Minister	Director Infrastructure Manager Parks & Natural Environment	Where Council is a public authority
s 4C(2)	Duty to comply with a Minister's request for information under s 4C(1)	Director Infrastructure Manager Parks & Natural Environment	Where Council is a public authority
s 7(2)	Function of consulting with the Secretary either before the action starts or, if the action has already started, within 15 days of the request being made	Director Infrastructure Manager Parks & Natural Environment	Where Council is a public authority If the Secretary is of the opinion that an action taken or to be taken by Council is likely to threaten the survival of a listed taxon or community of flora or fauna or a critical habitat
s 20B(1)(a)	Function of receiving written notice from the Secretary	Director Infrastructure Manager Parks & Natural Environment	Where Council is a landholder of any land that is within the area of the proposed determination
s 20B(1)(b)	Function of receiving written notice from the Secretary	Director Infrastructure Manager Parks & Natural Environment	Where Council is a public authority that performs a function or exercises a power in the area of the proposed determination
s 20B(5)	Power to request that the information set out in s 20B(3) be withheld	Director Infrastructure Manager Parks & Natural Environment	Where Council is a landholder
s 25(1)	Function of being party to an agreement for management of flora and fauna	Director Infrastructure	

Flora and Fauna Guarantee Act 1988

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 29(1)(a)	Function of receiving notice of the making of a habitat conservation order from the Minister in relation to land within the critical habitat	Director Infrastructure Manager Parks & Natural Environment	Where Council is a landholder
s 29(1)(b)	Function of receiving notice of the making of a habitat conservation order from the Minister	Director Infrastructure Manager Parks & Natural Environment	Where Council is a public authority that performs a function or exercises a power in the critical habitat
s 57(2)(h)	Function of giving, to an authorised officer, samples of any thing in respect of which the authorised officer suspects that there has been a contravention of the Flora and Fauna Guarantee Act 1988 (Vic) or an instrument referred to in s 57(1) that is found at the land, building or vehicle	Director Infrastructure Manager Parks & Natural Environment	Where Council is the landholder of the land or is apparently in charge of the building or vehicle (as the case requires)
s 57(2)(k)	Function of receiving notice from an authorised officer	Director Infrastructure Manager Parks & Natural Environment	Where Council is the landholder of the land

Food Act 1984

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 7D(3)	Duty to comply with a declaration made by the Secretary under s 7D(1)	Coordinator Environmental Health	
s 7E(6)	Duty to publish a copy of a direction given by the Minister under s 7E(1) in the annual report	Manager Health & Family Services	
s 19(4)(b)	Duty to notify the Department of the making of the order	Manager Health & Family Services Coordinator Environmental Health	If s 19(1) applies
s 19(4)(c)	Duty to notify the registration authority of the making of the order and any appeal and the outcome of the appeal	Manager Health & Family Services Coordinator Environmental Health	If s 19(1) applies and if Council is not the registration authority
s 19A(4)(b)	Function of receiving notice from authorised officer	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19BA(3)	Duty to give notice of the variation or revocation of the order to the general public in the same manner as the original notice	Director Communities Manager Health & Family Services Coordinator Environmental Health	Must be done by the same person as gave the original notice

Food Act 1984

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19EA(3)	Function of receiving a copy of any significant revision made to the food safety program	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19H(5)(a) & (5)(b)	Duty to take into account (a) the food safety performance of the food business; and (b) any guidelines issued by the Secretary in determining the frequency and intervals of the assessments and audits	Manager Health & Family Services Coordinator Environmental Health	Where Council is the registration authority
s 19I	Duty to conduct a food safety assessment as required under s 19H	Coordinator Environmental Health Environmental Health Officer	Subject to s 19J Where Council is the registration authority
s 19IA(2)	Duty to give written notice to proprietor if food safety requirements or s 19DC(2) have not been complied with unless s 19IA(3) applies.	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19N	Function of receiving information from a food safety auditor	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19U(4)	Duty to ensure that information relating to costs of a food safety audit are available for inspection by the public	Not delegated	Council does not currently conduct food safety auditing services.
s 19UA(4)	Duty to consider proprietor's history of compliance in deciding whether to charge the fee	Manager Health & Family Services Coordinator Environmental Health	
s 19UA(5)	Duty to ensure that the method of determining a fee under s 19UA(3)(a) and the considerations that apply under s 19UA(4) are available for inspection by the public	Manager Health & Family Services Coordinator Environmental Health	
s 20(1C)	Duty to ensure authorised officers are suitably qualified or trained	Manager Health & Family Services Coordinator Environmental Health	
s 20(2)	Power to limit or impose conditions on the authority granted to an authorised officer	Manager Health & Family Services Coordinator Environmental Health	
s 26(5)	Duty to destroy or dispose of article	Coordinator Environmental Health Environmental Health Officer	
s 32(1)	Duty to submit samples of food for analysis	Coordinator Environmental Health Environmental Health Officer	
s 32(3)	Function of receiving report by analyst	Coordinator Environmental Health Environmental Health Officer	

Food Act 1984

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 35A(2)	Function of receiving notice of operation from the proprietor of a food premises	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority Section refers to temporary food premises, mobile food premises or food vending machines or fixed premises that are the principal premises in relation to temporary food premises, mobile food premises or food vending machines.
s 37	Function of receiving application, information and documents required under s 36 from the proprietor of a food business	Coordinator Environmental Health Environmental Health Officer	
s 38(3)	Duty to consult with the Secretary about the proposed exemption under s 38(2)	Manager Health & Family Services Coordinator Environmental Health	
s 38AA(2)	Function of being notified of operation	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38AA(4)	Duty to determine whether the food premises are exempt from the requirement of registration	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38A(5) & (6)	Function of receiving a food safety audit certificate from a proprietor	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38B(1)(c)	Duty to inspect premises	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38E(1)(c)	Function of assessing the requirement for a food safety program	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38E(3)(a)	Function of receiving certificates	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38F(3)(a)	Duty to note the change to the classification of the food premises on the certificate of registration	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 39(2)	Duty to inspect within 12 months before renewal of registration	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority

Food Act 1984

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 39(3)	Duty to inspect within 3 months before renewal of registration if circumstances in s 39(3)(a)-(d) apply	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 39A(6)	Duty to comply with direction of Secretary.	Manager Health & Family Services Coordinator Environmental Health	
s 40(1)	Duty to issue a certificate of registration in the prescribed form	Coordinator Environmental Health	Where Council is the registration authority
s 40D(2)	Duty to specify how long a suspension is to last under s 40D(1)	Manager Health & Family Services Coordinator Environmental Health	Where Council is the registration authority
s 40E(4)	Duty to comply with direction of Secretary	Manager Health & Family Services Coordinator Environmental Health	
s 43(1) and (2)	Duty to maintain records of the prescribed particulars and orders in force under Part III	Manager Health & Family Services Coordinator Environmental Health	Where Council is the registration authority
s 43(3)	Duty to make available information held in records, free of charge, on request	Manager Health & Family Services Coordinator Environmental Health	Where Council is the registration authority
s 43I	Function of receiving a statement of trade of a proprietor of a food business	Coordinator Environmental Health Environmental Health Officer	
s 45AA	Power to act in proceedings against the Crown	Coordinator Environmental Health	Power of the responsible agency
s 45AC	Power to bring proceedings for an offence under the Act	Coordinator Environmental Health Environmental Health Officer	
s 53G(1)	Duty to provide information in s 53G(1) to the Secretary as soon as practicable after a person is convicted by a court for an offence under this Act	Coordinator Environmental Health Environmental Health Officer	Where Council is the 'relevant Council' under s 53G(6)
s 53G(2)	Duty to advise the Secretary that a person has not appealed a conviction within the time allowed	Coordinator Environmental Health Environmental Health Officer	Where Council is the 'relevant Council' under s 53G(6)
s.53G(3)	duty to inform the Secretary of the fact that an appeal or application for leave is lodged against the conviction and of other matters in this subsection	Coordinator Environmental Health Environmental Health Officer	where Council is the relevant Council under subsection (6)
s 53G(4)	Duty to inform the Secretary of the outcome of the appeal or application	Coordinator Environmental Health Environmental Health Officer	Where Council is the 'relevant Council' under s 53G(6)

Food Act 1984

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 58(1)	Duty to notify the Victorian Commission for Gambling and Liquor Regulation of Liquor Licensing where an order is made under s 19 of the Act and a licence/permit under the Liquor Control Reform Act 1998 is in force	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 58(2)	Duty to notify the Victorian Commission for Gambling and Liquor Regulation of Liquor Licensing when a holder of a permit/licence under the Liquor Control Reform Act 1998 is found guilty or pleads guilty and in respect of which no conviction is recorded	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority
s 58B(1)	Power to take action in relation to a thing done or omitted at the food premises	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority for the temporary or mobile food premises
s 58B(2)	Power to take into account results of inspection, assessment, audit or other action taken by another registration authority in relation to temporary or mobile food premises	Coordinator Environmental Health Environmental Health Officer	Where Council is the registration authority for the temporary or mobile food premises
s 59C(2)	Power to take actions necessary to ensure compliance with direction under Part III or Part VII	Coordinator Environmental Health Environmental Health Officer	Note: ss 19 and 19B relate to the registration of food premises; and Part VII relates to emergency powers.
s 59C(7)(b)	Power to recover costs incurred under s 59C(2) or (3)	Coordinator Environmental Health Environmental Health Officer	
s 71(a)	Power to revoke or suspend of the registration of the food premises under Part IIIB or s 40D in certain circumstances	Manager Health & Family Services	

Freedom of Information Act 1982

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 7	Duty to publish information	Manager Governance & Integrity Coordinator Information Management Privacy and Information Access Officer	

Freedom of Information Act 1982

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 49D(3)	Power to request a copy of the application from the Information Commissioner	Manager Governance & Integrity Coordinator Information Management Privacy and Information Access Officer	
s 49G(3)	Function of receiving notice from the Information Commissioner	Manager Governance & Integrity Coordinator Information Management Privacy and Information Access Officer	
s 49I	Duty to assist the Information Commissioner to undertake a review	Manager Governance & Integrity Coordinator Information Management Privacy and Information Access Officer	
s 49K	Function of consulting with the Information Commissioner	Manager Governance & Integrity Coordinator Information Management Privacy and Information Access Officer	
s 49KA(2)(a)	Function of processing or identifying a reasonable sample of the documents upon notice from the Information Commissioner	Manager Governance & Integrity Coordinator Information Management Privacy and Information Access Officer	If the Information Commissioner reasonably believes that an agency or Minister has failed to undertake an adequate search for documents that relate to a decision that is the subject of a review under Division 1
s 49KA(2)(b)	Function to undertake a further search, or to cause a further search to be undertaken, for documents in the possession, custody or control of the agency or Minister, upon notice from the Information Commissioner	Manager Governance & Integrity Coordinator Information Management Privacy and Information Access Officer	If the Information Commissioner reasonably believes that an agency or Minister has failed to undertake an adequate search for documents that relate to a decision that is the subject of a review under Division 1

Freedom of Information Act 1982

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 49KA(3)	Duty to comply with requests under s 49KA(2) within the reasonable time stated in the Information Commissioner's notice, being not less than 10 business days	Manager Governance & Integrity Coordinator Information Management Privacy and Information Access Officer	If the Information Commissioner reasonably believes that an agency or Minister has failed to undertake an adequate search for documents that relate to a decision that is the subject of a review under Division 1
s 49KA(4)	Power to apply for extension	Manager Governance & Integrity Coordinator Information Management Privacy and Information Access Officer	
s 49KA(7)	Duty to notify the Information Commissioner within 3 business days after the end of the period referred to in s 49KA(2) or (3) of the information contained in s 49KA(7)(a)-(b)	Manager Governance & Integrity Coordinator Information Management Privacy and Information Access Officer	If the Information Commissioner reasonably believes that an agency or Minister has failed to undertake an adequate search for documents that relate to a decision that is the subject of a review under Division 1
s 49KA(8)	Function to have the matter referred from the Information Commissioner in accordance with s 49L	Manager Governance & Integrity Coordinator Information Management Privacy and Information Access Officer	If the Information Commissioner reasonably believes that an agency or Minister has failed to undertake an adequate search for documents that relate to a decision that is the subject of a review under Division 1
s 49L(1A)	Duty to make a fresh decision where a matter is referred back to Council by the Information Commissioner	Manager Governance & Integrity Coordinator Information Management Privacy and Information Access Officer	Decision must be made within 28 days of referral, unless other time period agreed under s 49L(2)
s 49L(2)	Power to agree with the Information Commissioner to another time period for making the fresh decision under s 49L(1)	Manager Governance & Integrity Coordinator Information Management Privacy and Information Access Officer	

Freedom of Information Act 1982

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 49L(4)	Duty to notify the Information Commissioner that a fresh decision has been made or has not been made	Manager Governance & Integrity Coordinator Information Management Privacy and Information Access Officer	
s 49L(5)	Duty to revoke the earlier decision where a fresh decision has been made and to inform the applicant of the requirements of s 49L(6) and the effect of s 49(7)	Manager Governance & Integrity Coordinator Information Management Privacy and Information Access Officer	
s 49M(1)	Power to exercise a choice to reconsider the subject matter of an application for review and make a fresh decision	Manager Governance & Integrity Coordinator Information Management Privacy and Information Access Officer	Must advise the Information Commissioner and the applicant in writing Decision must be made within 28 days of referral, unless other time period agreed under s 49M(2) May make a fresh decision only once during a review under this part s 49M(8)
s 49M(2)	Power to agree with Information Commissioner to another time period for making a fresh decision	Manager Governance & Integrity Coordinator Information Management Privacy and Information Access Officer	
s 49M(4)	Duty to notify the Information Commissioner in writing of a whether a fresh decision has or has not been made	Manager Governance & Integrity Coordinator Information Management Privacy and Information Access Officer	
s 49M(5)	Duty to revoke the earlier decision where a fresh decision has been made and to inform the applicant of the requirements of s 49M(6) and the effect of s 49M(7)	Manager Governance & Integrity Coordinator Information Management Privacy and Information Access Officer	

Freedom of Information Act 1982

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 49N	Function of entering into an agreement in relation to a decision that is the subject of a review	Manager Governance & Integrity Coordinator Information Management Privacy and Information Access Officer	
s 50(3D)	Power to apply to the Tribunal for review of a decision of the Information Commissioner under s 49P	Not delegated	
s 50(3F)	Duty to notify the Information Commissioner of an application for review under s 50(3D)	Manager Governance & Integrity Coordinator Information Management Privacy and Information Access Officer	
s 50(3FA)	Duty to notify the Information Commissioner of an application for review under s 50(3D1) (b), (c), (d) or (g)	Manager Governance & Integrity Coordinator Information Management Privacy and Information Access Officer	
s 53(6)	Power to make an application to the Tribunal for an extension of time	Manager Governance & Integrity Coordinator Information Management Privacy and Information Access Officer	
s 53A(1)	Duty to, if practicable, give written notice in accordance with s 53A(2)	Manager Governance & Integrity Coordinator Information Management Privacy and Information Access Officer	
s 61E	Duty to co-operate with Information Commissioner where a complaint relates to the agency	Manager Governance & Integrity Coordinator Information Management Privacy and Information Access Officer	

Freedom of Information Act 1982

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 61G	Function of consulting with the Information Commissioner	Manager Governance & Integrity Coordinator Information Management Privacy and Information Access Officer	
s 61GA(1)(a)	Function of processing or identifying a reasonable sample of the documents upon notice from the Information Commissioner	Manager Governance & Integrity Coordinator Information Management Privacy and Information Access Officer	Where the Information Commissioner believes that an agency, principal officer or Minister has failed to undertake an adequate search for documents that relate to a decision that is the subject of the complaint under s 25A(1) or s 25A(5)
s 61GA(1)(b)	Function to undertake a further search, or to cause a further search to be undertaken, for documents in the possession, custody or control of the agency or Minister, upon notice from the Information Commissioner	Manager Governance & Integrity Coordinator Information Management Privacy and Information Access Officer	Where the Information Commissioner believes that an agency, principal officer or Minister has failed to undertake an adequate search for documents that relate to a decision
s 61GA(2)	Duty to comply with requests under s 61GA(1) within the reasonable time stated in Information Commissioner's notice, being not less than 10 business days	Manager Governance & Integrity Coordinator Information Management Privacy and Information Access Officer	
s.61GA(3)	power to apply for extension	Manager Governance & Integrity Coordinator Information Management Privacy and Information Access Officer	
s 61H	Power to reach an agreement with a complainant	Manager Governance & Integrity Coordinator Information Management Privacy and Information Access Officer	

Freedom of Information Act 1982

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 61I(2)	Power to make submissions to the Information Commissioner in relation to a complaint	Manager Governance & Integrity Coordinator Information Management Privacy and Information Access Officer	
s.61L(5)	Power to comment on, and respond to, a draft recommendation	Manager Governance & Integrity Coordinator Information Management Privacy and Information Access Officer	
s 63BA(1)	Power to apply to the Supreme Court to determine whether the Information Commissioner, or the Public Access Deputy Commissioner, has jurisdiction to serve a notice to produce or attend	Not delegated	
s 64B	Duty to provide the Information Commissioner any information referred to in s 64(2)	Manager Governance & Integrity Coordinator Information Management Privacy and Information Access Officer	
s 65AB	Duty to notify the responsible Minister if Council seeks leave to appeal	Manager Governance & Integrity	

Gambling Regulation Act 2003

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 3.3.5	Function of receiving a copy of proposed applications	Manager City Planning & Development Manager Community Engagement & Development Assistant Manager Statutory Planning	
s 3.3.5AA	Function of receiving notification from the Commission	Manager City Planning & Development Manager Community Engagement & Development	

Gambling Regulation Act 2003

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 3.3.5AB(2)	Function of receiving a copy of the amended application	Manager City Planning & Development Manager Community Engagement & Development Assistant Manager Statutory Planning	
s 3.3.5B	Duty to notify the Commission in writing as to whether it intends to make a submission under s 3.3.6	Manager Community Engagement & Development	
s 3.3.6	Power to make submission to Commission on application for approval of premises	Director Communities Manager Community Engagement & Development	
s 3.3.8(4)	Function of receiving notification from the Commission of its decision	Manager City Planning & Development Manager Community Engagement & Development Assistant Manager Statutory Planning	
s 3.3.14	Power to apply to Tribunal for review of Commission's decision granting approval of premises	Director Communities Manager Community Engagement & Development	
s 3.4.18(2)	Function of receiving a copy of proposed request	Manager City Planning & Development Manager Community Engagement & Development	
s 3.4.18A	Function of receiving notification from the Commission that it has received a request	Manager City Planning & Development Manager Community Engagement & Development Assistant Manager Statutory Planning	
s 3.4.18B(2)	Function of receiving amended copies of proposed request	Manager City Planning & Development Manager Community Engagement & Development Assistant Manager Statutory Planning	
s 3.4.18C	Duty to notify Commission as to whether it intends to make a submission under s 3.4.19	Manager Community Engagement & Development	
s 3.4.19	Power to make submission to the Commission addressing the economic and social impact of a proposed licence amendment on the wellbeing of the community of the municipal district in which the approved venue (or venue whose approval under Part 3 is suspended) is located; and taking into account the impact of the proposed amendment on surrounding municipal districts	Director Communities Manager Community Engagement & Development	
s 3.4.21(2)	Power to apply to Tribunal for review of Commission's decision relating to amendment increasing number of gaming machines	Director Communities Manager Community Engagement & Development	

Gender Equality Act 2020

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 7(a)	Duty to consider and promote gender equality	Directors, Managers	Where Council is a 'defined entity'
s 7(b)	Duty to take necessary and proportionate action towards achieving gender equality	Directors, Managers	Where Council is a 'defined entity'
s 9(1)	Duty to undertake a gender impact assessment	Directors, Managers	Where Council is a 'defined entity'
s 10(1)	Duty to prepare a Gender Equality Action Plan	Director Corporate Services Manager People & Culture	Where Council is a 'defined entity'
s 10(2)(a)	Duty to take into account the gender equality principles in preparing a Gender Equality Action Plan	Director Corporate Services Manager People & Culture	Where Council is a 'defined entity'
s 10(2)(b)	Duty to consult in preparing a Gender Equality Action Plan	Director Corporate Services Manager People & Culture	Where Council is a 'defined entity'
s 10(3)	Duty to ensure adequate resources are allocated to developing and implementing the Gender Equality Action Plan	Director Corporate Services Manager People & Culture	Where Council is a 'defined entity'
s 11(1)	Duty to undertake a workplace gender audit before developing a Gender Equality Action Plan	Director Corporate Services Manager People & Culture	Where Council is a 'defined entity'
s 11(2)(d)	Power to determine any other matters that are relevant	Director Corporate Services Manager People & Culture	Where Council is a 'defined entity'
s 12(1)	Duty to submit a Gender Equality Action Plan to the Commissioner	Director Corporate Services Manager People & Culture	Where Council is a 'defined entity'
s 12(2)	Power to request an extension of time to submit the Gender Equality Action Plan	Director Corporate Services Manager People & Culture	Where Council is a 'defined entity'
s 12(3)(a)	Duty to, within a reasonable time after submitting the Gender Equality Action Plan to the Commissioner, publish the completed Gender Equality Action Plan on Council's website	Director Corporate Services Manager People & Culture	Where Council is a 'defined entity'
s 12(3)(b)	Duty to, within a reasonable time after submitting the Gender Equality Action Plan to the Commissioner, notify the councillors, employees and employee representatives of the publication	Director Corporate Services Manager People & Culture	Where Council is a 'defined entity'
s 13(1)	Power to submit to the Commissioner a report or document prepared by Council for another purpose and request that it be taken to be a Gender Equality Action Plan	Director Corporate Services Manager People & Culture	Where Council is a 'defined entity'

Gender Equality Act 2020

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 13(3)	Duty to, if a report or other document is taken to be a Gender Equality Action Plan, publish it on Council's website, and notify the councillors, employees and employee representatives of the publication	Director Corporate Services Manager People & Culture	Where Council is a 'defined entity'
s 15(1)	Power to amend its Gender Equality Action Plan at any time if considers the amendment is considered necessary	Director Corporate Services Manager People & Culture	Where Council is a 'defined entity'
s 15(2)(a)	Duty to submit the amended Gender Equality Action Plan to the Commissioner	Director Corporate Services Manager People & Culture	Where Council is a 'defined entity'
s 15(2)(b)	Duty to, within a reasonable time after submitting the amended Gender Equality Action Plan to the Commissioner, publish the amended plan on Council's website, and notify the councillors, employees and employee representatives of the publication	Director Corporate Services Manager People & Culture	Where Council is a 'defined entity'
s 16(1)	Duty to make reasonable and material progress in relation to the workplace gender equality indicators	Directors Manager People & Culture	Where Council is a 'defined entity'
s 18(1)	Duty to make reasonable and material progress towards meeting gender equality targets prescribed	Directors Manager People & Culture	Where Council is a 'defined entity'
s 18(2)	Duty to make reasonable and material progress towards meeting gender equality quotas prescribed	Director Corporate Services Manager People & Culture	Where Council is a 'defined entity'
s 19(1)	Duty to submit a progress report to the Commissioner	Director Corporate Services Manager People & Culture	Where Council is a 'defined entity'
s 19(2)	Power to request an extension of time to submit a progress report	Director Corporate Services Manager People & Culture	Where Council is a 'defined entity'
s 19(4)	Duty not to identify or report on a policy, program or service if it would disclose any of the information set out in s 19(4)(a) – (c)	Director Corporate Services Manager People & Culture	Where Council is a 'defined entity'
s 20	Duty to publish Council's progress report on its website as soon as reasonably practicable after it is submitted under s 19(1)	Director Corporate Services Manager People & Culture	Where Council is a 'defined entity'
s 22(1)	Function of being issued with a compliance notice from the Commissioner	Director Corporate Services Manager People & Culture	Where Council is a 'defined entity'
s 22(2)	Duty to comply with the compliance notice	Director Corporate Services Manager People & Culture	Where Council is a 'defined entity'

Gender Equality Act 2020

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 24(1)	Power to, 14 days after receiving a compliance notice, give a written response to the Commissioner outlining Council's reasons for disagreeing with the compliance notice	Director Corporate Services Manager People & Culture	Where Council is a 'defined entity'
s 25(1)	Power to apply to the Tribunal for review of the Commissioner's decision to confirm a compliance notice under s 24(2)(c)	Director Corporate Services Manager People & Culture	Where Council is a 'defined entity'
s 26(a)	Power to provide the Commissioner with a written undertaking	Director Corporate Services Manager People & Culture	Where Council is a 'defined entity'
s 27(2)	Power to, with the consent of the Commissioner, withdraw or vary the undertaking	Director Corporate Services Manager People & Culture	Where Council is a 'defined entity'
s 47(2)	Duty to have regard to any guidelines issued under s 47(1)	Director Corporate Services Manager People & Culture	Where Council is a 'defined entity'
s 48(2)	Duty to have regard to the guidelines	Directors Manager People & Culture	Where Council is a 'defined entity' and subject to guidelines issued under s 48(1)
s 49(2)	Duty to have regard to the guidelines	Directors Manager People & Culture	Where Council is a 'defined entity' and subject to guidelines issued under s 49(1)
s 51(1)	Duty to, before publication, remove any personal information from a Gender Equality Action Plan and progress report	Director Corporate Services Manager People & Culture	Where Council is a 'defined entity'
s 51(2)	Duty to, when submitting to the Commissioner material that is likely to be published, advise the Commissioner whether the material contains any personal information	Director Corporate Services Manager People & Culture	Where Council is a 'defined entity'

Graffiti Prevention Act 2007

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 18(1)	Power to take action necessary to remove or obliterate graffiti from private premises where graffiti is visible from a public place, in accordance with s 18	Manager City Services	
s 18(2)	Power to enter private property for the purpose of s 18(1) if notice provided and owner has given written consent to removal of graffiti and entry	Manager City Services	

Graffiti Prevention Act 2007

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 18(2)(a)	Power to serve notice regarding proposal to remove or obliterate graffiti at least 28 days before action proposed to be taken	Manager Community Safety Manager City Services Coordinator Parking Services Coordinator Community Laws Team Leader Parking Services	
s 18(3)(a)	Duty to serve notice regarding proposal to remove or obliterate graffiti at least 10 days before it is proposed to take action to remove or obliterate graffiti (where entry to private premises not necessary)	Manager Community Safety Manager City Services Coordinator Parking Services Coordinator Community Laws Team Leader Parking Services	
s 18(3)(b)	Power to remove or obliterate graffiti (where entry not necessary), Where written notice of proposed action given and owner gives consent or does not object in accordance with notice	Manager City Services	
s 18(3A)	Power to take further action to remove or obliterate graffiti	Manager Community Safety Coordinator Parking Services Coordinator Community Laws	Within 3 months after Council has taken action under subsection (3)
s 18(8)(a)	Duty to take reasonable steps to consult with owner or occupier in relation to manner of taking action to remove or obliterate graffiti	Manager City Services	
s 18(8)(b)	Duty to ensure that work is done by an authorised person, where entry to the property is necessary under s 18(1)	Manager City Services	
s 18(8)(c)	Duty to ensure that work is carried out expeditiously and to avoid unnecessary inconvenience and disruption and with reasonable care and to reasonable standards	Manager City Services	
s 19(1)	Power to authorise a person to carry out Council's functions under s 18.	Manager Community Safety Manager City Services Coordinator Parking Services Coordinator Community Laws Team Leader Parking Services	Note: s 18 refers to the removal of graffiti from private property.

Graffiti Prevention Act 2007

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(2)(c)	Power to determine performance criteria for authorised persons	Manager Community Safety Manager City Services Coordinator Parking Services Coordinator Community Laws Team Leader Parking Services	
s 20(1)	Duty to issue an identity card to an authorised person	Manager People & Culture	

Health Records Act 2001

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 48	Function of receiving notice of complaint from the Health Complaints Commissioner	Director Community Services Manager Health & Family Services Manager Home & Community Services	
s 51(1)	Function of receiving notice that Health Complaints Commissioner has declined to entertain a complaint	Director Community Services Manager Health & Family Services Manager Home & Community Services	
s 51(3)	Function of receiving notice that Health Complaints Commissioner referred complaint	Director Community Services Manager Health & Family Services Manager Home & Community Services Coordinator Information Management	
s 52(2)	Function of receiving notice that Health Complaints Commissioner referred complaint to registration board	Director Community Services Manager Health & Family Services Manager Home & Community Services	"Registration Board" means a body that is: a) listed in the Schedule to the Health Services (Conciliation and Review) Act 1987; or b) prescribed as a registration board for the purposes of that Act.

Health Records Act 2001

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 53(2)	Function of receiving notice that Health Complaints Commissioner has dismissed a stale complaint	Director Community Services Manager Health & Family Services Manager Home & Community Services	
s 56(3)	Power to indicate wishes with respect to whether conciliation appropriate	Director Community Services Manager Health & Family Services Manager Home & Community Services	
s 56(4)	Function of receiving notice of Health Complaints Commissioner's decision under s 56(1)	Director Community Services Manager Health & Family Services Manager Home & Community Services	
s 57(4)	Function of receiving notice that Health Complaints Commissioner has dismissed the complaint after deciding conciliation is inappropriate	Director Community Services Manager Health & Family Services Manager Home & Community Services	
s 61(1)(b)	Power to sign the record of a conciliation agreement	Director Community Services Manager Health & Family Services Manager Home & Community Services	
s 61(2)	Power to lodge a copy of the record with the Tribunal	Director Community Services Manager Health & Family Services Manager Home & Community Services	
s 63(1)	Function of receiving notice that conciliation has failed	Director Community Services Manager Health & Family Services Manager Home & Community Services	
s 63(8)	Function of receiving notice that Health Complaints Commissioner has dismissed the complaint following a failed conciliation	Director Community Services Manager Health & Family Services Manager Home & Community Services	

Health Records Act 2001

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 63(10)	Function of receiving notice that Health Complaints Commissioner is to conduct an investigation of the complaint	Director Community Services Manager Health & Family Services Manager Home & Community Services	
s 64(2)	Function of receiving notice of Health Complaints Commissioner's ruling	Director Community Services Manager Health & Family Services Manager Home & Community Services	
s 64(7)	Duty to report on action taken following notice of a ruling requiring specified action	Director Community Services Manager Health & Family Services Manager Home & Community Services	
s 65(1)	Power to require the Health Complaints Commissioner to refer the complaint to the Tribunal	Director Community Services Manager Health & Family Services Manager Home & Community Services	
s 72	Power to apply to the Tribunal for review of a decision to serve a compliance notice	Director Community Services Manager Health & Family Services Manager Home & Community Services	
s 73(1)	Power to apply to the Tribunal for an interim order	Director Community Services Manager Health & Family Services Manager Home & Community Services	

Heavy Vehicle National Law 2012

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 118(1)(b)	Duty to give or not give consent to the grant of a mass or dimension exemption notice for a category of heavy vehicles	Director City Development Manager Engineering & Investment	Where Council is the relevant road manager Must comply with requirements of s 156
s 124(1)(b)	Duty to give or not give consent to the grant of a mass or dimension exemption permit for a heavy vehicle	Director City Development Manager Engineering & Investment	Where Council is the relevant road manager Must comply with requirements of s 156

Heavy Vehicle National Law 2012

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 139(1)(b)	Duty to give or not give consent to the grant of a class 2 heavy vehicle authorisation notice	Director City Development Coordinator Engineering Assets Manager Engineering & Investment	Where Council is the relevant road manager
s 145(1)(b)	Duty to give or not give consent to the grant of a class 2 heavy vehicle permit	Director City Development Coordinator Engineering Assets Manager Engineering & Investment	Where Council is the relevant road manager
s 156(1)	Duty to give or not give consent	Director City Development Coordinator Engineering Assets Manager Engineering & Investment	Where Council is the relevant road manager
s 156(2)	Power to request a longer period to decide to give or not give consent under s 156(1)	Director City Development Coordinator Engineering Assets Manager Engineering & Investment	Where Council is the relevant road manager Note: "Regulator" means the National Heavy Vehicle Regulator.
s 156(3)	Function of giving Regulator a written statement explaining its decision not to give consent	Director City Development Coordinator Engineering Assets Manager Engineering & Investment	Where Council is the relevant road manager Statement must comply with s 172
s 157(2)	Function of receiving notice from the Regulator that an applicant has been notified of the third party consultation requirement	Director City Development Coordinator Engineering Assets Manager Engineering & Investment	Where Council is the relevant road manager
s 158(2)	Duty to, as far as practicable, deal with the request for consent, where consultation with other entity is not yet completed	Director City Development Coordinator Engineering Assets Manager Engineering & Investment	Where Council is the relevant road manager Note: "Other entity" refers to situations where consultation with another entity is required by law.
s 158(4)	Power to decide to give or not give the consent in the circumstances	Director City Development Coordinator Engineering Assets Manager Engineering & Investment	Where Council is the relevant road manager "Circumstances" refers to various situations including consultation with another entity.
s 159	Power to notify the Regulator that a route assessment is required and the fee payable for the route assessment	Director City Development Coordinator Engineering Assets Manager Engineering & Investment	Where Council is the relevant road manager
s 159(4)	Power to stop considering whether to give or not to give consent until route assessment fee is paid	Director City Development Coordinator Engineering Assets Manager Engineering & Investment	Where Council is the relevant road manager

Heavy Vehicle National Law 2012

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 160(1)	Power to consent to the grant of a mass or dimension authority subject to a road condition listed in (a) or (b)	Director City Development Coordinator Engineering Assets Manager Engineering & Investment	Where Council is the relevant road manager
s 160(2)	Duty to give the Regulator a written statement explaining the decision to consent subject to conditions	Director City Development Coordinator Engineering Assets Manager Engineering & Investment	Where Council is the relevant road manager Statement must comply with s 172
s 161(1)	Power to consent to the grant of a mass or dimension authority subject to a travel condition	Director City Development Coordinator Engineering Assets Manager Engineering & Investment	Where Council is the relevant road manager
s 161(2)	Duty to give the Regulator a written statement explaining the decision to consent subject to travel conditions	Director City Development Coordinator Engineering Assets Manager Engineering & Investment	Where Council is the relevant road manager Statement must comply with s 172
s 162(1)	Power to request the Regulator to impose a stated vehicle condition on the authority	Director City Development Coordinator Engineering Assets Manager Engineering & Investment	Where Council is the relevant road manager
s 162(2)(b)	Function of being notified of the decision under s 162(2)(a)	Director City Development Coordinator Engineering Assets Manager Engineering & Investment	Where Council is the relevant road manager
s 163(3)	Duty to give or not give consent within 3 months or longer as agreed with Regulator	Director City Development Coordinator Engineering Assets Manager Engineering & Investment	Where Council is the relevant road manager
s 167(2)(b)	Power to give the Regulator a notice of objection to the application of s 167 to the proposed replacement authority	Director City Development Coordinator Engineering Assets Manager Engineering & Investment	Where Council is the relevant road manager
s 167(2)(c)	Function of receiving notice that the Regulator withdraws the proposed replacement authority from the expedited procedure	Director City Development Coordinator Engineering Assets Manager Engineering & Investment	Where Council is the relevant road manager
s 167(3)	Power to give written notice of consent or refusal	Director City Development Coordinator Engineering Assets Manager Engineering & Investment	Where Council is the relevant road manager

Heavy Vehicle National Law 2012

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 169	Power to give consent to the grant of a mass or dimension authority for a trial period	Director City Development Coordinator Engineering Assets Manager Engineering & Investment	Where Council is the relevant road manager
s 170(1)	Function of being notified by the Regulator of renewal of mass or dimension authority for trial period	Director City Development Coordinator Engineering Assets Manager Engineering & Investment	Where Council is the relevant road manager
s 170(3)	Power to give written objection	Director City Development Coordinator Engineering Assets Manager Engineering & Investment	Where Council is the relevant road manager
s 174(2)(a)	Power to request the Regulator to amend the mass or dimension authority, where satisfied of matters in s 174(1)	Director City Development Coordinator Engineering Assets Manager Engineering & Investment	Where Council is the relevant road manager
s 174(2)(b)	Power to request the Regulator to cancel the mass or dimension authority, where satisfied of matters in s 174(1)	Director City Development Coordinator Engineering Assets Manager Engineering & Investment	Where Council is the relevant road manager
s 174(4)(c)	Function of receiving notice from the Regulator that the road authority must not comply with the request	Director City Development Coordinator Engineering Assets Manager Engineering & Investment	Where Council is the relevant road manager
s 176	Duty to give or not give consent to an amendment of a mass or dimension authority	Director City Development Coordinator Engineering Assets Manager Engineering & Investment	Where Council is the relevant road manager The provisions relating to a request for consent under Division 2 of the Act apply to the request for consent under s 176
s 178(2)(a)	Power to request the Regulator to amend the mass or dimension authority, where satisfied of matters in s 178(1)	Director City Development Coordinator Engineering Assets Manager Engineering & Investment	Where Council is the relevant road manager
s 178(2)(b)	Power to request the Regulator to cancel the mass or dimension authority, where satisfied of matters in s 178(1)	Director City Development Coordinator Engineering Assets Manager Engineering & Investment	Where Council is the relevant road manager
s 178(4)(c)	Function of receiving notice from the Regulator that the road authority must not comply with the request	Director City Development Coordinator Engineering Assets Manager Engineering & Investment	Where Council is the relevant road manager

Heavy Vehicle National Law 2012

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 180(2)	Function of receiving notice from the Regulator	Director City Development Coordinator Engineering Assets Manager Engineering & Investment	Where Council is the relevant road manager
s 611(2)	Power to apply for a compensation order	Director City Development	Note: (1) A court that convicts a person of an offence against this Law may make a compensation order requiring the convicted person to pay the road manager for a road, by way of compensation, an amount the court considers appropriate for loss incurred, or likely to be incurred, by the road manager for damage caused to road infrastructure as a result of the offence. (2) A compensation order may be made on the application of the prosecutor, the Regulator or the road manager.
s 612	Function of preparing certificate	Director City Development Manager Engineering & Investment	Note: "certificate" includes any certificate of the public authority stating that the authority is responsible for maintaining the road infrastructure in relation to which the order is sought.
s 613(1)	Duty to give a copy of a certificate referred to in s 612 to the defendant at least 28 days before hearing	Director City Development Manager Engineering & Investment	
s 613(3)	Function of receiving notice that defendant intends to challenge the matter	Director City Development Manager Engineering & Investment	
s 643(2)	Function of receiving referral of review application	Manager Engineering & Investment Coordinator Engineering Assets	
s 644	Duty to conduct internal review of reviewable decision and give applicant a reasonable opportunity to make written or oral representations	Director City Development	Where Council is the relevant road manager Note: If the DCD made the original decision, the internal review is to be conducted by the CEO.

Heavy Vehicle National Law 2012

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 645(1)	Duty to either confirm or amend decision or substitute another decision for the reviewable decision	Director City Development	Where Council is the relevant road manager
s 645(5)	Duty to, as soon as practicable, give the Regulator notice of the review	Director City Development	Where Council is the relevant road manager

Heavy Vehicle National Law Application Act 2013

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 18(2)	Power to enter into an arrangement to transfer a function	Not delegated	In respect of roads where Council is the relevant road manager

Heritage Act 2017

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 29(4)	Function of receiving statement refusing a nomination from Executive-Director	Director City Development Manager City Planning & Development Coordinator Strategic Planning	
s 30(9)	Function of receiving written notice from Heritage Council of outcome of application for review	Director City Development Manager City Planning & Development Coordinator Strategic Planning	
s 34(1)	Function of receiving notice of acceptance of nomination from Executive Director	Director City Development Manager City Planning & Development Coordinator Strategic Planning	
s 40(1)	Function of receiving statement from Executive Director of recommendation not to include place or object in Heritage Register	Director City Development Manager City Planning & Development Coordinator Strategic Planning	
s 53(6)	Function of receiving notice of amendment to heritage register from Executive Director	Director City Development Manager City Planning & Development Coordinator Strategic Planning	

Heritage Act 2017

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 63(2)	Function of receiving notice of expedited amendment of Heritage Register	Director City Development Manager City Planning & Development Coordinator Strategic Planning	
s 96(5)	Function of receiving copy of amended permit application	Director City Development Manager City Planning & Development Coordinator Strategic Planning	
s 100(1)	Function of receiving copy of permit application from Executive Director	Director City Development Manager City Planning & Development Coordinator Strategic Planning	
s 100(2)	Power to make written submission to Executive Director in relation to application received under s 100(1)	Director City Development	
s 105(4)	Function of receiving notice of receipt of application to amend a permit from Executive Director	Director City Development Manager City Planning & Development	
s 106(5)	Function of receiving notice of application for review for permit to carry out works from Heritage Council	Director City Development Manager City Planning & Development	
s 108(4)	Power to request a hearing be held by the Heritage Council in relation to an application for review under s 107 of Executive Director's determination	Director City Development	
s 108(5)	Power to appear and be heard or represented at a hearing into review of Executive Director's determination	Director City Development Manager City Planning & Development Coordinator Strategic Planning	
s 108(9)	Function of receiving written notice from Executive Director of Heritage Council's determination of review	Director City Development Manager City Planning & Development Coordinator Strategic Planning	
s 110	Function of receiving notice from Minister of referral of a matter to VCAT under s 109(2)(b)	Director City Development Manager City Planning & Development Coordinator Strategic Planning	
s 112	Function of receiving notice from Executive Director of decision by VCAT under s 111	Director City Development Manager City Planning & Development Coordinator Strategic Planning	

Heritage Act 2017

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 114(2)	Function of receiving notice from Executive Director of decision by Minister in relation to application for review	Director City Development Manager City Planning & Development Coordinator Strategic Planning	
s 120	Function of receiving written notice of removal of site from Heritage Inventory	Director City Development Manager City Planning & Development Coordinator Strategic Planning	
s 131(1)	Function of receiving notice of recommendations made under s 130 by Executive Director	Director City Development Manager City Planning & Development Coordinator Strategic Planning	
s 133(3)	Function of receiving written notice from Heritage Council of approval of recommendation for a site of archaeological value	Director City Development Manager City Planning & Development Coordinator Strategic Planning	
s 179	Function of receiving notice of approval of World Heritage Strategy Plan	Director City Development	

Housing Act 1983

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 15(1)(d)	Function of consenting to any development, control, etc. of any land	Not delegated	
s 34(1)	Function of entering into arrangements with the Director whereby Council carries out works	Not delegated	
s 34(3)	Power to enter into arrangements with the Director for the purposes of this Act	Not delegated	
s 67(1)(a)	Power to do all things to make house comply with regulations or to give effect to direction	Not delegated	
s 67(1)(b)	Power to demolish house (where case so requires)	Not delegated	
s 67(2)	Power to recover expenses	Not delegated	
s 67(3)	Power to sell or dispose of material	Not delegated	
s 68(1)	Power to order that house (a) be and remain unoccupied; or (b) be vacated by the occupier	Not delegated	
s 68A	Power to revoke declaration	Not delegated	

Housing Act 1983

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 71(1)	Power to authorise person for purposes of s 71	Not delegated	
sch 2 cl 3(1)	Power to sell or give to the Director any land vested in it, other than Crown land	Not delegated	
sch 2 cl 3(2)	Power to lease land, enter into agreements with the Director concerning land, or apply funds for carrying out such agreement	Not delegated	
sch 6 cl 1	Duty to lodge signed certificate	Not delegated	
sch 6 cl 1	Power to authorise staff member to sign certificate	Not delegated	
sch 6 cl 2	Power to request recording in Register	Not delegated	
sch 6 cl 6	Duty to lodge notice with the Registrar of Titles that the declaration has ceased to operate	Not delegated	
sch 6 cl 7(1)	Power to require occupier to pay to Council any money owing	Not delegated	
sch 6 cl 7(2)	Duty to forward a copy of any notice under cl 7(1) to the owner of the house concerned	Not delegated	
sch 6 cl 7(5)	Duty to notify occupier if Council receives any payment	Not delegated	

Impounding of Livestock Act 1994

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 9(3)	Function of receiving notice from owner or occupier of whereabouts of livestock	Manager Community Safety Coordinator Parking Services Coordinator Community Laws	
s 10	Power to give written permission to owner or occupier of land to impound livestock on their land for longer than 4 days	Manager Community Safety Coordinator Parking Services Coordinator Community Laws Team Leader Parking Services Parking Services Officer	

Impounding of Livestock Act 1994

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 14	Duty to keep record of impounded livestock	Manager Community Safety Coordinator Parking Services Coordinator Community Laws Team Leader Parking Services Parking Services Officer	
s 15	Duty to ascertain owner of livestock and serve a notice of seizure on the owner as soon as possible	Manager Community Safety Coordinator Parking Services Coordinator Community Laws Team Leader Parking Services Parking Services Officer	
s 16	Duty to release livestock	Manager Community Safety Coordinator Parking Services Coordinator Community Laws Team Leader Parking Services Parking Services Officer Community Laws Officer Community Laws Project Officer Community Laws Education Officer	
s 16A(3)	Power to approve form of notice to be served under s 16A(1)	Manager Community Safety	
s 16B(3)	Power to approve form of notice to be served under s 16B(1)	Manager Community Safety	
s 17	Duty to hold livestock for seven days, or 3 days after time within which measures must be taken under notice served , prior to disposal	Manager Community Safety Coordinator Parking Services Coordinator Community Laws Team Leader Parking Services Parking Services Officer Community Laws Officer Community Laws Project Officer Community Laws Education Officer	

Impounding of Livestock Act 1994

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 17A	Duty to hold livestock for 14 days prior to disposal in accordance with Part 2	Manager Community Safety Coordinator Parking Services Coordinator Community Laws Team Leader Parking Services Parking Services Officer Community Laws Officer Community Laws Project Officer Community Laws Education Officer	Where authorised officer of Council has impounded livestock under section 5A of the Act
s 18	Power to offer uncollected livestock for sale	Manager Community Safety Coordinator Parking Services Coordinator Community Laws Team Leader Parking Services	
s 19	Duty to give public notice of intention to sell livestock	Manager Community Safety Coordinator Parking Services Coordinator Community Laws Team Leader Parking Services	
s 20	Duty to apply the proceeds of the sale of livestock in the order set out in s 20(1)	Manager Community Safety Coordinator Parking Services Coordinator Community Laws Team Leader Parking Services	
s 21	Power to dispose of livestock including destroying or re-housing	Manager Community Safety	
s 22	Function of posting written notice of the impounding of livestock at the pound where they are held	Manager Community Safety Coordinator Parking Services Coordinator Community Laws Team Leader Parking Services	
s 27	Function of receiving notice of proceedings	Manager Community Safety Coordinator Parking Services Coordinator Community Laws Team Leader Parking Services	Note: refers to proceedings against the Council by the owner of the livestock.

Impounding of Livestock Act 1994

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 28(1)	Duty to not sell or dispose of impounded livestock until (a) the time limit in s 27(2) has expired or (b) the proceedings have been determined or withdrawn, where Council receives notification of proceeding under s 27(1)	Manager Community Safety Coordinator Parking Services Coordinator Community Laws Team Leader Parking Services	
s 28(3)	Power to release impounded livestock pending determination of proceedings	Manager Community Safety Coordinator Parking Services Coordinator Community Laws Team Leader Parking Services	
s 29(2)	Duty to release impounded livestock and convey it to the owner at Council's expense where Magistrates' Court determines impounding was in contravention of this Act	Manager Community Safety Coordinator Parking Services Coordinator Community Laws Team Leader Parking Services	
s 30	Power to recover outstanding amount as a debt	Manager Community Safety Coordinator Parking Services Coordinator Community Laws Team Leader Parking Services	
s 33A	Power to appoint an authorised officer for the specific purpose of filing charge-sheets in respect of an alleged offence committed in the municipal district	Director City Development Manager Community Safety	

Independent Broad-Based Anti-Corruption Commission Act 2011

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 15(6)	Function of consulting with and receiving information from the Independent Broad-based Anti-Corruption Commission (IBAC)	Not delegated	
s 35(2)	Power to enter into agreements or arrangements for use of services with the Independent Broad-based Anti-Corruption Commission (IBAC)	Not delegated	
s 56	Function of providing information to the Independent Broad-based Anti-Corruption Commission (IBAC)	Not delegated	

Infringements Act 2006

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 3	Power to appoint an issuing officer	Director City Development	
s 6	Duty to provide Attorney-General with prescribed information	Manager Health & Family Services Manager Community Safety Manager City Planning & Development Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Community Safety Support	
s 9	Power to make and publish guidelines and policies in respect of the use of official warnings for infringement offences	Not delegated	
s 11	Duty to withdraw an official warning in certain circumstances	Manager Health & Family Services Coordinator Environmental Health Manager City Planning & Development Manager Community Safety Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Environmental Health Team Leader Statutory Planning Enforcement Planning Enforcement Officer Infringements Review Officer Prosecution Support Officer	
s 15	Power to accept late payment of infringement penalty	Manager City Planning & Development Manager Community Safety Manager Health & Family Services Assistant Manager Statutory Planning, Municipal Building Surveyor Coordinator Strategic Planning Coordinator Environmental Health Team Leader Statutory Planning Enforcement	

Infringements Act 2006

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 17(1)	Power to refer certain matters to the Court	Director City Development, Director Corporate Services Manager City Planning & Development Manager Community Safety Manager Health & Family Services Assistant Manager Statutory Planning Coordinator Environmental Health Team Leader Statutory Planning Enforcement Compliance Support Officer Planning Enforcement Officer Parking Services Officer	
s 17(3)	Power to withdraw infringement notice and file a charge and summons in the Children's Court in some circumstances	Director Corporate Services Manager Community Safety	
s 18(1) & (2)	Power to withdraw an infringement notice in some circumstances	Manager City Planning & Development Manager Community Safety Manager Health & Family Services Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Environmental Health Team Leader Statutory Planning Enforcement Planning Enforcement Officer Infringements Review Officer Prosecution Support Officer	

Infringements Act 2006

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 22	Function of receiving application for review of decision to serve infringement notice	Director City Development Director Corporate Services Director Community Services Manager City Planning & Development Manager Community Safety Manager Health & Family Services Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Environmental Health Team Leader Statutory Planning Team Leader Statutory Planning Enforcement Community Laws Officer Planning Enforcement Officer Parking Services Officer Infringements Review Officer Prosecution Support Officer	Note: An internal review conducted under this Division must be conducted by a person employed by Council and who did not issue the infringement notice
s 23(1)	Power to request additional information required to conduct review	Director City Development Director Corporate Services Director Community Services Manager City Planning & Development Manager Community Safety Manager Health & Family Services Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Environmental Health Team Leader Statutory Planning Team Leader Statutory Planning Enforcement Community Laws Officer Planning Enforcement Officer Parking Services Officer Infringements Review Officer Prosecution Support Officer	

Infringements Act 2006

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 23(2)	Duty to suspend review where request made under s 23(1)	Manager City Planning & Development Manager Community Safety Manager Health & Family Services Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Environmental Health Team Leader Statutory Planning Team Leader Statutory Planning Enforcement Infringements Review Officer Prosecution Support Officer	
s 23(4)	Power to refuse or grant request for extension of time made under s 23(3)(b)	Manager City Planning & Development Manager Community Safety Manager Health & Family Services Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Environmental Health Team Leader Statutory Planning Team Leader Statutory Planning Enforcement Infringements Review Officer Prosecution Support Officer	
s 23(5)	Duty, if extension of time granted under s 23(4)(b), to inform applicant in writing of the period of the extension	Manager City Planning & Development Manager Community Safety Manager Health & Family Services Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Environmental Health Team Leader Statutory Planning Team Leader Statutory Planning Enforcement Planning Enforcement Officer Infringements Review Officer Prosecution Support Officer	

Infringements Act 2006

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
.23(6)(a)	Power, if applicant fails to provide information requested under s 23(1) within time under s 23(3) or, within the period of extension if an extension is granted under s 23(4)(b), to review the decision under s 24 without additional information	Manager City Planning & Development Manager Community Safety Manager Health & Family Services Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Environmental Health Team Leader Statutory Planning Team Leader Statutory Planning Enforcement Infringements Review Officer Prosecution Support Officer	
s 23(6)(b)(i) & (ii)	Power, if applicant fails to provide information requested under s 23(1) within time under s 23(3) or, within the period of extension if an extension is granted under s 23(4)(b), to accept information provided by the applicant out of time and to review the decision under s 24 with that late information	Manager City Planning & Development Manager Community Safety Manager Health & Family Services Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Environmental Health Team Leader Statutory Planning Team Leader Statutory Planning Enforcement Infringements Review Officer Prosecution Support Officer	
s.24(1)(a) & (b)	duty, if application for review under section 22(1)(a), (b) or (c) is received, to review decision to serve infringement notice and suspend procedures used for enforcement of infringement penalty until review complete and applicant is sent advice of outcome	Manager City Planning & Development Manager Community Safety Manager Health & Family Services Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Environmental Health Team Leader Statutory Planning Team Leader Statutory Planning Enforcement Infringements Review Officer Prosecution Support Officer	
s 24(1A)	Duty to review whether person unlikely to have been aware of infringement notice, and suspend procedures until review complete and applicant is sent advice of outcome	Manager City Planning & Development Manager Community Safety	

Infringements Act 2006

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 24(2)	Duty to ensure that a review is conducted by a person who was not involved in making the decision to serve the infringement notice	Director City Development Director Community Services Manager City Planning & Development Manager Community Safety Manager Health & Family Services Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Environmental Health Team Leader Statutory Planning Environmental Health Administration Infringements Review Officer Prosecution Support Officer	
s 24(3)(a)	Duty to review decision within prescribed time or, if additional information is requested under s 23, within prescribed period plus 35 days	Director City Development Director Community Services Manager City Planning & Development Manager Community Safety Manager Health & Family Services Assistant Manager Statutory Planning, Municipal Building Surveyor Coordinator Environmental Health Team Leader Statutory Planning Team Leader Statutory Planning Enforcement Environmental Health Administration Infringements Review Officer Prosecution Support Officer	
s 24(3)(b)	Duty to serve on the applicant written notice of outcome of review within 21 days of decision	Assistant Manager Statutory Planning Manager Health & Family Services Team Leader Statutory Planning Team Leader Statutory Planning Enforcement Coordinator Environmental Health Manager City Planning & Development Environmental Health Administration Infringements Review Officer Municipal Building Surveyor Manager Community Safety	

Infringements Act 2006

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 25(1)	<p>Power, after reviewing a decision, to take the following actions (or any combination of those actions):</p> <p>(a) confirm the decision to serve an infringement notice;</p> <p>(b) withdraw the infringement notice and serve an official warning;</p> <p>(c) withdraw the infringement notice;</p> <p>(d) withdraw the infringement notice and refer the matter to the Court in accordance with Part 2 or, where infringement notice served on a child, withdraw the infringement notice and file a charge and summons in the Children's Court;</p> <p>(e) in the case of an infringement offence involving additional steps, alter or vary those steps;</p> <p>(f) waive all or any penalty reminder notice fees; or</p> <p>(g) approve a payment plan.</p>	<p>Manager City Planning & Development Manager Community Safety Manager Health & Family Services Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Parking Services Coordinator Community Safety Support, Coordinator Community Laws Coordinator Environmental Health Team Leader Statutory Planning Team Leader Statutory Planning Enforcement Infringements Review Officer Prosecution Support Officer</p>	
s 25(2)	<p>Power, in the case of application made under s 22(1)(b), to:</p> <p>(a) confirm the decision;</p> <p>(b) withdraw the notice and serve an official warning; or</p> <p>(c) withdraw the notice.</p>	<p>Director City Development Director Community Services Manager Community Safety Manager City Planning & Development Manager Health & Family Services Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Environmental Health Coordinator Parking Services Coordinator Community Safety Support Coordinator Community Laws Team Leader Statutory Planning Team Leader Statutory Planning Enforcement Infringements Review Officer Prosecution Support Officer</p>	

Infringements Act 2006

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 25(2A)	Power made under s 22(1)(d), to grant or refuse application	Director City Development Director Community Services Manager Community Safety Manager City Planning & Development Manager Health & Family Services Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Environmental Health Coordinator Parking Services Coordinator Community Safety Support Coordinator Community Laws Team Leader Statutory Planning Team Leader Statutory Planning Enforcement Infringements Review Officer Prosecution Support Officer	
s 25(3)	Function of receiving application for payment plan for infringement notices confirmed under s 25(2)(a)	Manager City Planning & Development Manager Community Safety Manager Health & Family Services Coordinator Parking Services Coordinator Community Safety Support Coordinator Community Laws Coordinator Environmental Health Infringements Review Officer Prosecution Support Officer	

Infringements Act 2006

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 25(4)	Duty to serve application with written notice of decision made under s 25(2A)(a)	Manager City Planning & Development Manager Community Safety Manager Health & Family Services Assistant Manager Statutory Planning Coordinator Parking Services Coordinator Community Safety Support Coordinator Community Laws Coordinator Environmental Health Team Leader Statutory Planning Team Leader Statutory Planning Enforcement Infringements Review Officer Prosecution Support Officer	
s 25(6)	Duty to serve application with written notice of outcome of review under s 25(2A)(b), and advise that payment is required within 14 days	Manager City Planning & Development Manager Community Safety Manager Health & Family Services Assistant Manager Statutory Planning Coordinator Parking Services Coordinator Community Safety Support Coordinator Community Laws Coordinator Environmental Health Team Leader Statutory Planning Team Leader Statutory Planning Enforcement Infringements Review Officer Prosecution Support Officer	

Infringements Act 2006

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 29(1) & (2)	Power to serve a penalty reminder notice	Manager City Planning & Development Manager Community Safety Manager Health & Family Services Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Environmental Health Coordinator Planning & Building Administration Team Leader Statutory Planning Enforcement Planning & Building Administration Officer Environmental Health Administration Infringements Review Officer Prosecution Support Officer	
s 40(1)(a)	Duty to lodge prescribed information with the Court, if person elects an infringement offence matter to be heard by the Court or if matter referred to Court	Director City Development Manager City Planning & Development Manager Community Safety Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Planning & Building Administration Team Leader Statutory Planning Team Leader Statutory Planning Enforcement Planning & Building Administration Officer Planning Enforcement Officer Infringements Review Officer Prosecution Support Officer	

Infringements Act 2006

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 40(1)(d)	Duty to serve details on person who was served with infringement notice, at least 14 days prior to hearing date	Manager City Planning & Development Manager Community Safety Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Planning & Building Administration Team Leader Statutory Planning Team Leader Statutory Planning Enforcement Planning & Building Administration Officer Planning Enforcement Officer Infringements Review Officer Prosecution Support Officer	
s 46(1)	Function of receiving application for payment plan	Manager City Planning & Development Manager Community Safety Manager Health & Family Services Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Environmental Health Coordinator Planning & Building Administration Team Leader Statutory Planning Team Leader Statutory Planning Enforcement Planning & Building Administration Officer Planning Enforcement Officer Environmental Health Administration Officer Infringements Review Officer Prosecution Support Officer	

Infringements Act 2006

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46(1A)	Function of receiving application for payment plan from body corporate	Manager City Planning & Development Manager Community Safety Manager Health & Family Services Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Environmental Health Coordinator Planning & Building Administration Team Leader Statutory Planning Team Leader Statutory Planning Enforcement Planning & Building Administration Officer Planning Enforcement Officer Environmental Health Administration Officer Infringements Review Officer Prosecution Support Officer	
s.46(3)	Duty to offer payment plan in certain circumstances	Manager City Planning & Development Manager Community Safety Manager Health & Family Services Coordinator Environmental Health Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Environmental Health Team Leader Statutory Planning Enforcement Infringements Review Officer Prosecution Support Officer	"Certain circumstances" means pursuant to any Guidelines made by the Attorney-General and published in the Victoria Government Gazette.
s 46(4)	Power to offer payment plan in certain circumstances	Manager Community Safety Manager City Planning & Development Manager Health & Family Services Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Environmental Health Coordinator Environmental Health Team Leader Statutory Planning Team Leader Statutory Planning Enforcement Infringements Review Officer Prosecution Support Officer	

Infringements Act 2006

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46(5)(a)	Power to offer a payment plan by arrangement and management of a payment plan for the person to whom it applies by that agency	Manager Community Safety Manager City Planning & Development Manager Health & Family Services Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Environmental Health Coordinator Environmental Health Team Leader Statutory Planning Team Leader Statutory Planning Enforcement Infringements Review Officer Prosecution Support Officer	
s 46(5)(b)	Power to offer a payment plan by referring the infringement penalty and penalty reminder notice fee to the Secretary for management by payment arrangement under the Fines Reform Act 2014	Manager City Planning & Development Manager Community Safety Manager Health & Family Services Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Environmental Health Team Leader Statutory Planning Team Leader Statutory Planning Enforcement	
s 46(6)	Duty if Council determines not to offer payment plan to a person who has applied, to serve written notice on person with relevant details	Manager City Planning & Development Manager Community Safety Manager Health & Family Services Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Environmental Health Team Leader Statutory Planning Team Leader Statutory Planning Enforcement Infringements Review Officer Prosecution Support Officer	

Infringements Act 2006

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46(7)	Duty to cease action taken to collect infringement penalty upon receipt of application under s 46(1) or (1A)	Manager City Planning & Development Manager Community Safety Manager Health & Family Services Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Environmental Health Team Leader Statutory Planning Team Leader Statutory Planning Enforcement Infringements Review Officer Prosecution Support Officer	
s 47(1)	Power to arrange a payment plan	Manager City Planning & Development, Manager Community Safety Manager Health & Family Services Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Parking Services Coordinator Community Safety Support Coordinator Community Laws Coordinator Environmental Health Team Leader Statutory Planning Team Leader Statutory Planning Enforcement Compliance Support Officer Infringements Review Officer Prosecution Support Officer	
s 49(3)	Duty, if infringement notice withdrawn, withdraw infringement penalty and penalty reminder notice fee from payment plan	Manager City Planning & Development Manager Community Safety Manager Health & Family Services Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Environmental Health Team Leader Statutory Planning Team Leader Statutory Planning Enforcement Infringements Review Officer Prosecution Support Officer	

Infringements Act 2006

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 49A(2)	Power to vary terms of a payment arrangement	Manager City Planning & Development Manager Community Safety Manager Health & Family Services Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Environmental Health Team Leader Statutory Planning Team Leader Statutory Planning Enforcement Infringements Review Officer Prosecution Support Officer	
s 49A(4)	Duty to give written notification to applicant of decision regarding payment plan variation	Manager City Planning & Development Manager Community Safety Manager Health & Family Services Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Environmental Health Team Leader Statutory Planning Team Leader Statutory Planning Enforcement Infringements Review Officer Prosecution Support Officer	
s 50(1)	Duty to allocate money received under payment plan in order of priority	Manager City Planning & Development Manager Community Safety Manager Health & Family Services Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Environmental Health	
s 50(3)	Duty to advise person to whom payment plan applies of overpayment	Manager City Planning & Development Manager Community Safety Manager Health & Family Services Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Environmental Health Team Leader Statutory Planning Team Leader Statutory Planning Enforcement	

Infringements Act 2006

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 50(3)(a)	Power to offer to apply amount of overpayment to outstanding infringement penalties, prescribed costs or enforcement orders, if person consents and directs Council to do so	Manager City Planning & Development Manager Community Safety Manager Health & Family Services Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Environmental Health Team Leader Statutory Planning Team Leader Statutory Planning Enforcement Planning & Building Administration Officer Environmental Health Administration Officer	
s 50(3)(b)	Power to refund amount of overpayment by appropriating Consolidated Fund or refunding from another fund or account	Manager City Planning & Development Manager Community Safety Manager Health & Family Services Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Environmental Health Infringements Review Officer Prosecution Support Officer	
s.52(2)	duty to send written notice advising of default on payment plan	Manager City Planning & Development Manager Community Safety Manager Health & Family Services Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Environmental Health Infringements Review Officer Prosecution Support Officer	

Infringements Act 2006

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 53A(2)	Function of consulting with Secretary	Manager City Planning & Development Manager Community Safety Manager Health & Family Services Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Environmental Health Team Leader Statutory Planning Team Leader Statutory Planning Enforcement Infringements Review Officer Prosecution Support Officer	
s. 53B(2)	duty to comply with request by Secretary under s 53B(1)	Manager City Planning & Development Manager Community Safety Manager Health & Family Services Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Environmental Health Team Leader Statutory Planning Team Leader Statutory Planning Enforcement Infringements Review Officer Prosecution Support Officer	
s 53C(2)	Duty to respond give report to Secretary in response to any recommendations made under s 53C(1)	Manager City Planning & Development Manager Community Safety Manager Health & Family Services Assistant Manager Statutory Planning Municipal Building Surveyor Coordinator Environmental Health Team Leader Statutory Planning Team Leader Statutory Planning Enforcement Infringements Review Officer Prosecution Support Officer	

Land Act 1958			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 22D(1)	Duty to execute an instrument of transfer and surrender	Not delegated	Where the Attorney-General has authorised Council to surrender land
s 134A(2)(a)	Power to be consulted before Minister grants lease for stratum of Crown land	Not delegated	
s 138A(3)(a)	Power to be consulted before person grants licence for strata of Crown land	Not delegated	
s 140A(3)(c)	Duty to provide report to Minister for grant of licences for jetty landing stages on Crown land	Not delegated	
s 172(1)	Power to approve excise of land from certain streets by Governor in Council	Not delegated	
s 183A(1)	Power to raise funds by allowing use of common for the purposes of agriculture	Not delegated	Consent of Minister required
s 190	Power to authorise persons to enter onto Crown land and remove materials for the purposes of forming/maintaining public road	Not delegated	Consent of Minister required
s 349	Power to agree to closure of road on land vested in the Crown	Not delegated	
s 400	Power to give notice to Secretary that road is an unused road	Not delegated	Land Regulations 2016, r 10 For the purposes of s 400(2) of the Act, the prescribed form and particulars for a notice that a road or part of a road that a municipal Council considers is not required for public traffic is an unused road is the form and particulars in sch 4.
s 407(1)	Power to inform Minister it is desirable to re-open licensed closed road or water frontage	Not delegated	

Land Acquisition and Compensation Act 1986			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	-	Not delegated	Certain provisions in this Act apply only to councils in their capacity as acquiring authorities or to councils in their capacity as responsible authority

Land Acquisition and Compensation Act 1986

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 6	Duty of the authority to serve notice of intention to acquire on persons with an interest in the land	Director City Development Manager Property & Leasing	Providing the appropriate town planning scheme amendment has been adopted by Council or the proposed acquisition area complies with the Land Acquisition and Compensation Regulations 2009.
s 7(1)(b)	Power to serve statement on person interested in the land in accordance with s 7(1)(b)	Director City Development Manager Property & Leasing	
s 9(1)	Duty of the authority to serve copy of notice on certain responsible authorities	Director City Development Manager Property & Leasing	
s 9(2)	Duty of the responsible authority to provide information in writing when required to do so by an authority	Director City Development Manager Property & Leasing	Prescribed information listed under rr 11 and 12 of the Land, Acquisition and Compensation Regulations 2021
s 9(3)	Duty of the responsible authority to forward a copy of application for planning permit/building approval to an authority	Director City Development Manager Property & Leasing	
s 10(1)	Duty of the authority to lodge notice and prescribed fee with the Registrar of Titles or Registrar-General	Director City Development Manager Property & Leasing	
s 10(4)	Duty of the authority to give notice of cancellation/lapse in writing	Director City Development Manager Property & Leasing	
s 10(7)	Duty of the authority to pay fees where an owner applies for a new s 32(2) certificate	Director City Development Manager Property & Leasing	
s 14(1)	Power of an authority to amend notice upon agreement with persons on whom it was served	Director City Development Manager Property & Leasing	
s 15(1)	Power of an authority not to proceed with the acquisition	Director City Development Manager Property & Leasing	
s 15(2)	Duty of the authority to serve a statement cancelling the notice of intention to acquire	Director City Development Manager Property & Leasing	
s 17	Power of the authority to agree with owner to extend operation of notice	Director City Development Manager Property & Leasing	
s 18(1)	Power of the authority to acquire interest in land by agreement	Director City Development Manager Property & Leasing	

Land Acquisition and Compensation Act 1986

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19	Function of the authority publishing a notice declaring the interest to be acquired	Director City Development Manager Property & Leasing	
s 22	Duty of the authority to serve copy notice of acquisition and a statement to persons interested in that land	Director City Development Manager Property & Leasing	
s 23	Duty of the authority to publish copy notice of acquisition in local newspaper	Director City Development Manager Property & Leasing	
s 26(1)	Duty of the authority to endeavour to obtain agreement with the owner / occupier	Director City Development Manager Property & Leasing	
s 26(5)	Power of the authority to enter into possession of the land	Director City Development Manager Property & Leasing	
s 26(11)	Duty of the authority to serve copy certificate under s 26(4)(a) on occupier	Director City Development Manager Property & Leasing	
s 27	Power of the authority to recover any rent due	Director City Development Manager Property & Leasing	
s 28(1)	Power of the authority to issue a warrant where refusal to give up possession	Director City Development Manager Property & Leasing	
s 31(1) and supporting provisions	Power of the authority to make an offer, including the Power to determine amount of the offer.	Director City Development Manager Property & Leasing	
s 31(5)	Duty of the authority to have regard to a valuation of the land in making an offer under s 31	Director City Development Manager Property & Leasing	
s 31(7)	Power of the authority to reduce the offer by an amount equal to outstanding interest, rates, taxes, etc.	Director City Development Manager Property & Leasing	
s 32(1)	Duty of the authority to set out total amount of compensation where Minister directs information required to be set out by s 31 is inappropriate	Director City Development Manager Property & Leasing	
s 32(2)	Duty of the authority to pay the total amount of compensation offered in court	Director City Development Manager Property & Leasing	

Land Acquisition and Compensation Act 1986

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 32(4)	Duty of the authority to apply to the court or the Tribunal for determination of the amount payable	Director City Development, Manager Property & Leasing	
s 33(1)	Function of the authority of receiving notice of acceptance or notice of claim	Director City Development, Manager Property & Leasing	
s 36(1)	Duty of the authority to serve a reply to the notice of claim	Director City Development, Manager Property & Leasing	
s 36(2)	Power of the authority to admit/vary/reject the claim under s 36	Director City Development, Manager Property & Leasing	
s 36(3)	Duty of the authority to provide claimant with method and basis of its valuation	Director City Development, Manager Property & Leasing	
s 37(4)	Duty of the authority to serve reply to notice of claim on claimant, where no offer was made	Director City Development, Manager Property & Leasing	
s 43(2)	Power of the authority to give notice of intention	Director City Development, Manager Property & Leasing	s 43(2) provides: "If any person claims compensation under this Act for any loss or damage caused by the severance of the land acquired from other lands of that person, or the difficulty of access to those other lands, the Authority may give notice to that person of its intention to make and maintain a gate, bridge, easement, road, right-of-way, crossing, passage or other work".
s 43(3)	Duty of the authority to do action specified in notice under s 43(2)	Director City Development, Manager Property & Leasing	
s 45(1)	Power of the authority to grant a loan to claimant	Not delegated	
s 48(2)	Duty of the authority to serve reply to notice of claim within 3 months on claimant	Director City Development, Manager Property & Leasing	
s 51(8)	Power of the authority to advance compensation to assist a person purchasing another interest in land	Director City Development, Manager Property & Leasing	
s 63(1)	Duty of the authority to prepare all instruments of conveyance	Director City Development, Manager Property & Leasing	

Land Acquisition and Compensation Act 1986

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 65(a)	Function of the authority to receive interest in land despite any restrictions under other laws	Director City Development, Manager Property & Leasing	
s 65(b)	Function of the authority to recover compensation where authority acquires an interest under s 65(a)	Director City Development, Manager Property & Leasing	
s 67(1)	Function of the authority to negotiate with agents	Director City Development, Manager Property & Leasing	
s 68(1)	Power of the authority to purchase or redeem interest in mortgage	Director City Development, Manager Property & Leasing	
s 68(4)	Power of the authority to direct where to convey release of mortgagee's interest upon payment under s 68(3)	Director City Development, Manager Property & Leasing	
s 68(5)	Power of the authority to give notice to the mortgagee that it will pay principal and interest upon 6 months of the notice	Director City Development, Manager Property & Leasing	
s 68(6)	Power of the authority to direct where to convey release of mortgagee interest upon payment under s 68(5)	Director City Development, Manager Property & Leasing	
s 69(1)	Power of the authority to pay amounts required under s 69(1) (c)-(e) to the credit of the Trust Fund where mortgagee fails to release interest or adduce good title	Director City Development, Manager Property & Leasing	
s 69(2)	Power of the authority to execute a deed poll	Director City Development, Manager Property & Leasing	
s 69(3)	Duty to register the deed poll in the office of the Registrar-General	Director City Development, Manager Property & Leasing	
s 70(1)	Function of the authority to negotiate with the mortgagee /person entitled to redemption of the value of interest and compensation where sum payable exceeds value of land	Director City Development, Manager Property & Leasing	
s 70(4)	Power of the authority to direct where to convey release of mortgagee interest upon payment under s 70(3)	Director City Development, Manager Property & Leasing	
s 71(1)	Power of the authority to pay amount required by s 70(3) to the credit of the Trust Fund where mortgagee fails to convey interest or adduce good title	Not delegated	

Land Acquisition and Compensation Act 1986

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 71(3)	Power of the authority to execute and register a deed poll	Not delegated	
s 72(1)	Function of the authority to settle an agreement with mortgagee/person entitled to redemption of interest payable where part of the land is taken	Not delegated	
s 72(4)	Power of the authority to direct where to convey release of mortgagee's interest	Not delegated	
s 72(6)	Function of the authority to furnish copy memorandum under s 72(5)	Not delegated	
s 73(1)	Power of the authority to pay compensation to the credit of the Trust Fund where mortgagee fails to release/adduce good title	Not delegated	
s 73(3)	Power of the authority to execute and register a deed poll	Not delegated	
s 74(1)	Power of the authority to enter land	Not delegated	
s 74(2)	Duty of the authority to serve notice of intention to enter and a statement on occupier and owner	Not delegated	
s 75(1)	Power of the authority occupy land as long as is necessary for the purposes of the Local Government Act 1989	Not delegated	
s 75(2)(a)	Power of the authority or authorised person to dig and take from land any clay, soil, etc.	Not delegated	
s 75(2)(b)	Power of the authority to deposit any material on land	Not delegated	
s 75(2)(c)	Power of the authority to make cuttings or excavations on land	Not delegated	
s 75(2)(d)	Power of the authority to take timber from the land	Not delegated	
s 75(2)(e)	Power of the authority to make and use roads on land	Not delegated	
s 75(2)(f)	Power of the authority to manufacture on the land any materials required	Not delegated	
s 75(2)(g)	Power of the authority to erect workshops, sheds, etc on land	Not delegated	
s 75(3)	Duty of the authority to serve notice in writing on owner/occupier and Soil Conservation Authority if intends to enter land	Not delegated	

Land Acquisition and Compensation Act 1986

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 75(5)	Duty of the authority to give notice in writing of nature and quantity of material taken	Not delegated	
s 76	Duty of the authority to comply with obligations under s 76(a)-(e)	Manager Property & Leasing	
s 79(1)	Duty of the authority to fence land when so required by the owner	Not delegated	
s 80	Power of the authority to refer a claim to the Court/Tribunal for determination	Not delegated	The power remains with the CEO. 'Tribunal' means VCAT
s 83	Duty of the authority to serve a copy of the referral notice on other parties	Not delegated	
s 87	Power of the authority in a compulsory conference to increase the amount of an offer	Not delegated	
s 91(4)	Power of the authority to set-off costs of determinations against any compensation award/costs payable to claimant	Not delegated	
s 96(1)	Function of the authority to make application to the court for a valuer	Not delegated	
s 103(1)	Power of the authority to inspect documents by notice in writing	Not delegated	
s 104(3)	Power of the authority/authorise a person to accept service on its behalf	Not delegated	
s 106(1)(c)	Power of the authority to extend/abridge time limits under the Act by agreement with concerned party	Not delegated	
s 109(1)	Power of the authority to sell, lease or deal with an interest in land	Not delegated	
s 109(2)	Duty of the authority to offer the land for sale to the former owner if within 18 months of acquisition under the Act	Not delegated	

Liquor Control Reform Act 1998

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 27(1)	Power to apply to the Commission for a licence or BYO permit	Not delegated	
s 33	Function of receiving copy of application	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning	Refers to the requirement for the Council to be provided with a copy of an application for a liquor licence or BYO permit.
s 40(1)	Power to object to grant, variation or relocation of a licence	Director City Development Assistant Manager City Planning & Development Manager Statutory Planning Coordinator Strategic Planning Team Leader Statutory Planning Principal Planner	
s 40(1A)	Power to object to grant, variation or relocation of packaged liquor licence or late night (packaged liquor) licence	Director City Development Assistant Manager City Planning & Development Manager Statutory Planning Coordinator Strategic Planning Team Leader Statutory Planning Principal Planner	
s 91	Power to request the Commission to conduct an inquiry into whether there are grounds to take disciplinary action	Director City Development Manager City Planning & Development	
s 94	Power to request the Commission to conduct an inquiry into amenity or disuse	Director City Development Manager City Planning & Development	

Local Government Act 2020

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 11(8)	Duty to keep a public register of delegations under section 11 of this Act	Senior Governance Officer	
s 16(12)	Duty to pay an account received of the reasonable expenses incurred by a person engaged by the Minister to support a review by an electoral representative advisory panel	Manager Governance & Integrity	

Local Government Act 2020

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 17(6)	Duty to pay an account received of the reasonable expenses incurred by the Victorian Electoral Commission as a consequence of conducting a ward boundary review	Manager Governance & Integrity	
s 40(1)	Duty to reimburse a Councillor or a member of a delegated committee for out-of-pocket expenses in accordance with this section	Manager Governance & Integrity, Coordinator Financial Accounting	
s 40(2)	Duty to provide details of all reimbursements of out-of-pocket expenses of Councillors and members of a delegated committee to the Audit and Risk Committee	Coordinator Financial Accounting, Coordinator Governance, Controls, Compliance & Process Specialist	
s 42	Duty to make available to the Mayor and the Councillors the resources and facilities reasonably necessary to enable them to effectively perform their role	Manager Governance & Integrity	
s 50	Duty to implement appropriate long service leave arrangements for members of Council staff in accordance with the regulations	Manager People & Culture	
s 73(4)	Duty to publish a notice regarding a proposed local law in accordance with subsection 73(3)(a) to (d)	Manager Governance & Integrity, Manager Community Safety	
s 73(5)	Duty to ensure that a copy of the proposed local law is available for inspection	Manager Governance & Integrity, Manager Community Safety	
s 74(1)	Duty to obtain a certificate from a qualified person	Manager Governance & Integrity, Manager Community Safety	
s 74(5)	Duty to publish a notice after a local law is made in accordance with subsection 74(4)(a) to (d)	Manager Governance & Integrity, Manager Community Safety	
s 75	Duty to ensure that a copy of a local law made under section 74 is available for inspection	Manager Governance & Integrity, Manager Community Safety	
s 76(3)	Duty to publish a notice of an amendment to a document, code, standard, rule, specification or method which contains matter applied, adopted or incorporated by a local law	Manager Governance & Integrity, Manager Community Safety	
s 76(4)	Duty to ensure that a copy of any document, code, standard, rule, specification or method which contains any matter incorporated in a local law is available for inspection	Manager Governance & Integrity, Manager Community Safety	
s 82	Function of receiving any penalty recovered for an offence against a local law	Managers, Coordinators	

Local Government Act 2020

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 98	Duty to prepare an annual report in respect of each financial year	Manager Finance	Subject to section 99
s 99(1)	Duty to prepare, as soon as practicable after the end of the financial year, the performance statement and financial statements of the Council for the financial year	Manager Finance	
s 103	Power to invest any money in accordance with subsections (a) to (f)	Manager Finance	
s 106	Duty to plan and deliver services to the municipal community in accordance with the service performance principles	Not delegated	
s 109(1)	Duty to comply with Council's Procurement Policy before entering into a contract for the purchase of goods or services or carrying out of works	Directors, Managers Coordinators	
s 114(2)(a)	Duty to give notice before selling or exchanging land	Manager Property & Leasing	
s 114(2)(b)	Duty to undertake a community engagement process in accordance with Council's Community Engagement Policy before selling or exchanging land	Manager Property & Leasing	
s 114(2)(c)	Duty to obtain valuation before selling or exchanging land not more than 6 months prior to the sale or exchange	Manager Property & Leasing	
s 115(1)	Power to lease land	Manager Property & Leasing	
s 115(3)	Duty to include proposal to lease in the budget	Manager Finance	
s 115(4)	Duty to undertake a community engagement process in accordance with Council's Community Engagement Policy before leasing land	Manager Property & Leasing	
s 116(1)	Power to transfer, exchange or lease land with or without consideration to an entity described in s 116(1)(a) to (e)	Not delegated	
s 117(1)(a)	Power to approve another person to carry out the work required under s 117(1)	Directors, Managers	Delegation extends only to area of functional responsibility of delegate
s 117(1)(b)	Power to carry out the work required under s 117(1)	Managers	Delegation extends only to area of functional responsibility of delegate
s 117(3)	Power to recover costs of carrying out work	Managers, Coordinators	Note: this provision commences on 1 July 2021

Local Government Act 2020

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 119	Power to require payment of all or part of money from present owner or occupier	Manager Finance Coordinator Revenue & Rates	Subject to section 121
s 120(1)	Power to charge interest on unpaid money (other than rates and charges) in accordance with s 120	Director Corporate Services Manager Finance	Note: this provision commences on 1 July 2021
s 121	Function of receiving application for land information certificate	Coordinator Revenue & Rates	See prescribed information under r 5 of the Local Government (Land Information) Regulations 2021
s 121(4)	Power to provide a land information certificate, including the power to provide in a land information certificate any other information concerning the land as the delegate considers in their absolute discretion to be relevant	Coordinator Revenue & Rates	
s 152	Duty to pay the fees for a Councillor Conduct Panel to the Principal Council Conduct Registrar	Manager Governance & Integrity	
s 162	Duty to provide all reasonable assistance to the Councillor Conduct Panel which is necessary to enable the Councillor Conduct Panel to conduct the hearing and make a determination	Manager Governance & Integrity	
s 167(8)	Duty to pay any necessary expenses incurred by Councillors in attending mediation, training or counselling directed by a Councillor Conduct Panel	Manager Governance & Integrity	
s 177(1)	Power to apply to the Minister for a compliance exemption from a regulatory requirement under this Act or the regulations specified in the application	Not delegated	Subject to subsection (2)
s 179(3)	Duty to pay a Municipal Monitor the amounts entitled to be paid and the terms of the appointment	Manager Governance & Integrity	
s 268(2)	Duty to pay for reasonable expenses of the Victorian Electoral Commission as specified in an account sent to the Council under subsection (1)	Manager Governance & Integrity	
s 313(1)	Power to institute proceedings in the corporate name of the Council	Coordinator Revenue & Rates	Subject to subsection (a) – (d)
s 313(1)	Power to authorise a person to institute proceedings in the corporate name of the Council	Director Corporate Services	Subject to subsection (a) - (d)

Local Government Act 1989

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 154	Power to determine that land is not rateable land in accordance with s 154	Manager Finance Coordinator Revenue & Rates	
s 157(2)	Duty to publish notice of change in valuation system	Manager Finance Coordinator Revenue & Rates	
s 158(3)	Power to levy rates by sending notice to person liable	Coordinator Revenue & Rates	
s 158(3A)	Power to send rate notice to a person specified upon request	Coordinator Revenue & Rates	
s 161(3)	Duty to make available for inspection certain information	Coordinator Revenue & Rates	
s 163(1C)	Duty to send a copy of the public notice to each person who will be liable to pay the special rate or special charge	Coordinator Revenue & Rates	
s 163(4)	Power to levy special rate/charge by sending notice to person liable	Coordinator Revenue & Rates	
s 164(2)	Duty to notify of decision under s 164(1) to persons liable to pay special rate/charge	Coordinator Revenue & Rates	Limited to Director or Executive Manager responsible for works or project.
s 165	Duty to refund excess money	Coordinator Revenue & Rates	
s 166(2)	Duty to notify persons liable that special rate/charge varied	Coordinator Revenue & Rates	
s 169(2)	Duty to send notice to person who was granted a rebate or concession and not complied with terms	Manager Finance Coordinator Revenue & Rates	
s 170(1)	Power to defer payment where applicant shows hardship	Manager Finance Coordinator Revenue & Rates	
s 170(3)(a)	Power to require payment where no longer hardship/in occupation	Manager Finance Coordinator Revenue & Rates	
s 171(1)	Power to waive rate/charge to eligible recipient or in accordance with Council determination	Manager Finance Coordinator Revenue & Rates	
s 171(4)(e)	Duty to waive amount which is in accordance with concession order upon receipt of application	Manager Finance Coordinator Revenue & Rates	
s171(4)(f)	Power to decide to treat person to whom waiver granted as having made continuing application or waiver	Manager Finance Coordinator Revenue & Rates	Requires the approval of the Minister administering the State Concessions Act 2004

Local Government Act 1989

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 171(5A)	Power to waive rate/charge where person has right to recover it from another (upon application of the eligible recipient)	Manager Finance Coordinator Revenue & Rates	
s 171A(1)	Function of receiving application for waiver	Manager Finance Coordinator Revenue & Rates	
s 171A(2)	Power to require information or verification	Manager Finance Coordinator Revenue & Rates	
s 171A(3)	Power to waive rate/charge/interest	Not delegated	
s 171B(1)	Power to enter into a payment plan with a person for the payment of a rate or charge (including interest charged under s 172)	Manager Finance Coordinator Revenue & Rates	
s 171B(3)	Power to determine terms of the payment plan under subsections (a) to (d)	Manager Finance Coordinator Revenue & Rates	
s 171B(7)	Power to cancel a payment plan	Manager Finance Coordinator Revenue & Rates	
s 172(1)	Power to raise interest and require payment from person liable	Manager Finance Coordinator Revenue & Rates	
s 172(3)	Power to exempt a person from paying interest	Manager Finance Coordinator Revenue & Rates	
s 172(4)	Power to recover interest due	Manager Finance Coordinator Revenue & Rates	
s 173(2)(a)	Duty to refund rates/charges where land ceases to be rateable and payment was made	Manager Finance Coordinator Revenue & Rates	
s 173(2)(b)	Duty to require pro rata payment where land ceases to be rateable	Manager Finance Coordinator Revenue & Rates	
s 175(2)	Power to require current rates, arrears from person acquiring land	Manager Finance Coordinator Revenue & Rates	
s 177(1)	Power to require occupier to pay rent upon notice	Manager Finance Coordinator Revenue & Rates	
s 177(4)	Power to recover unpaid rent as a debt due	Manager Finance Coordinator Revenue & Rates	

Local Government Act 1989

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 180(1)	Power to recover unpaid rate/charge as a debt due	Manager Finance Coordinator Revenue & Rates	
s 180A	Duty to provide notification prior to commencing proceedings for recovery of unpaid debt in certain circumstances	Manager Finance Coordinator Revenue & Rates	
s 181(2)	Power to dispose of land where rate/charge unpaid	Director Corporate Services	
s 181(5)	Power to serve and to give notices before Council sells the land.	Manager Finance	
s 181(7)	Power to deduct expenses incurred in connection with sale	Manager Finance	
s 181AA	Duty to comply with Ministerial Guidelines	Not delegated	
s 181C(2)	Power to send notice to person liable to pay environmental upgrade charge	Not delegated	
s 181E(1)	Duty to use best endeavours to recover environmental upgrade charge	Not delegated	
s 181F	Duty to adjust environmental upgrade charge to reflect lower amount advanced to owner and advise any person liable to pay charge in writing of the adjustment	Not delegated	Council must refund any excess amounts paid to owner or occupier as a result of an adjustment being made to an upgrade charge under 181F(1)
s 185F(1)	Duty to comply with any direction of the Minister under s 185D	Director Corporate Services	
s 181H	Power to enter into an environmental upgrade agreement on behalf of Council and declare and levy an environmental upgrade charge	Not delegated	
s 185I	Power to enter into a cladding rectification agreement in respect of rateable land with an existing building on it	Not delegated	Subject to ss 185I(4), 185J(4) and 185J(5)
s 185J(1)	Function of receiving details in writing of the information set out in s 185J(1)(a)	Not delegated	
s 185J(2)	Duty to give written notice to each owner or, in the case of rateable land managed by an owners corporation, each owner of a lot on the rateable land	Not delegated	

Local Government Act 1989

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 185J(8)	Power to enter into a cladding rectification agreement if all the existing mortgagees of the rateable land agree in writing to the proposed cladding rectification charged	Not delegated	If Council is not satisfied of the matters set out in s 185J(4)
s 185J(9)	Power to enter into a cladding rectification agreement if all the existing mortgagees of those lots agree in writing to the cladding rectification charge	Not delegated	If Council is not satisfied of the matters set out in s 185J(5)
s 185K(1)(b)	Function of receiving information from the owners corporation	Not delegated	
s 185N(1)	Duty to use Council's best endeavours to recover a cladding rectification charge in accordance with any requirements imposed on it by the Building Act 1993 and the cladding rectification agreement	Not delegated	Subject to s 185N(2) and (3)
s 199	Duty to give notice of proposed drainage works to persons affected	Manager Project Delivery & Assets	
s 200(1)	Power to give persons notice that must carry out drainage works	Manager Project Delivery & Assets	
s 200(2)	Power to carry out works itself where non-compliance with notice	Manager Project Delivery & Assets	
s 201(1)	Duty to construct, manage, etc works under schemes approved under Water Act 1989	Manager Project Delivery & Assets	
s 201(2)	Power to carry out any power under the Act for purpose of 201(1)	Manager Project Delivery & Assets	
s 203(1)	Power to develop and implement a transport plan	Not delegated	
s 203(2)	Power to prepare a transport plan jointly with one or more other councils	Not delegated	
s 203A	Power to procure, provide or enable transport services within the municipal district	Not delegated	
s 204(1)	Power to publish notice in Government Gazette of road to be declared a public highway	Manager Engineering & Investment	
s 207D(2)	Duty to notify Registrar of Titles of an action under s 207D(1)(b) or a transfer of land in the form described in (a) - (c)	Manager Property & Leasing	Delegation only extends to matters within the functional responsibility of delegate.
s 223(1)(a)	Duty to publish a public notice	Managers	

Local Government Act 1989

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 223(1)(b)(iii)	Administrative duty to give reasonable notice of day, time and place of the meeting to each person who made a request to appear in person, or be represented in the submission	Managers	
s 223(1)(d)(ii)	Duty to notify submitters after made decision	Managers	
s 223(3)	Power to authorise members of Council staff to carry out administrative procedures	Directors, Managers, Coordinators	
s 224(1)	Power to appoint authorised officer	Not delegated	
s 224(1A)	Duty to maintain register of authorised officers	Senior Governance Officer	
s 224(2)	Duty to supply authorised officers with identity cards	Manager People & Culture	Authorisation only to be made in respect of areas of responsibility of delegate.
s 224(3)	Power to authorise a person to sign identity cards of authorised officers	Manager People & Culture	
s 224A(2)	Power to publish a notice in the Government Gazette which authorises police officers to enforce provisions of local law	Director City Development Manager Community Safety	
s 237A	Duty to make available to the Secretary to the Department any information requested in accordance with s.121A of the Livestock Disease Control Act 1994	Director City Development Manager Community Safety	
sch 10 cl 1(a)	Power to make, maintain and repair roads	Director Infrastructure Manager Project Delivery & Assets Manager City Services	
sch 10 cl 2	Administrative functions necessary to give effect to power to deviate roads	Director City Development Manager Engineering & Investment	
sch 10 cl 3	Administrative functions necessary to give effect to power to discontinue roads	Manager Engineering & Investment	
sch 10 cl 4	Power to enter and take any materials necessary from certain land	Director Infrastructure	
sch 10 cl 5(1)(a)	Power to approve, assign or change the name of a road	Not delegated	Power in cl 5(1) must be exercised in accordance with the Geographic Place Names Act 1998

Local Government Act 1989

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 10 cl 5(1)(b)	Power to erect signs on a road	Manager City Services	
sch 10 cl 5(1)(c)	Power to approve, assign and change the number of a road and any premises next to a road	Manager Finance Coordinator Revenue & Rates	
sch 10 cl 5(1)(d)	Power to require people to number their premises and to renew those numbers	Manager Finance Coordinator Revenue & Rates	
sch 10 cl 6	Power to cause standard survey marks to be established in roads	Manager City Services	
sch 10 cl 8(1)(b)	Power to allow persons to make minor repairs, alterations, etc between the old alignment and the new alignment of a road	Director Infrastructure Manager City Services	
sch 10 cl 8(3)	Duty to publish notice in Government Gazette before starting work	Not delegated	
sch 10 cl 9	Power to provide for temporary roads	Director Infrastructure Manager City Services	
sch 10 cl 10	Power to permit the erection and maintenance of gate and fences and to revoke the permission and to permit the construction of by-passes for unfenced roads and to revoke the permission and require the removal of the by-pass	Director Infrastructure Manager City Services	
sch 10 cl 11(a)	Power to require/cause the filling up of holes or excavations	Director Infrastructure Manager City Services	
sch 10 cl 11(b)	Power to require/cause the removal of a cause of danger/damage	Director Infrastructure Manager City Services	
sch 10 cl 11(c)	Power to require/cause the erection or restoration of a fence between the holes or excavations and any adjacent land or road	Director Infrastructure Manager City Services	
sch 10 cl 12	Power to make, maintain, repair or reconstruct a bridge or crossing	Director Infrastructure Manager Project Delivery & Assets Manager City Services	
sch 11 cl 1	Power to fix times when vehicles may stand in parking areas and the fees for and manner of standing in parking areas	Manager Engineering & Investment Manager Community Safety, Director City Development	

Local Government Act 1989

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 11 cl 2	Power to issue special parking permits to disabled persons	Manager Community Safety	
sch 11 cl 3	Power to remove abandoned/unregistered vehicles	Manager Community Safety	
sch 11 cl 4	Power to tow away and impound vehicles which are causing an unlawful obstruction etc and to charge a fee	Manager Community Safety	
sch 11 cl 5	Power to require or cause the removal of any encroachment or obstruction	Director City Development Director Infrastructure Manager Engineering & Investment Manager Community Safety Manager City Services	
sch 11 cl 6	Power to control traffic to enable works to be carried out on, over, or on land next to a road	Director City Development Manager Engineering & Investment Coordinator Transport Transport Engineer	
sch 11 cl 7	Power to close a road, or part of a road for a particular period	Director City Development, Director Infrastructure Manager Engineering & Investment Manager Parks & Natural Environment Manager City Services	
sch 11 cl 8	Power to erect and remove any works or structures to protect passengers, pedestrians and drivers or to regulate traffic on a road	Director City Development, Director Infrastructure Manager Engineering & Investment Manager Parks & Natural Environment Manager City Services	
sch 11 cl 9	Administrative functions necessary to give effect to power to block or restrict the passage or access of vehicles on a road by placing a permanent barrier or obstruction on a road	Not delegated	Only to be exercised where report from Head, Transport for Victoria has been considered; and if the road is a freeway or arterial road, consent of Head, Transport for Victoria is required

Local Government Act 1989

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 11 cl 10(1)(a) & cl 10(1)(b)	Power to block or restrict the passage or access of vehicles on a road by placing a temporary barrier or obstruction on a road	Manager Engineering & Investment, Manager Parks & Natural Environment, Manager City Services, Director City Development, Director Infrastructure	If the road is a freeway or arterial road, consent of Head, Transport for Victoria is required
sch 11 cl 11	Administrative functions necessary to give effect to power to declare a road or part of a road a shopping mall and prohibit or restrict the entry of vehicles	Not delegated	
sch 11 cl 12(1)	Administrative functions necessary to give effect to power to prohibit the use of a road by a vehicle over a certain size or weight	Director City Development Manager Engineering & Investment	
sch 11 cl 12(2)	Power to make decision to prohibit the use of a road by a vehicle over a certain size or weight	Director City Development Manager Engineering & Investment	Only to be exercised where immediate risk of danger to people or damage to property exists and action is immediately reported to Council
sch 11 cl 13	Power to determine speed limits	Director City Development Manager Engineering & Investment	
sch 11 cl 14	Power to prohibit or restrict traffic on a road if unsafe	Director City Development, Director Infrastructure Manager Engineering & Investment Manager City Services,	

Magistrates' Court Act 1989

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 99A(4)	Power to give persons or bodies making a written request under s 99A(3) access to any information that may be of use in the enforcement of court orders and fines	Manager Community Safety	

Major Transport Projects Facilitation Act 2009

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 111C(1)(a)	Power to enter into an agreement with project authority	Not delegated	Council as specified entity Provision inserted under Suburban Rail Loop Act 2021
s 134(4)	Duty to comply with requirement to surrender public land under subs(1)(a)	Not delegated	
s 134(5)	Duty to give written notice to the Project Minister and project authority of any lease, licence or other of interest in land	Not delegated	
s 134(6)	Function of receiving written notice from the Project Minister	Not delegated	
s 146(2)	Power to claim compensation for pecuniary loss or expense incurred	Not delegated	
s 147	Function of agreeing to transfer of building or structure	Not delegated	
s 167	Function of receiving written notice from the project authority	Not delegated	For land owned or vested in Council Provision inserted under Suburban Rail Loop Act 2021
s 189(2)	Duty to obtain consent of project authority for the purposes of carrying out works or discontinue a road within a project area	Not delegated	Provision inserted under Suburban Rail Loop Act 2021
s 189(5)	Function of receiving written consent	Not delegated	

Privacy and Data Protection Act 2014

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 20(1)	Duty to comply with Information Privacy Principles	Directors, Managers, Coordinators	
s 20(2)	Duty to comply with Information Privacy Principles when administering a public register	Directors, Municipal Building Surveyor, Managers, Coordinators	
s 22(1)	Power to seek approval of a code of practice or an amendment to a code of practice	Not delegated	
s 22(4)	Function of being consulted by the Information Commissioner in relation to a code of practice	Not delegated	
s 23(1)(b)	Function of giving written notice to the Information Commissioner that Council intends to be bound by the approved code of practice	Not delegated	
s 23(6)	Function of giving written notice to the Information Commissioner that Council no longer intends to be bound by the approved code of practice	Not delegated	

Privacy and Data Protection Act 2014

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 26(4)	Function of being consulted by the Information Commissioner in relation to a code of practice	Not delegated	
s 28(5)	Power to refuse a request by an authorised representative of an individual for access to personal information where it is reasonably believed that access may endanger the individual	Coordinator Information Management Privacy and Information Access Officer	
s 29(1)	Power to apply to the Commissioner for a public interest determination	Director Corporate Services	
s 29(5)	Function of receiving draft determination	Coordinator Information Management Privacy and Information Access Officer	
s 29(6)	Function of attending a conference with the Information Commissioner	Coordinator Information Management Privacy and Information Access Officer	
s 30(1)	Power to request that application be for a temporary public interest determination	Director Corporate Services	
s 34(1)	Power to apply to the Information Commissioner for approval of an amendment to a public interest determination	Director Corporate Services	
s 34(2)	Function of receiving draft determination and attending a conference with the Information Commissioner and Power to make a submission	Coordinator Information Management Privacy and Information Access Office	
s 35(2)	Function of receiving written notice from the Information Commissioner regarding revocation of a public interest determination	Coordinator Information Management Privacy and Information Access Officer	
s 36(1)	Duty to report to the Information Commissioner on an annual basis, or at any other agreed time	Coordinator Information Management Privacy and Information Access Officer	
s 38(1)	Power to apply to the Information Commissioner for a temporary public interest determination and power to make a submission	Director Corporate Services	
s 41(2)	Function of receiving written notice from the Information Commissioner regarding revocation of temporary public interest determination	Coordinator Information Management Privacy and Information Access Officer	
s 47(1)	Power to apply for approval of an information usage arrangement	Not delegated	Where Council is a lead party to an information usage arrangement
s 47(2)	Duty to consult where required	Coordinator Information Management Privacy and Information Access Officer	Where Council is a party to an information usage arrangement

Privacy and Data Protection Act 2014

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 49(6)	Function of receiving notice of a refusal under s 49(4) or (5) from the Information Commissioner	Not delegated	Where Council is a lead party to an information usage arrangement
s 52(1)	Power to apply for approval of an amendment to an information usage arrangement	Not delegated	Where Council is a lead party to an information usage arrangement
s 52(2)	Duty to consult where required	Not delegated	Where Council is a party to an information usage arrangement
s 53(2)	Power to request revocation of an approval of an information usage arrangement	Not delegated	Where Council is a party to an information usage arrangement
s 53(4)	Function of receiving notice from the Information Commissioner regarding ground for revocation of an information usage arrangement	Not delegated	Where Council is a party to an information usage arrangement
s 53(5)	Function of receiving notice from the Minister regarding revocation of an information usage arrangement	Not delegated	Where Council is a party to an information usage arrangement
s 54(1)	Duty to report to the Information Commissioner about the information usage arrangement	Not delegated	Where Council is a lead party to an information usage arrangement
s 56	Power to apply to VCAT for review of a decision to issue a certificate under s 55	Director Corporate Services	Where Council's interests are affected by the decision
s 61	Function of receiving notice of complaint lodged with the Information Commissioner	Coordinator Information Management Privacy and Information Access Officer	
s 62(1)	Function of receiving notice that complaint is to be declined	Coordinator Information Management Privacy and Information Access Officer	
s 62(3)	Power to attend before the Information Commissioner and produce documents	Coordinator Information Management Privacy and Information Access Officer	
s 62(7)	Function of receiving notice of dismissal	Coordinator Information Management Privacy and Information Access Officer	
s 63(2)	Function of receiving notice of complaint being referred by the Information Commissioner	Coordinator Information Management Privacy and Information Access Officer	
s 64(2)	Function of receiving notice of complaint being dismissed by the Information Commissioner	Coordinator Information Management Privacy and Information Access Officer	

Privacy and Data Protection Act 2014

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 66(1)	Function of receiving notice that conciliation is inappropriate	Coordinator Information Management Privacy and Information Access Officer	
s 66(6)	Function of receiving notice of complaint being dismissed by the Information Commissioner	Coordinator Information Management Privacy and Information Access Officer	
s 67(3)	Power to attend conciliation and settle the matter	Coordinator Information Management Privacy and Information Access Officer	
s 68	Power to give information or produce a document	Coordinator Information Management Privacy and Information Access Officer	
s 69(1)	Power to prepare and sign conciliation agreement	Coordinator Information Management Privacy and Information Access Officer	Subject to prior consultation with the MG&I.
s 69(2)	Power to lodge certified conciliation agreement	Coordinator Information Management Privacy and Information Access Officer	
s 69(3)	Function of receiving copy of registered record	Coordinator Information Management Privacy and Information Access Officer	
s 71(1)	Function of receiving notice of unsuccessful conciliation	Coordinator Information Management Privacy and Information Access Officer	
s 71(6)	Function of receiving notice of complaint being dismissed by the Information Commissioner	Coordinator Information Management Privacy and Information Access Officer	
s 72	Power to apply to VCAT for an interim order	Director Corporate Services	
s 77(1)	Power to administer/ implement order of VCAT	Coordinator Information Management Privacy and Information Access Officer	
s 77(3)	Function of receiving VCAT order relating to a public register administered by Council	Coordinator Information Management Privacy and Information Access Officer	
s 78(1)	Duty to comply with compliance notice served by the Information Commissioner	Coordinator Information Management Privacy and Information Access Officer	
s 78(3)	Power to apply for extension in relation to compliance notice	Coordinator Information Management Privacy and Information Access Officer	
s 79	Power to give information or produce a document	Coordinator Information Management Privacy and Information Access Officer	

Privacy and Data Protection Act 2014

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 83(1)	Power to apply to VCAT for review of a decision of the Information Commission under s 78(1)	DCOR	

Public Interest Disclosures Act 2012

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 16(1)	Function of receiving a public interest disclosure that relates to the conduct of Council or of a member, officer or employee of Council	Public Interest Disclosure Coordinator	Subject to s 16(2)
s 21(2)	Duty to, no later than 28 days after the disclosure is made, notify the disclosure to the appropriate entity for assessment under Part 3	Public Interest Disclosure Coordinator	Where Council is a receiving entity
s 23	Power to provide information in respect of the disclosure	Public Interest Disclosure Coordinator	
s 24(2)	Duty to advise the person who made the disclosure that the disclosure has been notified to the IBAC, the Victorian Inspectorate or the Integrity and Oversight Committee (as the case may be) for assessment	Public Interest Disclosure Coordinator	Where Council is a receiving entity
s 24(3)	Duty to advise the person who made the disclosure of the matters in s 24(3)(a) – (c)	Public Interest Disclosure Coordinator	Where Council is a receiving entity
s 26(6)	Function of being consulted by IBAC	Public Interest Disclosure Coordinator	Where Council is a notifying entity
s 27	Function of receiving notification of IBAC's determination	Public Interest Disclosure Coordinator	Where Council is a notifying entry
s 54(1)	Power to disclose information regarding an assessable disclosure or identity of person who has made an assessable disclosure, only in the circumstances listed in s 54(2)	Public Interest Disclosure Coordinator	
s 58(1)	Duty to establish procedures to facilitate the making of disclosures and the handling of those disclosures	Public Interest Disclosure Coordinator	
s 58(5)	Duty to establish procedures for the protection of persons from detrimental action by the Council, Council officers or Councillors	Public Interest Disclosure Coordinator	

Public Interest Disclosures Act 2012

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 59(4)	Duty to make procedures established under s.58 available to the public and to staff and Councillors	Public Interest Disclosure Coordinator	
s 61(1)	Function of receiving recommendations from IBAC	Public Interest Disclosure Coordinator	
s 70(1)	Duty to include certain items in annual report	Public Interest Disclosure Coordinator	"Certain items" means: <ul style="list-style-type: none"> • info about how to access procedures established by public body under Part 9; & • in the case of a public body that can receive disclosures made in accordance with Part 2—the number of disclosures notified to the IBAC under s 21(2) during the financial year.
sch.1 cl 25(2)	Duty to complete the investigation of the disclosure under the Whistleblowers Protection Act 2001 and take action listed in sch.1 cl 25(2)(b)	Public Interest Disclosure Coordinator	Note: applies Where an investigation has been started but not completed under the Whistleblowers Protection Act 2001
sch.1 cl 29(2)	Duty to notify IBAC within 28 days of a disclosure made after commencement of this Act	Public Interest Disclosure Coordinator	

Public Health and Wellbeing Act 2008

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 25	Duty to report to the Secretary when required by notice	Director Community Services	
s 26(1)	Duty to prepare municipal health and wellbeing plan within 12 months after each general election in accordance with s 26(2) & (3)	Manager Community Engagement & Development	
s 26(4)	Duty to review municipal public health and wellbeing plan annually and amend as appropriate	Manager Community Engagement & Development	Unless s 27 applies
s 26(4A)	Duty to include a review of the measures referred to in s (2)(ba) when annually reviewing the municipal public health and wellbeing plan	Manager Community Engagement & Development	Unless s 27 applies
s 26(6)	Duty to give a copy of the current municipal public health and wellbeing plan to the Secretary	Manager Community Engagement & Development	Unless s 27 applies

Public Health and Wellbeing Act 2008

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 26(6A)	Duty to report, to the Secretary, the measures referred to in s (2)(ba) at the intervals specified	Manager Community Engagement & Development	Unless s 27 applies
s 26(7)	Duty to make copy of current municipal public health and wellbeing plan available for public inspection	Manager Community Engagement & Development	Unless s 27 applies
s 27(3)	Power to apply to the Secretary for an exemption from complying with s 26	Not delegated	
s 27(6)	Duty to give a copy of the current Council Plan or Strategic Plan to the Secretary	Not delegated	If Council has been granted an exception from complying with s 26 and if change relates to matters in s 26(2)
s 28(a)	Duty, in a state of emergency or when a pandemic declaration is in force, to comply with an order of the Secretary	Not delegated	
s29(1)	Duty to appoint environmental health officer	Not delegated	Council must appoint at least one environmental health officer. Council can only appoint person with the qualifications and experience specified in s 29(2)
s 31(4)	Power to give directions to authorised officers	Manager Health & Family Services, Coordinator Environmental Health Manager Community Safety	
s 57(2)	Power to disclose certain information to the Secretary, Chief Health Officer or another Council	Director Community Services Manager Health & Family Services Manager Community Safety Coordinator Environmental Health Environmental Health Officer	
s 57(4)	Power to disclose certain information to a Government Department, statutory body or other person responsible for administering another Act or regulations	Director Community Services Manager Health & Family Services Manager Community Safety Coordinator Environmental Health Environmental Health Officer	

Public Health and Wellbeing Act 2008

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 60	Duty to remedy all nuisances in municipal district	Manager Community Safety Manager Health & Family Services Coordinator Parking Services Coordinator Community Laws Coordinator Environmental Health Team Leader Parking Services Community Laws Officer Environmental Health Officer	
s 62(2)	Duty to investigate any notice of a nuisance	Manager Community Safety Manager Health & Family Services Coordinator Parking Services Coordinator Community Laws Coordinator Environmental Health Team Leader Parking Services Community Laws Officer Environmental Health Officer	
s 62(3)	Duty to take action in s 62(3)(a) or (b) where nuisance is found to exist after investigation	Manager Community Safety Manager Health & Family Services Coordinator Parking Services Coordinator Community Laws Coordinator Environmental Health Team Leader Parking Services Community Laws Officer Environmental Health Officer	
s 62(3)(a)	Function of taking action specified in s 62(4) where appropriate	Manager Community Safety Manager Health & Family Services Coordinator Parking Services Coordinator Community Laws Coordinator Environmental Health Team Leader Parking Services Community Laws Officer Environmental Health Officer	

Public Health and Wellbeing Act 2008

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 62(3)(b)	Function of determining whether matter is better settled privately and, if so, advising of methods for settling matter privately	Manager Community Safety Manager Health & Family Services Coordinator Parking Services Coordinator Community Laws Coordinator Environmental Health Team Leader Parking Services Community Laws Officer Environmental Health Officer	
s 62(4)(a)	Power to exercise the powers in section 66 where that section applies, for the purposes of s 62(3)(a)	Manager Community Safety Manager Health & Family Services Coordinator Parking Services Coordinator Community Laws Coordinator Environmental Health Team Leader Parking Services Community Laws Officer Environmental Health Officer	
s 62(4)(b)	Power to issue an improvement notice or a prohibition notice for the purposes of s 62(3)(a)	Manager Community Safety Manager Health & Family Services Coordinator Parking Services Coordinator Community Laws Coordinator Environmental Health Team Leader Parking Services Community Laws Officer Environmental Health Officer	
s 62(4)(c)	Power to bring proceedings under s 219(2) for an offence against this Act for the purposes of s 62(3)(a)	Manager Community Safety Manager Health & Family Services Coordinator Parking Services Coordinator Community Laws Coordinator Environmental Health Team Leader Parking Services Community Laws Officer Environmental Health Officer	

Public Health and Wellbeing Act 2008

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 64	Power to institute proceedings for an offence under s 61	Manager Community Safety Manager Health & Family Services Coordinator Parking Services Coordinator Community Laws Coordinator Environmental Health Team Leader Parking Services Community Laws Officer Environmental Health Officer	
s 65	Power to investigate nuisance occurring outside municipal district	Manager Community Safety Manager Health & Family Services Coordinator Parking Services Coordinator Community Laws Coordinator Environmental Health Team Leader Parking Services Community Laws Officer Environmental Health Officer	
s 66(2)(a)	Power to enter and take steps to abate nuisance and do all things necessary for abatement	Manager Community Safety Manager Health & Family Services Coordinator Parking Services Coordinator Community Laws Coordinator Environmental Health Team Leader Parking Services Community Laws Officer Environmental Health Officer	Where nuisance comes from land for which the occupier and owner are unknown or cannot be found. Unless another Council is abating the nuisance under s 66(2)
s 66(2)(b)	Power to do all things necessary for abatement of nuisance	Manager Community Safety Manager Health & Family Services Coordinator Parking Services Coordinator Community Laws Coordinator Environmental Health Team Leader Parking Services Community Laws Officer Environmental Health Officer	Where nuisance comes from land for which the occupier and owner are unknown or cannot be found. Unless another Council is abating the nuisance under s 66(2)

Public Health and Wellbeing Act 2008

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 66(4)	Power to recover costs incurred under s 66(2)	Manager Community Safety Manager Health & Family Services Coordinator Parking Services Coordinator Community Laws Coordinator Environmental Health Team Leader Parking Services Community Laws Officer Environmental Health Officer	
s 67	Function of receiving application for registration of prescribed accommodation	Director Corporate Services Director Community Services Manager Health & Family Services Manager People & Culture	
s 67A	Function of receiving application for registration of lower risk prescribed accommodation	Manager Community Safety Manager Health & Family Services Coordinator Parking Services Coordinator Community Laws Coordinator Environmental Health Team Leader Parking Services Community Laws Officer Environmental Health Officer	
s 69	Function of receiving application for registration of premises upon which a person conducts business	Director Corporate Services, Director Community Services Manager Health & Family Services, Manager People & Culture	Applies to higher risk services
s 69A	Function of receiving application for registration of premises upon which a person conducts business	Director Corporate Services, Director Community Services Manager Health & Family Services, Manager People & Culture	Applies for lower risk services
s 71	Function of receiving applications for the issue, renewal or transfer of a registration	Coordinator Environmental Health Environmental Health Officer	

Public Health and Wellbeing Act 2008

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 73(1)(a)	Power to give the applicant notice requiring specified information before considering the application under s 71	Manager Health & Family Services Coordinator Environmental Health Environmental Health Officer	
s 73(1)(b)	Power to inspect prescribed accommodation or premises before considering the application under s 71	Manager Health & Family Services Coordinator Environmental Health Environmental Health Officer	
s 73(1)(c)	Power to require alterations or improvements to prescribed accommodation or premises before considering the application under s 71	Manager Health & Family Services Coordinator Environmental Health Environmental Health Officer	
s 73(2)	Power to issue, transfer or renew a registration subject to s 73(1)(c)	Manager Health & Family Services Coordinator Environmental Health Environmental Health Officer	
s 73A	Duty and power to enter information in the Rooming House Register	Coordinator Environmental Health Environmental Health Officer Environmental Health Administration Officer	
s.74	power to decide issue, transfer or renew registration	Manager Health & Family Services Coordinator Environmental Health Environmental Health Officer	
s 76(1)(a)	Power to refuse to issue a registration	Manager Health & Family Services Coordinator Environmental Health	Decision of delegate only valid where Council later ratifies the refusal
s 76(1)(b)	Power to issue a registration subject to a condition imposed on the registration by the Council under s 73(2)	Manager Health & Family Services Coordinator Environmental Health	Subject to s 74
s 76(1)(c)	Power to vary a registration	Manager Health & Family Services Coordinator Environmental Health	
s 76(1)(d)	Power to cancel a registration	Manager Health & Family Services Coordinator Environmental Health	
s 76(1)(e)	Power to suspend a registration	Manager Health & Family Services Coordinator Environmental Health	

Public Health and Wellbeing Act 2008

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 76(1)(f)	Power to refuse to transfer a registration	Manager Health & Family Services Coordinator Environmental Health	Decision of delegate only valid where Council later ratifies the refusal
s 76(1)(g)	Power to transfer a registration subject to a condition imposed on the registration by the Council under s 73(2)	Manager Health & Family Services Coordinator Environmental Health	Subject to s 74
s 76(1)(h)	Power to refuse to renew a registration	Manager Health & Family Services Coordinator Environmental Health	Decision of delegate only valid where Council later ratifies the refusal
s 76(1)(i)	Power to renew a registration subject to a condition imposed on the registration by the Council under s 73(2)	Manager Health & Family Services Coordinator Environmental Health	Subject to s 74
s 76(3)	Duty to notify applicant or registration holder of decision under s 76 and ground(s) on which it was based	Manager Health & Family Services Coordinator Environmental Health	
s 78	Power to issue a replacement certificate of registration	Coordinator Environmental Health Environmental Health Officer Environmental Health Administration Officer	
s 78A(1)	Power to accept applications for the issue, transfer or renewal of registration in the online portal if accommodation or premises in located in the municipal district	Coordinator Environmental Health Environmental Health Officer Environmental Health Administration Officer	
s 78A(2)	Duty to pay the charge for use of the online portal	Manager Health & Family Services Coordinator Environmental Health	
s 181(1)	Power to take any step in paragraphs (a)-(d) with respect to items seized by an authorised officer appointed by Council	Manager Community Safety Manager Health & Family Services Coordinator Parking Services Coordinator Community Laws Coordinator Environmental Health Team Leader Parking Services Environmental Health Officer Parking Services Officer	

Public Health and Wellbeing Act 2008

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 181(2)	Duty to notify owner of item forfeited under s 181(1)(c), setting out how to seek review of the decision	Manager Community Safety Manager Health & Family Services Coordinator Parking Services Coordinator Community Laws Coordinator Environmental Health Team Leader Parking Services Environmental Health Officer Parking Services Officer	
s 182	Power to destroy or otherwise dispose of forfeited item	Manager Community Safety Manager Health & Family Services Coordinator Parking Services Coordinator Community Laws Coordinator Environmental Health Team Leader Parking Services Environmental Health Officer Parking Services Officer	
s 185(1)	Function of receiving complaints about authorised officers appointed by the Council	Manager Community Safety Manager Health & Family Services Coordinator Environmental Health	Complaint must be in writing or other form approved by Council
s 185(2)	Power to approve form in which complaint is made	Manager Community Safety Manager Health & Family Services Coordinator Environmental Health	
s185(4)(a)	Duty to investigate any written complaint provided under s 185(2)	Manager Community Safety Manager Health & Family Services Coordinator Environmental Health	
s185(4)(b)	Duty to provide written report to the complainant on the results of the investigation under s 185(4)(a)	Manager Community Safety Manager Health & Family Services Coordinator Environmental Health	

Public Health and Wellbeing Act 2008

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 194(2)(a)	Power to issue an improvement notice	Manager Community Safety Manager Health & Family Services Coordinator Parking Services Coordinator Community Laws Coordinator Environmental Health Team Leader Parking Services Environmental Health Officer Parking Services Officer	In accordance with s 194(3)
s194(2)(b)	Power to issue a prohibition notice	Manager Community Safety Manager Health & Family Services Coordinator Parking Services Coordinator Community Laws Coordinator Environmental Health Team Leader Parking Services Environmental Health Officer Parking Services Officer	In accordance with s 194(3)
s 196(1)	Power to apply to Magistrates' Court for an injunction (compelling a person to comply or restraining a person from contravening an improvement notice or prohibition notice)	Manager Community Safety Manager Health & Family Services Coordinator Environmental Health	
s 197(2)	Power to cause a complaint to be made to the Magistrates' Court (where prohibition notice or improvement notice issued and person does not comply or nuisance likely to recur)	Manager Community Safety Manager Health & Family Services Coordinator Environmental Health	
s 197(5)(a)	Power, where order issued under s 197(4), to enter land and abate nuisance and do whatever is necessary to execute the order	Manager Community Safety Manager Health & Family Services Coordinator Environmental Health	
s 197(5)(b)	Power to recover costs and expenses incurred	Manager Community Safety Manager Health & Family Services Coordinator Environmental Health	
s 197(6)	Power to recover costs and expenses in court	Manager Community Safety Manager Health & Family Services Coordinator Environmental Health	
s 205(2)	Function of receiving applications for review of Council decisions	Manager Health & Family Services	

Public Health and Wellbeing Act 2008

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 205(3)	Duty to review decision where application received under s 205(2)	Manager Health & Family Services	
s 205(5)	Power to agree a period greater than 28 days for review of a decision with the applicant	Manager Health & Family Services	
s 205(6)(a)	Power to make a decision affirming, varying or revoking a decision	Manager Health & Family Services	
s 205(6)(b)	Power to make any other decision where original decision is revoked	Manager Health & Family Services	Where decision is to refuse an application, decision of delegate only valid where Council later ratifies the refusal
s 205(7)	Duty to give applicant for review a written statement of the decision and reasons	Manager Health & Family Services	
s 205(8)	Duty to inform applicant for review of right to apply to VCAT for a review under s207	Manager Health & Family Services	
s 209(2)	Power to serve infringement notice	Manager Health & Family Services Coordinator Environmental Health Environmental Health Officer	
s 219(2)(a)	Power to bring proceedings for offence against Part 6, 9 or 10 (or any regulations under Part 6, 9 or 10)	Manager Community Safety Manager Health & Family Services Coordinator Environmental Health Environmental Health Officer	
s 219(2)(b)	Power to bring proceedings for offence relating to an improvement notice or a prohibition notice	Manager Community Safety Manager Health & Family Services Coordinator Environmental Health Environmental Health Officer	
s 228(1)	Power to seek reimbursement of costs incurred where person is found guilty of an offence	Manager Community Safety Manager Health & Family Services Coordinator Environmental Health	
s 228(2)	Power to seek payment for cost of work conducted by Council where awarded legal costs	Director Community Services Manager Health & Family Services	'work' is defined in s 228(3)

Public Health and Wellbeing Act 2008

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 229(3)	Power to take the actions necessary to ensure compliance with the direction, requirement, improvement notice or prohibition notice	Director Community Services Manager Health & Family Services	Where Council is so authorised by Chief Health Officer under s 229(2)
s 230(2)(b)	Power to recover, in court, costs incurred under s 229	Director Community Services Manager Health & Family Services	

Public Records Act 1973

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 8A	Duty to cause records to be transferred to custody of Public Records Office	Coordinator Information Management	

Residential Tenancies Act 1997

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 91ZU(1)	Power to give a renter a notice to vacate rented premises	Manager Property & Leasing	Where Council is a public statutory authority engaged in the provision of housing
s 91ZZC(1)	Power to give a renter a notice to vacate rented premises	Manager Property & Leasing	Where Council is a public statutory authority authorised to acquire land compulsorily for its purposes
s 91ZZE(1)	Power to give a renter a notice to vacate rented premises	Manager Property & Leasing	Where Council is a public statutory authority engaged in the provision of housing
s 91ZZE(3)	Power to publish Council's criteria for eligibility for the provision of housing	Manager Property & Leasing	Where Council is a public statutory authority engaged in the provision of housing
s 142D	Function of receiving notice regarding an unregistered rooming house	Coordinator Environmental Health Environmental Health Officer Environmental Health Administration Officer	

Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 142G(1)	Duty to enter required information in Rooming House Register for each rooming house in municipal district	Coordinator Environmental Health Environmental Health Officer Environmental Health Administration Officer	
s 142G(2)	Power to enter certain information in the Rooming House Register	Coordinator Environmental Health Environmental Health Officer Environmental Health Administration Officer	
s 142I(2)	Power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	Coordinator Environmental Health Environmental Health Officer Environmental Health Administration Officer	
s 206AZA(2)	Function of receiving written notification	Coordinator Environmental Health Environmental Health Officer Environmental Health Administration Officer	
s 207ZE(2)	Function of receiving written notification	Coordinator Environmental Health Environmental Health Officer Environmental Health Administration Officer	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 14(7)	Power to appeal to the Minister regarding decision of the Head, Transport for Victoria	Not delegated	
s 48M	Function of consulting with the relevant authority in relation to the development of guidelines for bus stopping points and bus stop infrastructure	Director City Development Manager Engineering & Investment	In this Act, "Secretary" refers to the Secretary of the Department of Environment, Land, Water and Planning.
s 48N	Duty to notify relevant authority within 28 days of installation, removal or relocation of a bus shelter, seat or hardstand located at, or in the immediate vicinity of, a bus stopping point	Director City Development Manager Engineering & Investment	

Road Management Act 2004

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 72(1)	Duty to issue an identity card to each authorised officer the entity appoints	Director City Development Director Infrastructure Manager Engineering & Investment Manager Project Delivery & Assets Manager City Services	Where Council is an appointing entity
s 86	Duty to keep a register containing the particulars of all matters reported to Council under s 85	Director City Development Director Infrastructure	Where Council is the appointing entity
s 87(1)	Function of receiving complaints about the exercise of a power by an authorised officer under the Road Management Act 2004 (Vic)	Director City Development Director Infrastructure Manager Engineering & Investment Manager Project Delivery & Assets Manager City Services	Where Council is the appointing entity
s 87(2)(a)	Power to investigate complaint	Director City Development Director Infrastructure	Where Council is the appointing entity
s 87(2)(b)	Power to provide written report	Director City Development Director Infrastructure	Where Council is the appointing entity
s 88(2)	Function of receiving a document or information from a person who provides a document or information in response to a requirement of an authorised officer under the Road Management Act 2004 (Vic)	Director City Development Director Infrastructure	Where Council is the appointing entity
s 89(2)	Power to provide written authority to an authorised officer to give any information acquired by the authorised officer in carrying out those functions to any other person, whether directly or indirectly	Director City Development Director Infrastructure	Where Council is the appointing entity
sch 2 cl 4	Power to make submissions on the Head, Transport for Victoria's proposal to act under s 42 and cl 3	Not delegated	
sch 5A cl 15(3)	Duty to provide a certificate under cl 15(2)(b)(ii) of sch 5A on the written request of the Head, Transport for Victoria	Not delegated	
sch 5A cl 26	Duty to surrender land to the Crown following an order of the Governor in Council	Not delegated	
sch 5A cl 27	Duty to surrender Council's interest in any Crown land to the Crown following an order of the Governor in Council	Not delegated	

Road Management Act 2004

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 5A cl 51	Power to claim from the Head, Transport for Victoria an amount for loss or expense incurred as a result of an order under Division 2 Part 5 of the Act	Not delegated	Council must have sustained pecuniary loss or incurred an expense

Road Safety Act 1986

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 59(1)(a) and (d)	Power to authorise officer or other person to request or signal driver or person in charge of motor vehicle to do certain things, such as stop the motor vehicle	Not delegated	
s 77(2)(b)	Power to prosecute and authorise staff member to prosecute	Director City Development Manager Community Safety Coordinator Parking Services Coordinator Community Laws Team Leader Parking Services	
s 77(4)	Power to authorise officer to take proceedings for any offence which relates to the parking or leaving standing of a vehicle if the offence occurs on land or premises which are vested in, or under the control of, Council	Director City Development	
s 84BE(1)	Function of receiving a statement under this section	Not delegated	Where Council is the enforcement official
s 84BE(4), (5) and (5A)	Power to decide to accept statements as effective statements for the purposes of this Part	Not delegated	Where Council is the enforcement official
s 84BE(6)	Duty to cause notice to be served on the statement-giver stating whether the enforcement official accepted the statement as an effective statement	Not delegated	Where Council is the enforcement official
s 84BF	Power to cancel acceptance of a statement	Not delegated	Where Council is the enforcement official
s 87(1)	Power to serve, or cause to be served, a parking infringement notice	Not delegated	
s 87(1D)	Duty to issue an identity card to authorised person Council appoints	Manager People & Culture	
s 87(1E)	Power to authorise a member of staff to sign identity card	Not delegated	

Road Safety Act 1986

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 87(8)	Power to authorise person for purpose of serving parking infringement notices in accordance with s 87(1C)	Not delegated	
s 90D(1)	Power to enter into an agreement with the owner or occupier or land for the provision of parking services	Manager Community Safety Team Leader Parking Services	
s 90I	Power to issue parking permits to enable vehicles displaying a parking permit for people with disabilities to be parked in accordance with the Road Safety Road Rules 2017 (Vic)	Manager Community Safety Coordinator Community Safety Support Compliance Support Officer	
s 98(1)	Power to request Minister to extend application of Act	Not delegated	
s 99A(4)	Power to establish requirements for traffic management plan	Director City Development Manager Engineering & Investment Coordinator Transport	Where Council is the coordinating road authority under the Road Management Act 2004
s 99B(1)	Power to issue permit to conduct non-road activity (including on conditions specified in s 99B(3))	Manager Community Safety Manager Engineering & Investment Coordinator Transport Transport Engineer	Where Council is the coordinating road authority under the Road Management Act 2004
s 99B(2)	Power to authorise closure of highway to traffic	Director City Development Director Infrastructure Manager Engineering & Investment	Where Council is the coordinating road authority under the Road Management Act 2004

Rooming House Operators Act 2016

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 49(3)	Duty to comply with request under s 49(1) to answer any questions	Coordinator Environmental Health	

Second Hand Dealers and Pawnbrokers Act 1989

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 26F	Duty to comply with Director's or inspector's request to answer questions or provide information regarding endorsed pawnbroker's business as pawnbroker	Directors Managers	This relates to pawnbroker's businesses.

Service Victoria Act 2018

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 7(1)	Function of receiving a previously transferred customer service function	Not delegated	
s 7(5)	Power to perform a customer service function in accordance with the enactment that confers the function on the service agency	Not delegated	
s 12	Function of receiving a previously transferred identity verification function	Not delegated	
s 12(5)	Power to perform an identity verification function in accordance with the enactment that confers the function on the service agency	Not delegated	
s 35(3)	Function of receiving a notification from the Service Victoria CEO if the electronic identity credential, which has been issued to an individual, is cancelled under s 38	Not delegated	
s 47E	Power to make changes to information in database	Not delegated	
s 54A(2)	Power to disclose regulated information in certain circumstances in (a) – (g)	Not delegated	
s 58(3)	Power to provide agreement to Minister	Not delegated	

Sex Work Act 1994

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 3	Power to appoint an authorised officer	Not delegated	
s 35	Function of receiving notice of application for a licence	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Planning Officers Group	
s 73	Duty to consider various factors before deciding on an application for a permit for use or development as a brothel	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Planning Officers Group	
s 74	Duty to refuse to grant a permit for a brothel in certain circumstances	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Planning Officers Group	

Sex Work Act 1994

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 75A	Duty to determine an application or request for an amendment in relation to a permit issued for the use or development of land for the purposes of the operation of a brothel	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Planning Officers Group	
s 76(1)	Duty to determine an application for a permit made but not determined before commencement of Division 2 Part 4, in accordance with Planning and Environment Act 1987 as affected by Division 2 Part 4	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning	
s 76(2)	Duty to determine an application for extension of temporary use permit granted before commencement of Division 2 Part 4 in accordance with Planning and Environment Act 1987 as if this Act had not been enacted	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning	
s 81(1)(a)	Duty to publish notice of making of declaration	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Planning Enforcement Officer	
s 81(1)(b)	Duty to serve notice of making of declaration personally on owner/occupier/mortgagee of premises	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Coordinator Strategic Planning Planning Enforcement Officer Planning Officers Group	
s 81(1)(c)	Duty to post up at or near entrance to premises copy of declaration	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Planning Enforcement Officer	Must be visible and legible to persons entering
s 89(4)	Function of issuing certificate that an officer is authorised	Not delegated	

Sheriff Act 2009

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54(1)	Duty to comply with request for information made under s 53(1)	Manager Community Safety	Unless s 54(1)(a) and (b) apply

Sport and Recreation Act 1972			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 6(3)	Power to enter into agreement with Minister and to agree to conditions for Minister to carry out works or undertakings or provide services	Not delegated	
s 14(3)	Function of receiving funds for works for provision of sport and recreation	Director Community Services Coordinator Active Communities Manager Leisure & Recreation Services Coordinator Recreation & Open Space Development	

Subdivision Act 1988			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 3(5)	Power to require variation of easement or restriction in compliance with planning scheme or permit	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Team Leader Statutory Planning Technical Officer Subdivisions	
s 5(3)(c)	Function of receiving application for certification	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Team Leader Statutory Planning Technical Officer Subdivisions	
s 5(3)(d)	Power to provide statement of compliance	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Team Leader Statutory Planning Technical Officer Subdivisions	
s 5(4)	Power to accept and consider plans	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Planning Officer Team Leader Statutory Planning Technical Officer Subdivisions	

Subdivision Act 1988

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 5(4A)	Power to consider and certify plans before Transfer of Land Act 1958 application determined	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Team Leader Statutory Planning Technical Officer Subdivisions	
s 6(1)	Duty to certify plan within prescribed time in specified circumstances	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Team Leader Statutory Planning Technical Officer Subdivisions	
s 6(2)	Duty to refuse to certify plan where conditions in s 6(1) not met and give reasons in writing	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Team Leader Statutory Planning Technical Officer Subdivisions	
s 7A(2)	Duty to, within 7 days after certifying the plan, give the Secretary to the Department of Environment, Land, Water and Planning written notice of that certification, a copy of the application for certification and the certified plan	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Team Leader Statutory Planning Technical Officer Subdivisions	
s 8(1)	Duty to refer plans to referral authority in certain circumstances	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Team Leader Statutory Planning Technical Officer Subdivisions	Unless sub s 8(2)-(5) apply Form of referral per r 13 and 14 of the Subdivision (Procedures) Regulations 2021
s 8(6)	Duty to give referral authority copy of certified plan where not referred to referral authority	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Team Leader Statutory Planning Planning & Building Administration Officer Planning Officer Technical Officer Subdivisions	

Subdivision Act 1988

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 10(1)	Power to require applicant to alter plan	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Team Leader Statutory Planning Technical Officer Subdivisions	
s 10(2)	Power to agree to an alteration at request of applicant	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Team Leader Statutory Planning Technical Officer Subdivisions	
s 10(5)	Duty to send altered plan to referral authority	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Team Leader Statutory Planning Planning & Building Administration Officer Planning Officer Technical Officer Subdivisions	Must send notice in prescribed Form 7 in Schedule 1 outlining revised times, r 19 of the Subdivision (Procedures) Regulations 2021
s 10(7)	Duty to notify surveyor of alteration required by Council	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning, Planning Officer Team Leader Statutory Planning Technical Officer Subdivisions	
s 11(1)	Function of receiving application to amend certified plan	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning, Planning Officer Team Leader Statutory Planning Technical Officer Subdivisions	

Subdivision Act 1988

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 11(2)	Duty to refer application under s 11(1) to referral authority	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning, Planning Officer Team Leader Statutory Planning Technical Officer Subdivisions	
s 11(2A)	Power to amend without referral if minor amendment	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Team Leader Statutory Planning Technical Officer Subdivisions	
s 11(7)	Duty to re-certify plan or advise of refusal in writing with reasons	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Team Leader Statutory Planning Technical Officer Subdivisions	
s 11(10)	Duty to notify surveyor of an amendment by acquiring authority where plan prepared by surveyor	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Team Leader Statutory Planning, Planning Officer Technical Officer Subdivisions	
s 11(11)	Duty to give copy of re-certified plans to referral authority	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Team Leader Statutory Planning Planning & Building Administration Officer Planning Officer Technical Officer Subdivisions	

Subdivision Act 1988

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 11A(1)	Power to require more information	Director City Development Manager City Planning & Development Manager Engineering & Investment Assistant Manager Statutory Planning Coordinator Engineering Assets Development & Approvals Engineer Planning Officer Technical Officer Subdivisions	
s 15(1)	Power to require engineering plan	Director City Development Manager City Planning & Development Manager Engineering & Investment Assistant Manager Statutory Planning Coordinator Engineering Assets Development & Approvals Engineer Planning Officer Technical Officer Subdivisions	Does not apply where s 14 applies
s 15(2)	Duty to approve/refuse approval/require alterations of engineering plan	Director City Development Manager Engineering & Investment Manager City Planning & Development Coordinator Engineering Assets Development & Approvals Engineer	Does not apply where s 14 applies
s 15(6)	Power to charge for engineering plans prepared by it	Director City Development Manager Engineering & Investment Manager City Planning & Development Coordinator Engineering Assets Development & Approvals Engineer	Does not apply where s 14 applies
s 17(2)(a)	Power to appoint supervisor of works	Director City Development Manager Engineering & Investment Coordinator Engineering Assets Development & Approvals Engineer	Does not apply where s 14 applies

Subdivision Act 1988

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 17(2)(b)	Power to charge for supervision	Director City Development Manager Engineering & Investment Coordinator Engineering Assets Development & Approvals Engineer	Does not apply where s 14 applies
s 17(2)(c)	Power to enter into agreement with owner or applicant in anticipation of applicant becoming owner	Director City Development Manager City Planning & Development	Does not apply where s 14 applies
s 17(2A)	Power to request Minister to nominate authority to consider what works are required	Director City Development Manager Engineering & Investment Manager City Planning & Development Coordinator Engineering Assets Technical Officer Subdivisions	Does not apply where s 14 applies
s 17(2D)	Power to transfer works/interest in land relating to the works by agreement from Council to a relevant authority	Director City Development Manager Engineering & Investment Manager City Planning & Development Coordinator Engineering Assets Technical Officer Subdivisions	Does not apply where s 14 applies
s 18(1)	Power to require applicant to set aside land for public open space and/or pay a percentage	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Planning Officer Team Leader Statutory Planning Technical Officer Subdivisions	Does not apply where ss 14 and 18(8) apply Must have regard to matters in s 18(1A)-2
s 18(1B)	Power to vary time of payment by agreement with applicant	Director City Development Manager City Planning & Development	
s 18(4)	Power to agree with applicant to set aside/pay different percentage	Director City Development Manager City Planning & Development	Does not apply where s 14 applies
s 18(7)	Power to refund amount paid under s 18(1) where no longer intend to subdivide	Director City Development Manager City Planning & Development	Does not apply where s 14 applies
s 18(8)	Power to consider it unlikely that each lot will be further subdivided.	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning	

Subdivision Act 1988

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 18A(6)	Power to decide to refund the amount paid to it, if satisfied that it is no longer intended to subdivide the land	Director City Development Manager City Planning & Development	
s 19(1)	Power to obtain valuation where value is not agreed	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Planning Officer Team Leader Statutory Planning Technical Officer Subdivisions	Does not apply where s 14 applies
s 19(3)	Duty to give applicant copy of valuation	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Planning Officer Team Leader Statutory Planning Technical Officer Subdivisions	Does not apply where s 14 applies
s 19(5)	Power to obtain revaluation on each anniversary of the making of the public open space requirement and vary the requirement accordingly, where the public open space requirement has not been complied with	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Planning Officer Team Leader Statutory Planning Technical Officer Subdivisions	Does not apply where s 14 applies
s 21(1)	Duty to issue statement of compliance, subject to s 21(2C) and (2CA)	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Team Leader Statutory Planning Technical Officer Subdivisions	Does not apply where s 14 applies Time limits apply (s 21(1)-(2))
s 21(2A)(a)&(b)	Duty to, in writing, notify Development Victoria of request within 7 days of receiving a request for issue of statement of compliance, and to provide Authority with a copy of planning permit	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Team Leader Statutory Planning Planning & Building Administration Officer Planning Officer Technical Officer Subdivisions	

Subdivision Act 1988

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 21(4)	Power to provide in the statement of compliance that agreement pursuant to Planning and Environment Act 1987 no longer applies in certain circumstances	Director City Development Manager City Planning & Development	Does not apply where s 14 applies
s 21(10)(a)	Duty to, within 7 days after issuing a statement of compliance for a plan of subdivision relating to land in respect of which there is a levy recording (within the meaning of the Melbourne Strategic Assessment (Environment Mitigation Levy) Act 2020 (Vic)), give the Secretary to the Department of Environment, Land, Water and Planning written notice that the statement has been issued	Director City Development Manager City Planning & Development	
s 21(10)(b)	Duty to, within 7 days after issuing a statement of compliance for a plan of subdivision relating to land in respect of which there is a levy recording (within the meaning of the Melbourne Strategic Assessment (Environment Mitigation Levy) Act 2020 (Vic)), give the Secretary to the Department of Environment, Land, Water and Planning a copy of the statement	Director City Development Manager City Planning & Development	
s 21(10)(c)	Duty to, within 7 days after issuing a statement of compliance for a plan of subdivision relating to land in respect of which there is a levy recording (within the meaning of the Melbourne Strategic Assessment (Environment Mitigation Levy) Act 2020 (Vic)), give the Secretary to the Department of Environment, Land, Water and Planning a copy of the plan of subdivision	Director City Development Manager City Planning & Development	
s 24A(1)	Duty to do any of the things listed in the table in this s 24A where so required by planning scheme with respect to reserves, etc	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Planning Officer Technical Officer Subdivisions	
s 24A(2)	Power to certify a plan prepared under s 24A(1) where applicant certifies land no longer reserved	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Team Leader Statutory Planning Technical Officer Subdivisions	

Subdivision Act 1988

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 25(1)	Function of being notified by Registrar of registration of plan and duty to notify any public authority for which easement has been created/reserve has vested.	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Team Leader Statutory Planning Technical Officer Subdivisions	
s 25(2)	Function of being notified by Registrar if plan is withdrawn or refused registration	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Team Leader Statutory Planning Technical Officer Subdivisions	
s 25(3)	Duty to notify referral authority affected by withdrawal/refusal	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Team Leader Statutory Planning Technical Officer Subdivisions	
s 34E	Power to apply to VCAT for order compelling an owners corporation to carry out a requirement or perform a duty	Director City Development Manager City Planning & Development	
s 34H(5)	Function of receiving notice from Registrar of amendment or cancellation of plan on winding up	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Team Leader Statutory Planning Technical Officer Subdivisions	
s 35(1)	Duty of acquiring authority to submit plan for certification and registration where land subdivided	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Team Leader Statutory Planning Technical Officer Subdivisions	
s 35(2)	Power to require acquiring authority to submit certification new/amended plan	Assistant Manager Statutory Planning Planning Officer Manager City Planning & Development Director City Development Technical Officer Subdivisions	s 35(3)-(5) apply

Subdivision Act 1988

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 35(6)	Duty of an acquiring authority to advise Registrar of vesting date	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Team Leader Statutory Planning Technical Officer Subdivisions	
s 35(8)	Power of acquiring authority to submit for certification and registration of any land vested/registered in its own name	Director City Development	s 35(9) applies
s 35(11)	Duty to give notice to the Commissioner of State Revenue that the plan has been certified	Manager City Planning & Development	Provision commences the day after the day on which the State Taxation Acts Amendment Act 2023 receives Royal Assent
s 36(1)	Function of stating in writing that it considers that subdivision requires removal/acquisition of easement	Assistant Manager Statutory Planning Planning Officer Manager City Planning & Development Director City Development Technical Officer Subdivisions	s 35(1AA) applies
s 38	Power to provide written consent	Director City Development Manager City Planning & Development	
s 38A(1)	Power to provide written consent	Director City Development Manager City Planning & Development	
s 38B	Power to provide written consent	Director City Development Manager City Planning & Development	
s 38C	Power to provide written consent	Director City Development Manager City Planning & Development	
s 39(1)	Power to refer disputes to VCAT	Director City Development Manager City Planning & Development	Unless s 39(2) applies
s 39(3)	Power to apply to the County Court to order registration of plan be stopped in certain circumstances	Director City Development Manager City Planning & Development	
sch 2 cl 11(1)	Power to apply to a court for an order regarding scheme of development	Not delegated	

Summary Offences Act 1966

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4	Power to give permission or consent to certain things	Director Infrastructure Manager Project Delivery & Assets Manager City Services	
s 6A(1)	Duty to consult with Victoria Police before granting an application for a permit for the use of Council land, a road closure or anything else that the Council believes will facilitate a public protest being held by the applicant	Director Infrastructure Manager Project Delivery & Assets Manager Parks & Natural Environment	Subject to s 6A(2)(b)

Suburban Rail Loop Act 2021

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 12(2)(o)	Function of receiving advice from the Authority	Director City Development Manager Engineering & Investment Manager City Planning & Development	
s 63	Power to enter into an agreement or arrangement with the Authority concerning the matters outlined at s 63(1) and (2)	Director City Development	Council as public authority and reciprocal entity
s 71(1)	Function of receiving a copy of Suburban Rail Loop planning area declaration and statement containing prescribed information	Director City Development Manager Engineering & Investment Manager City Planning & Development	
s 90(3)	Duty to comply with requirement under subsection (1)	Director City Development	

Taxation Administration Act 1997

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 92(1)(e)(vfa)	Function of receiving information from a tax officer under or in relation to the administration of a taxation law	Director Corporate Services	

Transfer of Land Act 1958

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 26X(1)	Function of receiving enquiries, from the Registrar, for personal information that identifies ratepayers and mortgagors of land, for the purpose of comparing that information with information retained by the Registrar or the Registrar-General in relation to land that is to be brought under the Act	Coordinator Revenue & Rates	
s 26X(2)	Function of disclosing personal information that identifies who is a ratepayer or mortgagor of the land	Coordinator Revenue & Rates	
s 45(1)	Power to consent to the creation of an easement or the transfer of land	Manager Property & Leasing	Where Council is the landowner
s 54	Power to make application to be registered proprietor	Manager Property & Leasing	Applies only where the Council is an 'acquiring authority' as defined in s 53
s 55(3)	Duty to take possession of any certificate of title, or other document produced to Council on any claim for compensation and to lodge them immediately with the registrar	Manager Property & Leasing	Applies only where the Council is an 'acquiring authority' as defined in s 53
s 57(1)	Duty to lodge notification with the Registrar upon service of notice of intention	Manager Property & Leasing	Applies only where the Council is an 'acquiring authority' as defined in s 53
s 57(2)	Power to withdraw notice of intention to acquire	Manager Property & Leasing	Applies only where the Council is an 'acquiring authority' as defined in s 53
s 62(4)	Function of receiving notice from Registrar of where land is located	Manager Property & Leasing	Note: refers to advice regarding the vesting of land.
s 73B	Power to consent to the creation or surrender of the right of carriageway	Manager Property & Leasing Manager City Planning & Development	Where land is located in Council's municipal district Delegation to MCP&D applies to privately owned land only.
s 88(1B)	Power to consent to the varying or releasing of a restrictive covenant	Not delegated	Where land is located in Council's municipal district

Transfer of Land Act 1958

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 88(2)	Power to lodge with the Registrar a notification of the acquisition of an easement or any other right over or affecting land	Manager Property & Leasing	Applies only where the Council is an 'acquiring authority' as defined in s 53
s 106(1)(b)	Power to consent to the registration of a dealing or plan	Manager Property & Leasing	

Transport Integration Act 2010

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 25(1)	Duty to have regard to the transport system objectives when exercising powers and performing functions under interface legislation which are likely to have a significant impact on the transport system	Manager Engineering & Investment Manager City Planning & Development Director City Development	
s 25(2)	Duty to have regard to the decision making principles in making decisions under interface legislation* which are likely to have a significant impact on the transport system.	Manager Engineering & Investment Manager City Planning & Development Director City Development	
s 25(3)	Duty to have regard to applicable specified policy principles	Manager Engineering & Investment Manager City Planning & Development Director City Development	
s 25(4)	Duty to have regard to applicable specified policy principles	Manager Engineering & Investment Manager City Planning & Development Director City Development	
s 26	Power to determine the weight to give to each transport system objective under ss 24 and 25	Manager Engineering & Investment Manager City Planning & Development Director City Development	
s 27	Power to determine the weight to give to each decision making principle under ss 24 and 25	Manager Engineering & Investment Manager City Planning & Development Director City Development	
s 197B(2)	Function of receiving notice from regulated bodies	Manager Engineering & Investment Manager City Planning & Development Director City Development	Where Council is the responsible authority and s 197 applies

Transport Integration Act 2010			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 197B(3)	Duty to meet with representatives from Director of Transport Safety	Manager Engineering & Investment Manager City Planning & Development Director City Development	Where Council is the responsible authority and s 197 applies
s 197D	Duty to comply with guidelines issued under Act and directions of Secretary or Minister	Manager Engineering & Investment Manager City Planning & Development Director City Development	

Valuation of Land Act 1960			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 6(1)	Duty to give notice of the valuation to be each rating authority interested in the valuation of land in the area for which the valuation is being made	Manager Property & Leasing	Where Council is the valuation authority
s 6(2)	Power to require the general valuation prepared by the valuation authority to show items in paragraphs (a) - (c)	Not delegated	Where Council is a rating authority
s 6(3)	Duty to give notice to valuer-general	Manager Property & Leasing	Where Council is the rating authority
s 6(4)	Duty to ensure the valuer-general's request is given effect to	Manager Property & Leasing	Where the Council is the valuation authority
s 7AB(2)	Power to adjust the rate or fire services property levy payable retrospectively for any period it considers just	Not delegated	
s 7A(1)	Power to pay valuer subject to the requirements of this section	Manager Property & Leasing	
s 7AE(2)	Duty to comply with an Order in Council requiring the making of a new valuation	Manager Property & Leasing	
s 7A(2)	Power to make a payment, irrespective of s 7A(1), if Council satisfies paragraphs (a) and (b)	Manager Property & Leasing	s 7A refers to payments to contract valuers.
s 7B(1)	Duty to provide valuation to valuer-general within 2 months of date on which the valuation was returned to Council	Manager Property & Leasing	
s 8AA(1B)	Duty to pay the valuer-general in accordance with section where Council has requested a supplementary valuation	Manager Property & Leasing	

Valuation of Land Act 1960

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 8AA(2)(a)	Power to agree the fees in respect of servicing of a valuation	Not delegated	
s 10(1)	Power to make a nomination to have the power to cause a valuation of all land in its municipal district for a specified year	Not delegated	
s 10(6)	Power to revoke nomination made under s 10(1)	Not delegated	
s 11	Duty to cause a general valuation	Not delegated	Where Council is the valuation authority
s 12	Function of causing a valuation of rateable land at the direction of the Minister	Manager Property & Leasing	Where Council is the valuation authority
s 13DA(1)	Power to appoint people to carry out valuations	Not delegated	Where Council is the valuation authority The person(s) to be appointed must hold the qualifications or experience specified by Minister
s 13DC(2)	Power to use in force valuations in certain circumstances	Not delegated	
s 13DF(3A)	Power to use supplementary valuation before it is certified to levy or adjust municipal rate or fire services property levy	Manager Property & Leasing	
s 13DF(5)	Power to adjust rate or fire services property levy payable retrospectively where supplementary valuation made in circumstance referred to in s 13DF(2)(o)	Manager Property & Leasing	This section refers to adjustments required as a result of a mathematical error.
s 13DFA(2)	Function of receiving written certification of supplementary valuation from valuer-general	Manager Property & Leasing	
s 13DFB(1)	Power to request valuer-general to carry out a supplementary valuation	Not delegated	
s 13DFB(3)	Function of receiving the supplementary valuation within 10 business days after the supplementary valuation is returned to the valuer-general	Manager Property & Leasing	
s 13DG(3)	Duty to make a valuation of all rateable land where Council has had annexed to its municipal district any area which is not part of a former municipal district.	Manager Property & Leasing	Where Council is the valuation authority
s 13G(1)	Power to make a nomination to have the Power to cause a valuation of land specified in s 13G(2) for a specified year	Not delegated	Where Council is the collection agency

Valuation of Land Act 1960

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 13G(7)	Power to revoke nomination made under s 13G(1)	Not delegated	Where Council is the collection agency
s 13H	Duty to cause a general valuation of non-rateable leviable land to be made, returned to it and provided to the relevant collection agency	Not delegated	Where Council is the valuation authority s 13H requires that for the purposes of the Fire Services Property Levy Act 2012, a valuation authority must cause a general valuation of non-rateable leviable land to be made as at 1 January in every calendar year.
s 13I	Duty to comply with a Ministerial Direction given under s 13I	Not delegated	Where Council is the collection agency and also the valuation authority
s 13J	Power to appoint people to carry out valuation	Not delegated	The person(s) to be appointed must hold qualifications or experience specified by Minister Applies when Council is making a valuation for the purposes of the Fire Services Property Levy Act 2012
s 13L(4)	Power to use a supplementary valuation before it is certified by the valuer-general	Manager Property & Leasing	Where Council is the collection agency
s 13L(6)	Power to adjust the fire services property levy payable retrospectively for any period considered just	Manager Property & Leasing	Where Council is the collection agency
s 13M(2)	Function of receiving certification in writing that the valuer-general is satisfied that the supplementary valuation is correct	Not delegated	Where Council is the collection agency
s 13N(1)	Power to request the Valuer-General to make a supplementary valuation	Not delegated	Where Council is the collection agency
s 13N(3)	Function of receiving the supplementary valuation within 10 business days after the supplementary valuation is returned to the valuer-general	Manager Property & Leasing	Where Council is the collection agency
s 13Q(4)	Power to adjust a rate or fire services property levy	Manager Property & Leasing	Provision commences on 1 July 2023, unless proclaimed earlier
s 15(3)	Duty to give notices in paragraphs (a) and (b) if information is received from a valuation authority under s 15(1)(b) as to a general valuation	Manager Property & Leasing	Where Council is the rating authority

Valuation of Land Act 1960

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 20(3)	Function of receiving objection and written submission where objection is because the value is too low or too high, and the value is not less than the prescribed amount	Manager Property & Leasing	Where Council is the valuation authority
s 21(2)	Duty to refer an objection received to the valuation authority	Manager Property & Leasing	Where Council is not the valuation authority which made the valuation
s 21(2A)	Duty to refer objection to valuer	Manager Property & Leasing	Where Council is the valuation authority
s 21(5)	Function of receiving written notice from the valuer-general of recommendation	Manager Property & Leasing	Where Council is the rating authority
s 21(6)	Duty to give effect to the decision of the valuer-general	Manager Property & Leasing	Where Council is the rating authority
s 22(5)	Function of receiving copy of application to VCAT for review of valuation decision	Manager Property & Leasing	Where Council is the valuation authority
s 22(6)	Duty to forward to principal registrar of VCAT notice of objection and copies of any notices given under s 21 and any information given or submissions lodged under s 20, in relation to objection, within 1 month after being served with copy of objector's application for review under s 22(5)	Manager Property & Leasing	Where Council is the valuation authority

Victorian Environmental Assessment Council Act 2001

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 26D(1)	Function of conferring with the Victorian Environmental Assessment Council	Director Infrastructure Manager City Services	If affected by the provision of an assessment or advice requested under s 26B
s 26D(2)	Duty to give practicable assistance to the Victorian Environmental Assessment Council in preparing an assessment or advice	Director Infrastructure Manager City Services	

Victorian Local Government Grants Commission Act 1976

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 10	Duty to supply prescribed information to the commission by certain time	Manager Finance	

Victoria State Emergency Service Act 2005

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 34(1)	Power to apply for registration of a group of persons as a unit of the Service	Not delegated	
s 35(2)	Power to consult with the Chief Officer of Operations regarding removal of controller of a registered unit from office	Not delegated	

Victorian Data Sharing Act 2017

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 10(a)	Power to provide some, or all, of the specified data to the Chief Data Officer	Coordinator Information Management	If the Chief Data Officer gives a notice under s 8
s 10(b)	Power not to respond to the request	Director Corporate Services	If the Chief Data Officer gives a notice under s 8
s 13(a)	Power to provide some, or all, of the specified data to the Chief Data Officer	Coordinator Information Management	If the Chief Data Officer gives a notice under s 11
s 13(b)	Power not to respond to the request	Director Corporate Services	If the Chief Data Officer gives a notice under s 11
s 24(3)(c)	Function of being informed by the Chief Data Officer, or data analytics body, if the Victorian Data Sharing Act 2017, Privacy and Data Protection Act 2014 or Health Records Act 2001 has been, or is likely to have been, breached in relation to data handled under the Victorian Data Sharing Act while in the control of the Chief Data Officer, or of the data analytics body	Director Corporate Services Coordinator Information Management	
s 33(4)	Duty to have regard to policies or guidelines issued under s 33(1)	Coordinator Information Management	

Victorian Inspectorate Act 2011

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 28(2)	Power to enter into agreements or arrangements for use of services with the Victorian Inspectorate	Not delegated	

Victorian Planning Authority Act 2017

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 33(2)	Duty to comply with request by Authority under s 33(1) for information or assistance	Director City Development Manager City Planning & Development	
s 34(1)	Function of consulting with Authority where exercising its Powers likely to affect Council's functions	Director City Development Manager City Planning & Development	

Water Act 1989

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s12(1)(a)	Duty to make any authorisation or permission that may affect the drainage system subject to any conditions required to ensure the conservation of waterways, wetlands and aquifers	Director Infrastructure Manager Project Delivery & Assets Manager City Services	
s12(1)(b)	Power to withhold authorisation or permission until such works are carried out that are required to avoid or lessen any possible adverse effect	Director Infrastructure Manager Project Delivery & Assets Manager City Services	
s27(4)(a)(ii)	Function of receiving notice of a proposed declaration by the Minister that an area will be a water supply protection area	Director Infrastructure Manager Project Delivery & Assets Manager City Services	
s.36(3)(c)	Function of receiving a copy of an application for the grant of a bulk entitlement if Minister considers the Council is directly affected	Director Infrastructure Manager Project Delivery & Assets Manager City Services	
s67A	Function of receiving a copy of an application under s 67 in respect of a dam	Director Infrastructure Manager Project Delivery & Assets Manager City Services	
s 122ZA(2)	Function of consenting to Minister's determination under s 122ZA(1)(b)	Not delegated	
s.122ZC	Power to contribute money to environmental or recreational area for improving or maintaining the area	Not delegated	
s144(2)(c)	Function of receiving a declaration by an Authority that land will be a serviced property for the purposes of the Act, if likely to be affected	Director Infrastructure Manager Project Delivery & Assets Manager City Services	

Water Act 1989

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s152	Function of receiving notice of intention to affect works	Director Infrastructure Manager Project Delivery & Assets Manager City Services	
s153	Function of receiving notice to alter or remove works	Director Infrastructure Manager Project Delivery & Assets Manager City Services	
s.165(1)	Power to require an Authority to fix fire plugs to works	Director Infrastructure Manager Project Delivery & Assets Manager City Services	
s165(2)	Duty to meet costs of providing, installing, marking and maintaining all fire plugs that the Council requires	Director Infrastructure Manager Project Delivery & Assets Manager City Services	
s.171D(1)	Power to require Melbourne Water Corporation to fix fire plugs to works	Director Infrastructure Manager Project Delivery & Assets Manager City Services	
s.171D(2)	Duty to meet costs of providing, installing, marking and maintaining fire plug, where plug is in Council's municipal district	Director Infrastructure Manager Project Delivery & Assets Manager City Services	
s.180(1)	Duty to forward copy application for septic tank permit to Authority	Coordinator Environmental Health	
s180(3)	Function of receiving any notification of the location of the nearest sewer, the availability of works to service the land and any requirements	Environmental Health Officer	
s180(4)	Duty to comply with any requirement of the Authority in regard to the application	Environmental Health Officer	
s180(5)	Duty to not make a decision within 21 days after the copy is forwarded to the Authority	Environmental Health Officer	
s188(3)	Function of receiving notice of proposed declaration of a waterway if the Council may have an interest in the waterway	Director Infrastructure Manager Project Delivery & Assets Manager City Services	

Water Act 1989

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s205(3)	Function of receiving notice of proposed declaration that an area of land will be liable to flooding or be a floodway area	Director Infrastructure Manager Project Delivery & Assets Manager City Services	
s206(1)(b)	Function of receiving notice that an Order has been published in the Government Gazette	Director Infrastructure Manager Project Delivery & Assets Manager City Services	
s206(3)	Duty to prevent land uses that are inconsistent with any identified flood hazards	Director City Development Manager City Planning & Development	
s 208(2)	Duty to notify Authority of intention to undertake or erect any regulated works or structure before undertaking or erecting the works or structure	Not delegated	
s214(2)(b)	Duty to be represented on a committee to carry out investigations in relation to water management if the Council is affected	Director Infrastructure Manager Project Delivery & Assets Manager City Services	
s.217	Power to apply for an order for removal or modification of works	Not delegated	
s218(2)(b)(ii)	Function of receiving notice of proposed declaration that an area of land will be a drainage course	Director City Development Director Infrastructure Manager Project Delivery & Assets Manager City Planning & Development	
s218(7)	Duty to act in accordance with a management plan approved by the Minister, if the Council has management and control of a drainage course	Manager Project Delivery & Assets Manager Parks & Natural Environment Manager City Services Director Infrastructure	
s218(8)	Power to require an owner, occupier or other public statutory body to remove any interferences, carry out any works and maintain any structures, if the Council has the management and control of a drainage course	Director Infrastructure Manager Project Delivery & Assets Manager City Services	Subject to the limitations set out in 218
s218(10)	Duty to comply with any request by another public statutory body within 1 month	Director City Development, Director Infrastructure	
s218(14)	Power to enter into and remain on the drainage course for the purpose of doing anything that an owner or occupier failed to do	Director Infrastructure Manager Project Delivery & Assets Manager City Services	

Water Act 1989

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s244(7)	Function of receiving a copy of a community agreement, if land in the area is affected	Director City Development, Director Infrastructure	
s244(8)(b)	Power to consent to community agreement where it involves the construction of a drain across a road reserve	Director City Development, Director Infrastructure	
s246	Power to exercise the powers and perform the Functions of the committee if requested by the committee, where land is affected by a community drainage or salinity mitigation or community water supply scheme	Director City Development, Director Infrastructure	
s263(2)	Function of receiving a request to arrange for a supplementary valuation to be made	Manager Property & Leasing	
s 281A(1)	Power to enter into agreement with Melbourne Water Corporation to collect money owing to Melbourne Water Corporation under the Act	Not delegated	
s 281A(3)	Duty to collect money owing to Melbourne Water Corporation under the Act, that relates to Council's municipal district	Coordinator Revenue & Rates	On the terms and conditions agreed with Melbourne Water Corporation or, in default of agreement, determined by the Essential Services Commission
s286(1)(a)	Duty to contribute to the revenue of the Authority if requested	Director City Development, Director Infrastructure	Conditions set out in s285 and s286
s287(1)(a)	Duty to make a special contribution to the revenue of the Authority if requested	Director City Development, Director Infrastructure	Conditions set out in s285 and s287

Building Regulations 2018

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 5(2)	Power to designate an area liable to flooding	Director Infrastructure Manager Project Delivery & Assets Coordinator Engineering Assets Asset Engineer	Where Council is the relevant council

Building Regulations 2018

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 44	Function of receiving documents	Municipal Building Surveyor Deputy Municipal Building Surveyor Planning & Building Administration Officer Coordinator Planning & Building Administration Coordinator Information Management	Where Council is the relevant council
r 49	Duty to keep documents in any manner specified by the Keeper of Public Records until the building is demolished or removed from the allotment	Municipal Building Surveyor Deputy Municipal Building Surveyor Coordinator Information Management	Where Council is the relevant council
r 50	Duty to make documents available on request	Municipal Building Surveyor Deputy Municipal Building Surveyor, Planning & Building Administration Officer, Coordinator Planning & Building Administration Coordinator Information Management	Where Council is the relevant council
r 51	Function of providing information	Municipal Building Surveyor Deputy Municipal Building Surveyor, Planning & Building Administration Officer, Coordinator Planning & Building Administration Coordinator Information Management	Where Council is the relevant council
r 73(2)	Power of providing report and consent	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 74(4)	Power of providing report and consent	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 75(4)	Power of providing report and consent	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 76(4)	Power of providing report and consent	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 77(3)	Power of providing report and consent	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council

Building Regulations 2018

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 78(6)	Power of providing report and consent	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 79(6)	Power of providing report and consent	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 80(6)	Power of providing report and consent	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 81(6)	Power of providing report and consent	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 82(5)	Power of providing report and consent	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 83(3)	Power of providing report and consent	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 84(9)	Power of providing report and consent	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 85(3)	Power of providing report and consent	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 86(3)	Power of providing report and consent	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 87(2)	Power of providing report and consent	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 89(3)	Power of providing report and consent	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 90(2)	Power of providing report and consent	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 91(5)	Power of providing report and consent	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 92(2)	Power of providing report and consent	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council

Building Regulations 2018

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 94(6)	Power of providing report and consent	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant Council
r 95(3)	Power of providing report and consent	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 96(3)	Power of providing report and consent	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 97(2)	Power of providing report and consent	Municipal Building Surveyor Deputy Municipal Building Surveyor, MBS	Where Council is the relevant council
r 109(1)	Power of providing report and consent	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 109(2)	Power of providing report and consent	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 109(3)	Power to give consent under rr 109(1) or 109(2)	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council if it considers that the projection of the part of the building beyond the street alignment will not be detrimental to the safety of the public
r 116(4)	Power of providing report and consent	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 130(1)	Power of providing report and consent	Director City Development Manager Engineering & Investment Coordinator Engineering Assets Asset Engineer	Where Council is the relevant service authority
r 132(1)	Power of providing report and consent	Coordinator Environmental Health Environmental Health Officer	Where Council is the relevant council
r 133(2)	Power of providing report	Director City Development Manager Engineering & Investment Coordinator Engineering Assets Asset Engineer	Where Council is the relevant council

Building Regulations 2018

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 134(2)	Power of providing report and consent	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 147L(2)	Function of receiving an application for registration	Municipal Building Surveyor Deputy Municipal Building Surveyor Coordinator Information Management	Where Council is the relevant council
r 147M(2)	Function of receiving an application for registration	Municipal Building Surveyor Deputy Municipal Building Surveyor Coordinator Information Management	Where Council is the relevant council
r 147N(2)	Function of receiving an application for registration	Municipal Building Surveyor Deputy Municipal Building Surveyor Coordinator Information Management	Where Council is the relevant council
r 147O(1)	Power to give notice	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 147Q	Duty to enter information relating to a swimming pool or spa into Council's register	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 147R(1)	Duty to give notice of the matters in r 147R(1)(a) – (g)	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 147R(4)	Duty to specify a date for the purposes of r 147R(1)(g)	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 147R(5)	Power to specify date	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 147S(1)	Duty to remove from the register the information about the swimming pool or spa set out in r 147J, as soon as practicable, where satisfied that a registered swimming pool or registered spa no longer exists or is no longer capable of containing water to a depth of greater than 300 mm	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 147S(2)	Duty to give a notice in writing after removing the information about the swimming pool or spa from the register	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 147T(1)	Duty to determine the date of construction	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council

Building Regulations 2018

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 147U(1)	Duty to determine the date of construction	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 147V(1)	Duty of receiving a certificate of compliance	Municipal Building Surveyor Deputy Municipal Building Surveyor Coordinator Information Management	Where Council is the relevant council
r 147V(4)	Duty to give notice in writing following lodgement of a certificate of pool and spa barrier compliance by the owner	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 147W(1)	Power to exempt an owner from the requirement under r 147V(1) to lodge a certificate of pool and spa barrier compliance	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 147W(2)	Duty to give a notice in writing if an owner is exempted under r 147V(1)	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 147Z(1)	Power to extend the period for lodgement of a certificate of pool and spa barrier compliance if satisfied of the criteria in r 147Z(1)(a) – (e)	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 147Z(3)	Duty to give a notice, in writing, to the owner of the land specifying a new due date for the lodgement of a certificate of pool and spa barrier compliance as soon as practicable after that decision is made	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 147ZD	Duty to update the applicable barrier standard on the register to include the applicable barrier standard referred to in the certificate	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 147ZE	Duty to give a notice, in writing, to the owner as soon as practicable following lodgement of a certificate of pool and spa barrier compliance under r 147ZC	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 147ZJ(3)	Duty to give a notice, in writing, to the owner of the land on which the swimming pool or spa relating to the barrier is located	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 147ZL(1)	Duty to update the register with details of the name of the new owner of the land as soon as practicable	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 147ZL(2)	Duty to give a notice, in writing, to the new owner of the land	Municipal Building Surveyor Deputy Municipal Building Surveyor Coordinator Revenue & Rates	Where Council is the relevant council

Building Regulations 2018

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 147ZM	Duty to submit the requested information to the Authority in the form approved by the Authority	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council
r 148	Duty to prepare maps	Manager Project Delivery & Assets, Coordinator Engineering Assets	
r 149(1)	Duty to amend or prepare map for the existing or new designated special area	Manager Project Delivery & Assets, Coordinator Engineering Assets	Where Council is the relevant council
r 149(2)	Duty to advise the Authority if a designated special area is altered or created	Manager Project Delivery & Assets, Coordinator Engineering Assets	
r 149(3)	Duty to lodge copies of designated special area maps with the Authority	Manager Project Delivery & Assets, Coordinator Engineering Assets	Where Council is the relevant council
r 149(4)	Duty to make an up-to-date copy of each designated special area map, applicable to council's municipal district, available to the public for inspection	Manager Digital & Business Technology Manager Project Delivery & Assets Municipal Building Surveyor Deputy Municipal Building Surveyor Coordinator Engineering Assets	
r 150	Power to designate areas within council's municipal district in which buildings are likely to be subject to attack by termites.	Municipal Building Surveyor Deputy Municipal Building Surveyor	
r 152(1)	Power to designate areas in council's municipal district that are likely to be subject to significant snowfalls	Municipal Building Surveyor Deputy Municipal Building Surveyor	For the purposes of the BCA
r 153(2)	Power of providing report and consent	Director Infrastructure Manager Project Delivery & Assets Coordinator Engineering Assets	Where Council is the relevant council
r 153(4)	Duty not to give consent under r 153(2) if there is likely to be a danger to the life, health or safety of the occupants of the building due to flooding of the site	Director Infrastructure Manager Project Delivery & Assets Coordinator Engineering Assets	Where Council is the relevant council
r 153(5)	Power to specify, council's report, a level for the surface of the lowest floor of a building on the site	Director Infrastructure Manager Project Delivery & Assets Asset Engineer Coordinator Engineering Assets	Where Council is the relevant council

Building Regulations 2018

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 153(6)	Duty to consult with the floodplain management authority for the site and specify a level in line with r 153(6)(b) requirements	Director Infrastructure Manager Project Delivery & Assets Coordinator Engineering Assets	Where Council is the relevant council
r 153(7)	Duty to, without delay, advise the floodplain management authority and sewerage authority for the site of the floor level (if any) specified under r 153(5)	Manager Project Delivery & Assets Coordinator Engineering Assets	Where Council is the relevant council
r 154(1)	Power of providing report and consent	Manager Project Delivery & Assets Coordinator Engineering Assets	Where Council is the relevant council
r 154(2)	Power to include, in the report and consent Council provides, recommendations controlling the location and construction of retaining walls and fences in relation to designated land or designated work	Manager Project Delivery & Assets Coordinator Engineering Assets Asset Engineer	Where Council is the relevant council
r 154(3)	Duty to consult with the waterway management authority for the designated land or designated works before giving consent under r 154(1)	Manager Project Delivery & Assets Coordinator Engineering Assets Asset Engineer	
r 166B(c)(ii)	Power to approve floor area size greater than 60m ²	Municipal Building Surveyor Deputy Municipal Building Surveyor	
r 166C(1)(a)	Function of receiving notification from building owner of intention to commence occupying the building as the owner's principal place of residence	Municipal Building Surveyor Deputy Municipal Building Surveyor	
r 166C(1)(b)	Function of receiving notification from building owner of the proposed commencement date of that occupation	Municipal Building Surveyor Deputy Municipal Building Surveyor	
r 166C(2)	Function of receiving notification from building owner of proposed commencement date of occupation	Municipal Building Surveyor Deputy Municipal Building Surveyor	
r 187(2)	Power of providing report and consent	Environmental Health Officer Municipal Building Surveyor Deputy Municipal Building Surveyor Coordinator Environmental Health Environmental Health Officer	Where Council is the relevant council Subject to r 187(3)

Building Regulations 2018

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 202(1)	Duty to keep the documents relating to occupancy permits in any manner specified by the Keeper of Public Records	Municipal Building Surveyor Deputy Municipal Building Surveyor Coordinator Information Management	For the purposes of s 75 of the Building Act 1993
r 202(2)	Duty to keep documents relating to a temporary approval for 3 years after the earlier of the two periods set out in rr 202(2)(a) and 202(2)(b)	Municipal Building Surveyor Deputy Municipal Building Surveyor Coordinator Information Management	For the purposes of s 75 of the Building Act 1993
r 203	Function of receiving documents	Municipal Building Surveyor Deputy Municipal Building Surveyor Coordinator Information Management	
r 205	Function of receiving information	Municipal Building Surveyor Deputy Municipal Building Surveyor Coordinator Information Management	Where Council is the relevant council
r 215(3)(c)	Function of receiving a determination and report under s 120(2)(a) of the Building Act 1993	Municipal Building Surveyor Deputy Municipal Building Surveyor Coordinator Information Management	Where Council is the relevant council If the essential safety measure is required under an emergency order or a building order under Part 8 of the Building Act 1993
r 280(1)	Power to exempt a Class 10 building that is to be constructed on farm land and used for farming purposes, from all or any of the requirements of these Regulations	Municipal Building Surveyor Deputy Municipal Building Surveyor	Where Council is the relevant council

Dangerous Goods (Explosives) Regulations 2022

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 147(3)	Function of receiving written notice of intention to discharge firework, Chinese firecrackers or theatrical fireworks	Municipal Building Surveyor, Municipal Emergency Management Officer	Does not apply if local law requires a person to give Council greater notice of an intention to discharge fireworks

Drugs, Poisons and Controlled Substances Regulations 2017

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 7(1)	Power to have possession of 'Schedule 4 poisons' that are necessary for immunisation programs coordinated by Council in accordance with the Public Health and Wellbeing Act 2008	Coordinator Environmental Health	

Electricity Safety (Electric Line Clearance) Regulations 2020

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 1 cl 16	Function of receiving notice before cutting or removing certain trees	Manager Parks & Natural Environment	
sch 1 cl 19	Function of receiving notice after completion of cutting or removal of the trees	Manager Parks & Natural Environment	
sch 1 cl 20	Power to consult relating to safety of cutting or removal of trees close to an electric line	Manager Parks & Natural Environment	
sch 1 cl 21(1)	Power to consult relating to assisting to determine an additional distance that allows for conductor sag and sway	Manager Parks & Natural Environment	
sch 1 cl 21(3)	Duty to keep record of the additional distance for at least 5 years	Manager Parks & Natural Environment	

Infringements Regulations 2016

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 8	Duty to report listed information to Attorney-General	Manager Community Safety Coordinator Community Safety Support Coordinator Community Laws Parking Services Officer	

Land Acquisition and Compensation Regulations 2021

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 11	Function of providing certain information as set out in (a)-(h) as requested by an Authority	Manager Property & Leasing	
r 12	Function of providing certain information as set out in (a) - (d) as requested by an Authority	Manager Property & Leasing	Where Council is responsible authority

Local Government (General) Regulations 2015

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 10	Duty to include in the notice of rates and charges the information prescribed	Coordinator Revenue & Rates	

Local Government (Long Service Leave) Regulations 2021

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 7(2)	Function of receiving request from member to grant pay instead of long service leave	Coordinator Payroll	
r 7(3)	Duty to pay the member one-tenth of 3 months ordinary pay for each year of completed recognised service	Coordinator Payroll	
r 7(5)(a)	Duty to transfer long service leave entitlement to the other Council with the payment to be transferred under r 19(3)	Coordinator Payroll	
r 7(5)(b)	Duty to pay the public body or special body (as the case requires) an amount equal to one-fortieth of one month's ordinary pay for each completed month of recognised of the member calculated in accordance with these Regulations	Coordinator Payroll	
r 7(6)(b)	Duty to pay the member one-tenth of 3 months ordinary pay for each year of completed recognised service	Coordinator Payroll	If, before the member's termination becomes effective, the member has not taken the whole of the long service leave to which the member is entitled or pay instead of that leave, or deferred the taking of the long service leave entitlement under subregulation (4)
r 8(2)	Power to receive notice in writing from member who ceases employment in any of the circumstances set out under subregulation (1) to elect to take pay instead of all or any part of the long service leave to which the member is entitled	Coordinator Payroll	
r 8(3)	Duty to pay the member one-tenth of 3 months ordinary pay for each year of completed recognised service	Coordinator Payroll	

Local Government (Long Service Leave) Regulations 2021

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 8(4)(b)	Duty to pay member one-tenth of 3 months ordinary pay for each year of completed recognised service	Coordinator Payroll	If a member who ceases employment in any of the circumstances set out under subregulation (1) has not taken the whole of the long service leave to which the member is entitled or pay instead of that leave before their termination or retirement becomes effective
r 8(6)	Duty to pay the member referred to in subregulation (5) one-tenth of 3 months ordinary pay for each year of completed recognised service	Coordinator Payroll	
r 8(7)(b)(i)	Function of approving medical practitioner	Manager People & Culture	
r 9(2)	Duty to pay the legal personal representative of the member referred to in subregulation (1) (as the case requires) (a) the pay which the member elected to take; and (b) pay instead of any long service leave to which the member was entitled and which the member had not taken, or for which the member has not paid	Coordinator Payroll	
r 13(6)	Power to include, to the extent determined in each particular case by first Council, the whole or any portion of a period of service when the member was absent from duty with the prior or subsequent approval	Coordinator Payroll	
r 14(1)(b)	Duty to grant the member a day off instead of a public holiday	Coordinator Payroll	
r 14(2)	Power to agree on a mutually convenient time with the member	Directors Managers	
r 15	Power to agree on a mutually convenient time with the member to take all or part of long service leave entitlement	Directors Managers	
r 16	Power to approve long serve leave entitlement at half the salary for twice the period	Directors Managers	
r 17	Power to approve a member to engage in any employment for hire or reward while the member is on long service leave	Not delegated	
r 18	Duty to provide another Council with any information in its possession which may be required by that other Council for the purposes of these Regulations	Coordinator Payroll	

Local Government (Long Service Leave) Regulations 2021

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 19(2)	Duty to, within 2 months of being informed of the employment, pay to the Council an amount equal to one-fortieth of one month's pay for each completed month of service of the member with Council	Coordinator Payroll	Where Council is the member's former employer
r 19(3)	Duty to, within 2 months of being informed of the employment, pay to the Council an amount equal to one-fortieth of one month's pay for each completed month of service of the member with Council	Coordinator Payroll	Where Council is the member's former employer
r 19(4)	Duty to refund a payment made to it under subregulation (3)	Coordinator Payroll	Where Council is the member's new employer
r 20	Power to enter into an agreement with an authority, person responsible for an office or Authority referred to in regulation 13(4) regarding transfer of entitlements	Not delegated	

Local Government (Planning and Reporting) Regulations 2020

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 5(1)	Duty to include statements describing the financial resources are in the prescribed form	Manager Finance	
r 5(2)	Duty to include a statement of capital works in the Financial Plan	Manager Finance	
r 6	Duty to include prescribed information in the Financial Plan	Manager Finance	
r 7	Duty to include the prescribed information in the financial statements included in the budget	Manager Finance	
r 8	Duty to include other prescribed information in the budget or revised budget	Manager Finance	
r 9(2)	Duty to include the prescribed information in the report of operations	Manager Finance	
r 10	Duty to include in the report of operations a description of the operations of Council	Manager Finance	
r 11	Duty to include prescribed information relating to performance results in the performance statements	Manager Finance	
r 14	Duty to include the prescribed information in financial statements contained in the annual report	Manager Finance	

Occupational Health and Safety Regulations 2017

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 375(3)(c)(ii)	Function to assist in the preparation of an emergency management plan for a major hazard facility	Municipal Emergency Management Officer	

Occupational Health and Safety Regulations 2017

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 376(c)	Function to receive a copy of the parts of the emergency plan relating to the off-site consequences of a major incident occurring	Municipal Emergency Management Officer	
r 379(4)(b)	Function to review and, if necessary, revise the emergency management plan in relation to the off-site consequences of a major incident occurring	Municipal Emergency Management Officer	
r 394(1)	Function to receive information about the safety of a major hazard facility	Municipal Emergency Management Officer	
r 396	Function to be consulted on all matters that could affect the health and safety of members of the local community in the event of a major incident occurring	Municipal Emergency Management Officer	
r 434(b)(ii)	Function to receive a copy of the emergency plan relating to the off-site consequences of a major incident occurring	Municipal Emergency Management Officer	

Public Health and Wellbeing Regulations 2019

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 19(6)	Function of receiving a copy of a disease vector control notice	Coordinator Environmental Health Environmental Health Officer	
r 59(4)	Function of being notified of test results	Coordinator Environmental Health	
r 59(7)	Function of receiving written notice	Environmental Health Officer	
r 98	Function of being notified by the Secretary	Coordinator Environmental Health	
r 112(1)	Power to request information	Environmental Health Officer	

Public Health and Wellbeing (Prescribed Accommodation) Regulations 2020

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 12(2)	Power to determine a building to be of cultural heritage significance if one of the circumstances in (2)(a) - (d) exist	Director City Development Manager City Planning & Development	

Road Safety Road Rules 2017

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 200(2)	Power to permit drivers of heavy and long vehicles to stop on roads in a built-up area for longer than 1 hour	Manager Engineering & Investment, Manager Community Safety	
r 244C	Function of consulting with the Head, Transport for Victoria regarding specification of a route or area under r 244C(1)	Manager Engineering & Investment	
r 289(1)(d)	Power to prohibit drivers riding bicycles or animals on the nature strip	Manager Engineering & Investment, Manager Community Safety Coordinator Transport	

Road Safety (General) Regulations 2019

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
79(1)(b)	Power to authorise staff member to file a charge	Manager Community Safety	

Road Safety (Traffic Management) Regulations 2019

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 5	Power to appoint school crossing supervisor	Manager Community Safety	
r 10(1)	Function of receiving notice, in writing, from the Head, Transport for Victoria if the Head, Transport for Victoria proposes to erect, display, place, remove or alter a traffic control device of a kind referred to in r 9(4)(a) to (f) (a proposal) on a road or road related area that is within the municipal district of the Council	Director City Development Manager Engineering & Investment	Unless the road or road related area forms part of a freeway or arterial road
r 10(2)	Power to disagree, in writing, with the proposal	Director City Development Manager Engineering & Investment	
r 11(1)	Power to erect, display, place, remove or alter traffic control devices on roads or road related areas	Director City Development Manager Engineering & Investment	Where Council is a responsible entity
r 11(2)(a)	Power to erect, display, place, remove or alter a minor traffic control device that is for the control of stopping or parking of vehicles in accordance with Part 12 of the Road Safety Road Rules 2017 (Vic)	Director City Development Manager Engineering & Investment	On a road or road related area forming part of an arterial road within Council's municipal district

Road Safety (Traffic Management) Regulations 2019

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 11(2)(b)	Power to erect, display, place, remove or alter a traffic control device that is associated with a children's crossing	Director City Development Manager Engineering & Investment	
r 11(2)(c)	Power to erect, display, place, remove or alter a traffic control device installed in accordance with r 15	Director City Development Manager Engineering & Investment	
r 11(2)(d)	Power to erect, display, place, remove or alter any other minor traffic control device or a major traffic control device	Director City Development Manager Engineering & Investment	With the authorisation of the Head, Transport for Victoria Subject to r 11(3)
r 11(4)	Duty to alter the minor traffic control device to remove the inconsistency or remove the minor traffic control device	Director City Development Manager Engineering & Investment	If a minor traffic control device referred to in r 11(2)(a) is inconsistent with a major traffic control device located on the same length of road
r 12(1)(d)	Power to authorise an authorised works manager, or a person acting on behalf of an authorised works manager, to erect, display, place, remove or alter any other minor traffic control device	Director City Development Manager Engineering & Investment	Where Council is the coordinating road authority for that road or road related area Note: see r 23(b)
r 13(1)(f)	Power to authorise a person, to whom a coordinating road authority has issued a permit under section 99B of the Road Safety Act 1986 (Vic) to conduct a nonroad activity, to erect, display, place, remove or alter any other minor traffic control device	Director City Development Manager Engineering & Investment Coordinator Transport Transport Engineer	Where Council is the coordinating road authority for that road or road related area Note: see r 23(b)
r 18(1)(b)	Power to authorise a person to erect, display, place, remove or alter traffic control devices	Director City Development Manager Engineering & Investment Coordinator Transport Transport Engineer	Where Council is the coordinating road authority Note: see r 23(b)
r 27	Power to permit, in writing, a person to drive a vehicle on a road in an organised procession (other than a funeral procession) or a parade	Director City Development Manager Engineering & Investment	Where Council is the coordinating road authority for that road
r 30(4)	Power to approve, in writing, a police-controlled rolling road closure	Director City Development Manager Engineering & Investment	Where Council is the coordinating road authority
r 32(2)(d)(ii)	Power to approve a highway collection being conducted	Director City Development Manager Engineering & Investment	

Road Safety (Traffic Management) Regulations 2019

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 34(1)	Function of receiving an application for a permit under s 99B of the Road Safety Act 1986 (Vic) from a person intending to conduct a non-road activity on a highway	Director City Development Manager Engineering & Investment	Where Council is the coordinating road authority
r 34(4)	Power to reduce, waive or refund the fee for a permit	Director City Development Manager Engineering & Investment	Where Council is a coordinating road authority. If there are special circumstances that justify the reduction, waiver or refund of the fee

Road Safety (Vehicles) Regulations 2021

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 122(3)	Power to enter into an agreement with Secretary to provide extracts for fees	MCS	

Subdivision (Fees) Regulations 2016

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 9	Power to fix a fee for considering an engineering plan submitted under s 15 of the Subdivision Act 1988	Manager City Planning & Development Assistant Manager Statutory Planning	
r 12	Power to waive or rebate the payment of a fee payable under the Subdivision Act 1988	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning	
r 13	Duty to record reasons for waiving or rebating payment of a fee under r 12 in writing	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning	

Subdivision (Procedures) Regulations 2021

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 11	Duty to give the applicant the street address and lot location of each plot on the plan	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Team Leader Statutory Planning Planning Officer Technical Officer Subdivisions	
r 14(a)	Duty to provide the referral authority with a copy of the application and certain details	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Team Leader Statutory Planning Planning Officer Technical Officer Subdivisions	
r 14(b)	Duty to provide the applicant with a copy of the application and certain details	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Team Leader Statutory Planning Planning Officer Technical Officer Subdivisions	
r 19(1)	Duty to send the referral authority notice of revised time for consideration of the plan, when sending a copy of altered plan under s 10(5) of Subdivision Act 1988	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Team Leader Statutory Planning Planning Officer Technical Officer Subdivisions	
r 19(3)	Duty to send the applicant notice of revised time for consideration of the plan when altered plan is sent to a referral authority under s 10(5) of Subdivision Act 1988	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Team Leader Statutory Planning Planning Officer Technical Officer Subdivisions	

Subdivision (Procedures) Regulations 2021

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 23(a)	Duty to provide the referral authority with a copy of the plan and certain details, when referring an application to amend a certified plan under s 11(2) of Subdivision Act 1988	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Team Leader Statutory Planning Technical Officer Subdivisions	
r 23(b)	Duty to provide the applicant with a copy of the application and certain details, when referring an application to amend a certified plan under s 11(2) of Subdivision Act 1988	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Team Leader Statutory Planning Technical Officer Subdivisions	
r 29	Duty to provide the applicant with the amended street address and lot location of each lot on amended plan or new plan	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Team Leader Statutory Planning Technical Officer Subdivisions	In circumstances described in r 29
r 33(1)	Duty to maintain a register of applications	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Team Leader Statutory Planning Technical Officer Subdivisions	May be kept in conjunction with register of permit applications kept under s 49(1) of the Planning and Environment Act 1987
r 33(4)	Duty to make the register available for inspection	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Team Leader Statutory Planning Technical Officer Subdivisions	
r 36(4)	Duty to send notice of refusal where Council refuses to issue a statement of compliance under s 21 of Subdivision Act 1988	Director City Development Manager City Planning & Development Assistant Manager Statutory Planning Team Leader Statutory Planning Technical Officer Subdivisions	

Subdivision (Registrar's Requirements) Regulations 2011

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 20	Function of being advised by Registrar of any amendments made to any certified plan under s 22(2)(a) of Subdivision Act 1988	Manager City Planning & Development Assistant Manager Statutory Planning Technical Officer Subdivisions	

Community Local Law 2014

Provision	Power Delegated	Delage	Conditions & Limitations
	Powers, discretions, authorities and considerations of Council under this Local law including (but not limited to) the powers, discretions and authority to issue or refuse permits, fix conditions and durations relevant to such permits, cancel permits, require additional information, apply standards or guidelines or policies of Council, consider appeals and waive the need for any permit or waive or reduce any fee or charge or to do any act, matter or thing necessary or incidental to the performance or exercise of any function or power by the Council.	Director City Development, Manager Community Safety, Coordinator Community Laws, Coordinator Community Safety Support *Manager Arts & Cultural Services, Cultural Services Lead, Festivals Coordinator	*Delegation limited to section 2.1.1(b) and (d) only.

Miscellaneous and Administrative Powers

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section A - Finance Issues	Power to sign and issue Council order forms for purchase of goods, services and works and to enter into contracts for provision of goods, services and works to the Council	Directors, Managers, Coordinators	Subject to: compliance with Council's Procurement Policy and budgetary provision.
Section A - Finance Issues	Power to authorise payment of wages, salaries, related payments.	Manager Finance Coordinator Application & Business Support Coordinator Financial Accounting Coordinator Financial Planning & Analysis Coordinator Procurement Financial Accountant Financial Planning & Analysis Accountant Financial Planning Analyst	Any of two signatories required.
Section A - Finance Issues	Power to authorise payment of Councillor and Mayoral allowances	Manager Governance & Integrity	Within the amount of allowance as determined by Council the Victorian Independent Remuneration Tribunal in accordance with s 7439 of the Local Government Act 1989 2020 In accordance with s 39(6) of the Local Government Act 2020, s 74 of the Local Government Act 1989 continues to apply in respect of allowances payable to Mayors, Deputy Mayors and Councillors until the first Determination made by the Victorian Independent Remuneration Tribunal in accordance with s 39(6) of the Local Government Act 2020
Section A - Finance Issues	Power to open bank accounts in Council's name	Director Corporate Services	
Section A - Finance Issues	Power to approve invoices and accounts for payment. Budget items - e.g. super.	Directors, Managers, Coordinators	Subject to compliance with Council's Procurement Policy.
Section A - Finance Issues	Power to authorise enforcement of overdue debts	Directors	In relation to the area of functional responsibility.

Miscellaneous and Administrative Powers

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section A - Finance Issues	Power to appoint collection agency	Director Corporate Services	
Section A - Finance Issues	Power to approve contract variations	Directors	Subject to Council's Procurement Policy; budget provision and the variation not exceeding the approved contingency amount for the contract. Note: if variation exceeds contingency sum in contract, variation is to be approved via the same approval process as per the original contract.
Section A - Finance Issues	Power to amend or vary agreements	Directors	
Section A - Finance Issues	Power to sign cheques	Directors Manager Property & Leasing Manager People & Culture Manager Finance Manager Community Safety	
Section A - Finance Issues	Power to authorise Petty Cash	Directors, Managers	
Section A - Finance Issues	Power to issue credit cards to staff	Director Corporate Services Manager Finance	
Section A - Finance Issues	Power to authorise calling of invitations for expressions of interest or tenders for works, services and equipment.	Not delegated	
Section A - Finance Issues	Power to authorise to sign contracts of sale and vendor statements for land approved for sale.	Director City Development Manager Property & Leasing	Subject to prior Council approval.
Section A - Finance Issues	Power to sign contracts of sale for the approved acquisition of Real Estate (see 2A).	Director City Development Manager Property & Leasing	Within delegated financial limits.
Section A - Finance Issues	Power to authorise the order, release, refund, or return of securities, bank guarantees and bonds, relating to property transactions only.	Director City Development Manager Property & Leasing Manager Finance	

Miscellaneous and Administrative Powers

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section A - Finance Issues	Power to authorise progress payments.	Directors, Managers, Coordinators	Subject to existing financial delegations.
Section A - Finance Issues	Power to authorise payment of contract variations.	Directors	
Section A - Finance Issues	Power to determine fees and charges.	Not delegated	Fees are determined by Council in the annual budget process.
Section A - Finance Issues	Power to authorise the sale or disposal of assets other than land.	Director Community Services Director Infrastructure Director City Development Director Corporate Services Manager City Services	Director Infrastructure and Manager for plant and equipment Other - Directors
Section A - Finance Issues	Power to write off bad debts	Director Corporate Services Manager Finance	Director - Up to \$10,000. Manager - Up to \$2,500.
Section A – Finance Issues	Power to approve electronic payments and transfers	Manager Finance Coordinator Application & Business Support Coordinator Financial Accounting Coordinator Financial Planning & Analysis Coordinator Procurement Financial Planning & Analysis Accountant Financial Planning Analyst	
Section B - Building Issues	Power to determine fees required under cl 1(c)(i) of sch 2 and ss 18, 42 and 54 of the Building Act 1993 for building permit, application for an occupancy permit (building work) and application for an occupancy permit (places of public entertainment).	Not delegated	Fees are determined by Council in the annual budget process.

Miscellaneous and Administrative Powers

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section B - Building Issues	Power to determine fees payable, person responsible for payment of fees and method of payment and recovery of fees for any application, approval, permit, consent, referral, request, information, inspection, consultation, advice, report, the keeping of documents and records or other function, service or work performed or provided under the Building Act 1993, Building Regulations 2018 or for the purposes of any other building control or related function of the Council by the Council or its delegate or any member of staff of the Council.	Not delegated	
Section C - Miscellaneous Issues	Power to appoint agent, and enter into agency agreement, for the purposes of s108 of the Local Government Act 2020	Not delegated	
Section C - Miscellaneous Issues	Power to obtain legal opinions and instruct external legal providers	Directors, Managers, Coordinators	For areas of functional responsibility. Excludes authority to brief counsel or senior counsel.
Section C - Miscellaneous Issues	Power to approve legal costs	Directors, Managers, Coordinators	Subject to financial delegation limits.
Section C - Miscellaneous Issues	Power to make "ex gratia" settlement of insurance claims.	Director Corporate Services Coordinator Health Safety & Wellbeing	Subject to the agreement of the underwriter and subject to existing financial delegations.
Section C - Miscellaneous Issues	Power to manage processing of insurance claims.	Coordinator Health Safety & Wellbeing	
Section C - Miscellaneous Issues	Power to execute funding and service agreements with other levels of government.	Directors, Managers	

Miscellaneous and Administrative Powers

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section C - Miscellaneous Issues	Power to execute applications for government grants.	Directors, Managers	
Section C - Miscellaneous Issues	Power to determine suitability and value of "in kind" local contributions toward \$ for \$ capital works.	Directors, Managers	
Section C - Miscellaneous Issues	Power to assess and determine applications for HACC services.	Home Support Assessor	
Section C - Miscellaneous Issues	Power to grant approval for storage or sale of liquor on Council premises.	Not delegated	
Section C - Miscellaneous Issues	Power to make seasonal and casual allocation of sporting grounds.	Director Community Services Manager Property & Leasing Manager Leisure & Recreation Services Coordinator Active Communities Active Communities Administration Officer Leisure & Recreation Services Administration Officer Recreation Services Officer	
Section C - Miscellaneous Issues	Power to enter into agreements for voluntary or not-for-profit organisation to use Council facilities	Director Community Services Manager Property & Leasing Manager Leisure & Recreation Services Coordinator Active Communities Active Communities Administration Officer Leisure & Recreation Services Administration Officer Recreation Services Officer	
Section C - Miscellaneous Issues	Power to make statements to the press	Manager Strategic Communications & Customer Service	

Miscellaneous and Administrative Powers

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section C - Miscellaneous Issues	Power to make a decision relating to the conduct of a proceeding before the Victorian Civil and Administrative Tribunal, including a decision to settle the proceeding	Directors	Where Council is a party to a proceeding at the Victorian Civil and Administrative Tribunal
Section C - Miscellaneous Issues	Power to give authority to make statements to the press	Not delegated	
Section C - Miscellaneous Issues	Power to authorise the issue of media releases	Manager Strategic Communications & Customer Service	
Section C - Miscellaneous Issues	Power to authorise access to Council files and documents	Manager Governance & Integrity Coordinator Information Management	
Section C - Miscellaneous Issues	Power to sign correspondence	Directors, Managers, Coordinators	
Section C - Miscellaneous Issues	Power to enter into a licence for the occupation or use of property	Director City Development Manager Property & Leasing	
Section C - Miscellaneous Issues	Power to make a decision relating to the conduct of a proceeding before Court, including a decision to settle the proceeding	Not delegated	
Section C - Miscellaneous Issues	Power to approve litigation settlement amounts	Director Corporate Services Manager People & Culture	For HR/IR matters - up to \$5,000.
Section C - Miscellaneous Issues	Power to appeal a decision of the Victorian Civil and Administrative Tribunal or Court	Not delegated	

Miscellaneous and Administrative Powers

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section C - Miscellaneous Issues	Duty to administer a competition and consumer protection compliance program	Director Corporate Services Manager Finance Coordinator Procurement	Note: Maddocks advised that while there is no specific provision or express duty imposed on Councils to administer a compliance program under either (Competition and Consumer Act 2010 or the Australian Consumer Law and Fair Trading Act 2012) reference is included, to remind Councils that they are required to comply with Australian Consumer Law.
Section C - Miscellaneous Issues	Duty to administer a privacy compliance program	Manager Governance & Integrity, Coordinator Information Management	
Section C - Miscellaneous Issues	Power to authorise entertainment expenses	Not delegated	
Section C - Miscellaneous Issues	Power to authorise publication on the internet	Manager Strategic Communications & Customer Service	
Section C - Miscellaneous Issues	Power to authorise publication on the Intranet	Manager People & Culture	For HR/IR matters.
Section C - Miscellaneous Issues	Power to make or authorise the making of submissions to external bodies	Directors	
Section C - Miscellaneous Issues	Power to approve arrangements having important public relations aspect (e.g. opening ceremony for new facilities)	Not delegated	
Section C - Miscellaneous Issues	Power to authorise expenditure on advertising and media	Directors, Managers, Coordinators	
Section C - Miscellaneous Issues	Power to give permission to publish any document or publication	Directors, Managers, Coordinators	

Miscellaneous and Administrative Powers

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section C - Miscellaneous Issues	Power to authorise allocation or changeover of garbage bins	Manager City Services, Director Infrastructure	
Section C - Miscellaneous Issues	Power to serve statements under the Land Acquisition and Compensation Act 1986	Director City Development	
Section C - Miscellaneous Issues	Power to sign transfer-related documentation under the Duties Act 2000	Director City Development	
Section C - Miscellaneous Issues	Power to authorise the release of deposit moneys under the Sale of Land Act 1962	Director City Development	
Section C - Miscellaneous Issues	Power to serve statutory notices in relation to land owned or managed by Council	Director City Development	
Section C - Miscellaneous Issues	Power to request a Minister or Secretary to appoint a Council officer to be an authorised officer or authorised for a particular purpose under an Act	Directors	
Section C - Miscellaneous Issues	Function of lodging claims for Natural Disaster Financial Assistance and liaising with the Department of Treasury and Finance regarding claims	Directors, Managers	