

MINUTES

ORDINARY MEETING OF COUNCIL

Tuesday, 15 September 2015

Held at the
Council Conference and Reception Centre
City Hall, Little Malop Street, Geelong
commencing at 7.00p.m.

COUNCIL:

Cr. D. Lyons
Mayor

(G21 Geelong Regional Alliance, Finance, Governance, Regional Cities)

Cr. T. Ansett (*Windermere*)

(Heritage, Rural Communities)

Cr. L. Ellis (*Coryule*)

(Coastal Communities, Infrastructure, Parks and Gardens, Climate Change)

Cr. J. Farrell (*Beangala*)

(Community Safety, Youth, Women in Community Life, Finance)

Cr. K. Fisher (*Corio*)

(Community Development, Tourism)

Cr. B. Harwood (*Kardinia*)

(Enterprise Geelong, Primary Industries)

Cr. M. Heagney (*Brownbill*)

(Central Geelong, Planning)

Cr. J. Irvine (*Austin*)

(Sport and Recreation)

Cr. E. Kontelj (*Cowie*)

(Aboriginal Affairs, Multicultural Affairs, Finance)

Cr. R. Macdonald (*Cheetham*)

(Major Projects, Knowledge Economy & Education, Veteran Affairs)

Cr. R. Nelson (*Deakin*)

(Major Events)

Cr. A. Richards (*Buckley*)

(Environment & Sustainability, Transport, Arts & Culture, Climate Change)

SECTION A - PROCEDURAL MATTERS

Acknowledgements	1
Apologies	1
Leave of Absences.....	1
Confirmation of Minutes	2
Declarations of Conflicts of Interest	2
Question Time	2-3
Petitions	3

SECTION B - REPORTS

1. Town Centre – Tree Lighting Project	4-6
2. Revocation of Flood-Prone Area Designation of New Lots at Lara Central, Lara Stages 1A, 1B, 2 and 5.....	7-12
3. Debt Management – Policy Update	13-14
4. Delegations from Council to Staff	15-19
5. Road Naming – Unnamed Laneway, Newtown.....	20-23
6. Road Renaming – Two Sections Lake Road, Armstrong Creek.....	24-26
7. Aberdeen Street, Geelong West – Carpark Construction – SRC305 – Finalisation of Scheme	27-32
8. Manton Road and Lester Street, Moolap – Road Construction SRC331 – Finalisation of Scheme	33-39
9. Colite Street, Margate Street and Grandview Parade, Barwon Heads – Road Construction – SRC316 – Finalisation of Scheme	40-45
10. Iconic Floating Christmas Tree	46-48
11. Municipal Association of Victoria State Council Meeting	49-50
12. Malop Street Acquisition (<i>Confidential</i>).....	51
13. GREP Land Sale (<i>Confidential</i>)	52
14. Audit Advisory Committee Summary Report (<i>Confidential</i>).....	53

SECTION C – ASSEMBLY OF COUNCILLORS

SECTION D – PLANNING DELEGATIONS

SECTION E – CONFIDENTIAL

**MINUTES OF THE ORDINARY MEETING
OF THE GREATER GEELONG CITY COUNCIL
HELD AT THE COUNCIL CONFERENCE AND RECEPTION CENTRE
CITY HALL, LITTLE MALOP STREET, GEELONG
TUESDAY, 15 SEPTEMBER 2015
COMMENCING AT 7.00P.M.**

PRESENT: Crs D Lyons (Mayor), T Ansett, L Ellis, J Farrell, K Fisher,
B Harwood, M Heagney, J Irvine, E Kontelj, R Nelson, A Richards

Also present: K Spiller (Interim Chief Executive Officer), D Frost (General Manager Strategy & Performance), P Bettess (General Manager Planning and Tourism), W Tieppo (General Manager City Services), L Quinn (Acting General Manager Community Services), P Jane (Acting General Manager Projects, Recreation and Central Geelong), R Bourke (Governance Coordinator), T McDonald (Manager Customer Services & Councillor Support), A Paterson (EO – Mayor), J Merlo (Senior Media Officer)

OPENING: The Mayor declared the meeting open at 7.00pm

ACKNOWLEDGEMENTS:

Council acknowledges Wadawurrung Traditional Owners of this land and all Aboriginal and Torres Strait Islander People who are part of the Greater Geelong community today.

APOLOGIES: Cr R Macdonald

LEAVE OF ABSENCES:

Cr Irvine moved, Cr Nelson seconded –

That Leave of Absence be granted to:

- 1) Cr Ansett from 14 September until 18 September 2015, inclusive;**
- 2) Cr Lyons (Mayor) from 26 September to 7 October 2015, inclusive.**
- 3) Cr Heagney's previously approved leave from 17 September until 8 October 2015 be amended to returning on 2 October 2015.**

Carried.

Cr Richards moved, Cr Ellis seconded –

That Cr Heagney be appointed to the position of Acting Mayor from 3 October until 7 October 2015, inclusive.

Carried.

Cr Heagney moved, Cr Richards seconded –

That Cr Harwood be appointed as Acting Mayor for the remaining period of the Mayor's leave from 26 September until 2 October 2015, inclusive.

Carried.

CONFIRMATION OF MINUTES:

Cr Irvine moved, Cr E Kontelj seconded -

That the Minutes of the Ordinary Meeting held on 25 August 2015 and the Special Meeting held on 1 September 2015 be confirmed and signed.

Carried.

DECLARATIONS OF CONFLICTS OF INTEREST:

Cr E Kontelj declared a Direct Interest in Agenda Item 1 – Town Centre – Tree Lighting Project in that he is currently purchasing a property in Ryrie Street.

Cr Heagney declared a Direct Interest in Agenda Item 1 – Town Centre – Tree Lighting Project in that she owns a property in Ryrie Street.

Cr Heagney declared an Indirect Interest in Agenda Item 12, Malop Street Acquisition in that she received a campaign donation from a person who now owns/lives in an apartment abutting the lane.

Cr Lyons (Mayor) declared a Direct Interest in Agenda Item 12, Malop Street Acquisition in that he owns properties in and around the direct area for discussion and voting.

QUESTION TIME:

Question Time is an opportunity for questions to be addressed to Council and while the minutes record the general content, they do not purport to be a transcript of what was said by individuals. Likewise Councillor or Officer verbal responses are in summary form only. Views expressed may not be the views of Council.

Council's practice is to provide a separate document on its website setting out questions and responses including any more detailed written responses which may be provided subsequent to the meeting.

Ellen Csar asked if some signs in the local Kildare Ward could be upgraded?

William Tieppo advised that the two locations referred to are being investigated.

Jim Connor asked the following on behalf of Jonathan and Kate Connor:

Residents in Kildare Ward currently do not have any Councillor to democratically represent their interests.

At a recent planning consultation meeting for an application to locate a Telstra Telecommunications Tower within the Western Cemetery in Herne Hill close to houses, a school and kindergarten, objectors with health concerns were told this would soon be decided at a Development Hearings Panel, unless 'called in' by a Councillor.

This Cemetery has a heritage overlay that references significance for its early date of formation (1855-1858), its original layout and plantings, important historical associations with many Geelong families and aborigines of the district including King Dan Dan Nook (Jerry) and other members of the Barrabool Tribe, as well as the Hon James Strachan. In historical and environmental terms it is considered one of Victoria's most significant cemeteries and is of State significant.

How can this application now be brought before the Planning Committee?

Peter Bettess responded that Council Policy is that the Ward Councillor discusses with the Portfolio Holder and if deemed necessary will be brought to a Planning Committee for consideration.

Cr Lyons (Mayor) has temporary responsibility for the Kildare Ward until the replacement Kildare Councillor is elected in October 2015.

The Mayor added he would discuss with Cr Heagney this week and come back either in writing or a telephone call.

Mary Wallace asked various questions which were not submitted.

Jennifer Bantow asked the following –

At the Council meeting of 28 April this year Council resolved to ... over a six month period investigate ways of retaining ownership of the Old Geelong Gaol while funding the maintenance program and achieving its tourism potential including partnerships with other groups and entities and a report should be brought back by November.

At a recent Tourism Greater Geelong and the Bellarine Forum held at Curlewis Golf Club the Hon John Eren, Minister for Tourism, announced funding for the new tourism region and acknowledged the importance of heritage assets as tourist attractions.

As the Local National Trust Branch made a submission 12 months ago on this issue we hope we are one the groups and entities involved in the future of the Old Geelong Gaol.

Could Council please advise what progress has been made on its resolution of 28 April?

Cr Heagney responded Council's Property Advisor is putting together a process for the establishment of the Terms of Reference in relation to this issue.

Cr Heagney added Council will ensure that all interested parties will be contacted when a process is put in place and have taken on notice your wish to be involved on any consultative committee. The Rotary Club and I had a meeting today on their vision.

Ms Bantow also expressed a wish to be involved in any discussions around the Telecommunications Tower in the Western Cemetery.

PETITIONS: Nil.

Cr E Kontelj declared an Direct Interest in Agenda Item 1 – Town Centre – Tree Lighting Project in that he is currently purchasing a property in Ryrie Street and left the meeting room at 7.15pm prior to discussion.

Cr Heagney declared a Direct Interest in Agenda Item 1 – Town Centre – Tree Lighting Project in that she owns a property in Ryrie Street and left the meeting room at 7.15pm prior to discussion.

1. TOWN CENTRE - TREE LIGHTING PROJECT

Portfolio:	Major Projects – Cr Macdonald
Source:	Projects, Recreation & Central Geelong : Strategic Projects/Urban Design
A/General Manager:	Paul Jane
Index Reference:	Tree Lighting

Purpose

This report provides information to Council on the proposed program for decorative street tree lighting throughout Geelong.

Summary

- Council commenced a proposed five year Town Centre Tree Lighting Project in 2014/15.
- This report identifies sites for the 2015/16 program.
- Further sites have been identified if funding is allocated in future years.

Cr Richards moved, Cr Harwood seconded -

That Council:

- 1) endorses Ryrie Street, Geelong, Murradoc Road, St Leonards and Hitchcock Avenue, Barwon Heads as the sites for the 2015/16 program;**
- 2) notes the proposed sites for 2016/17 and Lt Malop Street Geelong and Pakington Street, Newtown.**

Carried.

Background

Council's decorative/festive lighting program has been designed to be implemented over a number of years, to match available funding.

In the 2014/15 budget, Council allocated \$500,000 to install decorative tree lighting across the municipality. The sites were chosen to add life to as many of the shopping centres across Greater Geelong as practical and to improve the lighting effects in Central Geelong. Budget considerations also assisted in determining the number and size of sites. The intention is that overtime street tree lighting will be evident across much of the City. The sites selected in 2014/15 were:-

- Moorabool Street, Geelong; (*Malop Street to Brougham Street*)
- The Terrace, Ocean Grove;
- Newcombe Street, Portarlington;
- Belle Vue Avenue, Highton;

- Pakington Street, Geelong West;
- Belmont Library forecourt; *and*
- Centreway, Lara.

Each of these locations received a unique design in response to the existing streetscape.

Discussion

Due to the success of the first year of the decorative lighting program, Council committed a further \$300,000 to continue the program in 2015/16, and has considered further allocations to complete the 5 year program in its strategic resource plan.

The criteria to select the sites for 2015/16 and 2016/2017 is similar to that for the first year of the program. A Central Geelong site has been selected which will support other work happening in Central Geelong and provide a great outcome for the local traders and community. The other two sites are in suburbs of Geelong.

The sites for 2015/16 are detailed below:

2015-2016

Ryrie Street, Geelong

Bud lights to 32 trees

Ryrie Street contains a substantial centre planting of 160 Port Jackson Figs (*Ficus Rubiginosa*) planted in 2002. The trees will provide a perfect canvas for the installation of bud lights. In consideration of the full five year program and the decision to install lights in Moorabool Street in 2014/15, it is considered that Ryrie Street will deliver a great outcome for Central Geelong.

Murradoc Road, St. Leonards

Bud lights to 16 trees

St. Leonards was identified as a priority project as it is one of the smaller sites in the program but will deliver a significant impact on the local community. A solar solution should enable 16 trees to be lit.

Hitchcock Avenue, Barwon Heads

Bud lights to 40 trees

In 2013 the Barwon Heads trader group installed solar bud lights in a number of trees along Hitchcock Ave, at their cost. The system was a prototype and only worked for a limited period of time. Unfortunately, the lights needed to be removed in 2014 and while other solar lights have been trialled, it is intended to install lights as part of this program to give support to the earlier work initiated by the traders.

The costs associated with lighting will vary depending upon the available power source, size of tree and location

2016-2017 (subject to budget)

Lt Malop Street, Geelong

Bud lights to 60 trees

The lighting of Lt Malop Street will continue the Central Geelong program. This project consists of fitting 60 of the existing Hornbeam trees (*Carpinus Betulus Fastigiata*) between Yarra and Moorabool Streets with bud lights.

Pakington Street, Newtown

Bud lights to 4 trees

There are four large existing trees in the Chilwell shopping centre, between Nicholas Street and Fairview Avenue which will be fitted with bud lights.

If funds are confirmed for future years, it is proposed that the following sites be completed:-

- Bacchus Marsh Road, Corio
- Moorabool Street, between Malop and Corio Streets
- Moorabool Street, between Corio & Brougham Streets
- Moorabool Street, between Ryrie & Lt Malop Streets
- Moorabool Street, between Lt Malop & Malop Streets
- Malop Street, between Yarra & Moorabool Streets
- Malop Street, between Moorabool & Gheringhap Streets

Environmental Implications

All lighting supplied is low voltage. Prototype testing will continue with a view to installing solar systems as much as possible in the future.

Financial Implications

Costs are estimated, based on previous works and are within the budget allocated.

Council has allocated \$300,000 in 2015/16 and has considered and has considered further allocations to complete the 5 year program in its strategic resource plan

There is an estimated annual maintenance cost of \$50,000 for all of the decorative tree lighting, once the program is completed.

Policy/Legal/Statutory Implications

There is no known implicit policy or statutory implications to this project.

Alignment to City Plan

The project aligns with 'Building the Economy'. Streetscape improvements support retail activity and provides attractive evening environments throughout the municipality.

Officer Direct or Indirect Interest

There are no direct or indirect conflicts for Council officers involved in this project.

Risk Assessment

All work is undertaken by specialist installers and built to industry standards to ensure safe operation at no risk to the public.

Social Considerations

The installation of tree lighting in key locations has been popular with residents and visitors. Attractive streetscapes help to engender pride in the community and contributes to a feeling of safety in the streets.

Human Rights Charter

This report has no impact on compliance with the Human Rights Charter.

Consultation and Communication

Stakeholders will be consulted on the impact of physical works associated with this project. Works will be scheduled to ensure minimum disruption to adjacent properties.

Crs Heagney and E Kontelj re-entered the meeting room at 7.25pm.

2. REVOCATION OF FLOOD-PRONE AREA DESIGNATION OF NEW LOTS AT LARA CENTRAL, LARA STAGES 1A, 1B, 2 AND 5

Portfolio: Infrastructure, Parks & Gardens – Cr Ellis
Source City Services – Engineering Services
General Manager: William Tieppo

Purpose

The purpose of this report is to present a revision to the flood mapping for existing conditions produced within the stages of the development of Lara Central, Lara.

Summary

- The flood mapping is subject to a revision due to the subdivision and development at 40 and 50, 5 and 55 Caddys Road and 121 Flinders Avenue, Lara. Prior to subdivision the parent lot was considered to be liable to flooding. This development site, which is also known as Lara Central, Stages 1A, 1B, 2 and 5, achieves flood immunity for newly created lots for flood events up to and including the 100 year Average Recurrence Interval (ARI) event due to approved internal and external earthworks.
- The earthworks undertaken have resulted in the floodwaters from the 100 year ARI event being contained within the boundaries of the road network.
- Council has a statutory obligation under the Building Regulations 2006 to designate land as liable to flooding where it reasonably knows it to be prone to flooding. Conversely, there is an obligation to remove the encumbrance of designation from land that is no longer considered to be flood-prone.
- It should be noted that designation is separate to the creation of flood overlays within the Planning Scheme, which generally follows designation. In the case of Lara Central, the planning scheme amendment to create post-development flood zones or overlays is proposed after the design of the proposed precincts.
- The current designated flood mapping (refer to Attachment 1) was designated by Council at its meeting of 26 October 2004, under the provisions of the Building Regulations 2006. Designation of land as liable to flooding enables the control of floor levels for acceptable building permit applications, or refusal of consent to building applications where there is likely to be a danger to life, health or safety due to flooding. Designation also enables disclosure of flood status within statutory information certificates.

Cr Ellis moved, Cr Richards seconded -

That Council revoke the Council designation of 26 October 2004 of flood affected land Lara Central, Stages 1A, 1B, 2 and 5 as liable to flooding pursuant to Regulation 802(2) of the Building Regulations 2006.

Carried.

Background

Designation of land as liable to flooding under Regulation 802 of the Building Regulations 2006 enables the control of floor levels for acceptable building permit applications, or refusal of consent to building applications where there is likely to be a danger to life, health or safety due to flooding. Designation also enables disclosure of flood status within statutory information certificates such as the Land Information Certificate and Building Information Request Form.

The subject of this report is the residential land at Lara Central, Lara fronting 40 and 50, 5 and 55 Caddys Road and 121 Flinders Avenue, Lara. Prior to subdivision the parent lot was used primarily as farmland.

The subdivision at 40 and 50, 5 and 55 Caddys Road and 121 Flinders Avenue, Lara was named Lara Central by the developer. The current designated flood extent affects multiple residential lots within the Estate Stages 1A, 1B, 2 and 5.

Discussion

Overland flows that may occur within the subdivision during the 100 year ARI flood event are now contained within road and drainage reserves in accordance with accepted best practice for development within flood-prone areas. Best practice requires that any overland flows within residential areas satisfy public safety criteria with respect to velocity and depth of flow.

Council has a statutory obligation under the Building Regulations 2006 to designate land as liable to flooding where it reasonably knows it to be prone to flooding. Conversely, there is an obligation to remove the encumbrance of designation from land that is no longer considered to be flood-prone.

Attachment 1 shows the existing flood designation. Attachment 2 shows the change in flood mapping at 40 and 50, 5 and 55 Caddys Road and 121 Flinders Avenue, Lara after construction of the subdivision.

Environmental Implications

The revocation of flood-prone areas designation and designation of revised flood data does not result in any known adverse environmental impacts.

The removal of a minimum floor level requirement for new dwellings may result in a minor reduction in energy and material usage during construction. In addition, concrete slab-on-ground construction, which is normally used for a non-elevated floor, achieves the minimum energy rating more readily than a timber floor on stumps.

Financial Implications

The costs of proceeding to revoke the existing designation and to designate the revised flood mapping at 40 and 50, 5 and 55 Caddys Road and 121 Flinders Avenue, Lara, in accordance with the requirements of the Building Regulations 2006, are provided for within the annual recurrent budget.

Policy/Legal/Statutory Implications

The City has various statutory responsibilities for drainage management and flood management (prevention, response and recovery) as set out in the Local Government Act 1989, Local Government Regulations 1990, Planning and Environment Act 1987, Building Regulations 2006, Water Act 1989, Subdivision Act 1988 and Emergency Management Act 1986.

Regulation 802(2) of the Building Regulations 2006 provides Council with the powers to 'designate' land liable to flooding. Regulation 802(3) provides that consent must be obtained from Council for an application to build on land liable to flooding.

Section 27 of the Interpretation of Legislation Act 1984 provides the power for Councils to 'repeal or amend a subordinate instrument made in the exercise of that power'.

Section 807 of the Building Regulations 2006 requires Council to update the municipality's designated special area maps at the Building Control Commission in the event of alterations to a designated special area. Designated special areas include areas designated as being liable to flooding.

Section 229 of the Local Government Act and Regulation 326 of the Building Regulations provide for the issue of information certificates containing prescribed information, including the flood status of properties.

The revised flood data for 40 and 50, 5 and 55 Caddys Road and 121 Flinders Avenue, Lara will assist the City in meeting its statutory obligations with regard to flood data.

The revised flood data will also assist in fulfilling the recommendations of the Municipal Emergency Management Committee adopted by Council in November 1998 (i.e. mapping of 1 in 100 year flood levels)

Alignment to City Plan

The recommendations of this report are consistent with City Plan, in relation to Growing our Economy and promoting a sustainable built environment, sustainable land use and development.

Officer Direct or Indirect Interest

There are no officer direct or indirect interests with respect to this report.

Risk Assessment

Council also has some risk exposure with any failure to disclose the flood-prone status of a property in a Land Information Certificate.

The designation of the flood data produced by the flood study is a key step toward minimising Council's exposure to these risks.

Council has a risk exposure through its statutory obligations under the Building Regulations 2006 to:

- 1) designate land as liable to flooding where it reasonably knows it to be prone to flooding;
- 2) specify minimum floor levels in consultation with the relevant floodplain management authority (CCMA); and
- 3) refuse consent to building applications where there is likely to be a danger to life, health or safety due to flooding.

Council also has some risk exposure with any failure to disclose the flood-prone status of a property in a Land Information Certificate.

The designation of the flood data produced by the flood study is a key step toward minimising Council's exposure to these risks.

Conversely, there is an obligation to remove the encumbrance of designation from land that is no longer considered to be flood-prone.

Designation of land as being liable to flooding can result in extra construction costs and concerns regarding saleability, in some cases.

Social Considerations

Council has a responsibility to the community to provide the best possible information on areas that are flood-prone.

Human Rights Charter

We have taken into consideration the human rights relative to the subject matter of this report, which improves protection of private property.

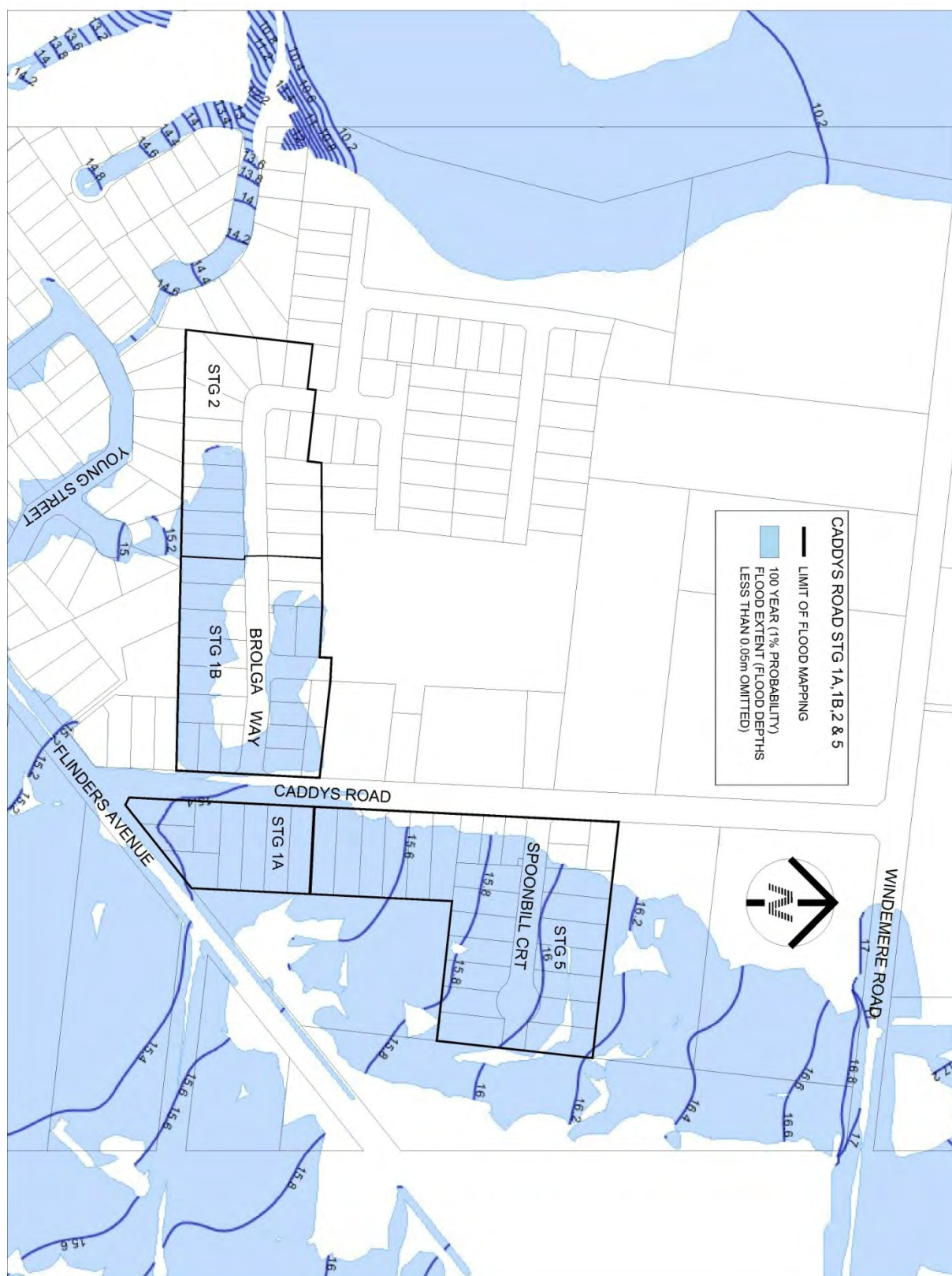
Consultation and Communication

A revocation of designation does not warrant public consultation as it constitutes the removal of an encumbrance on land.

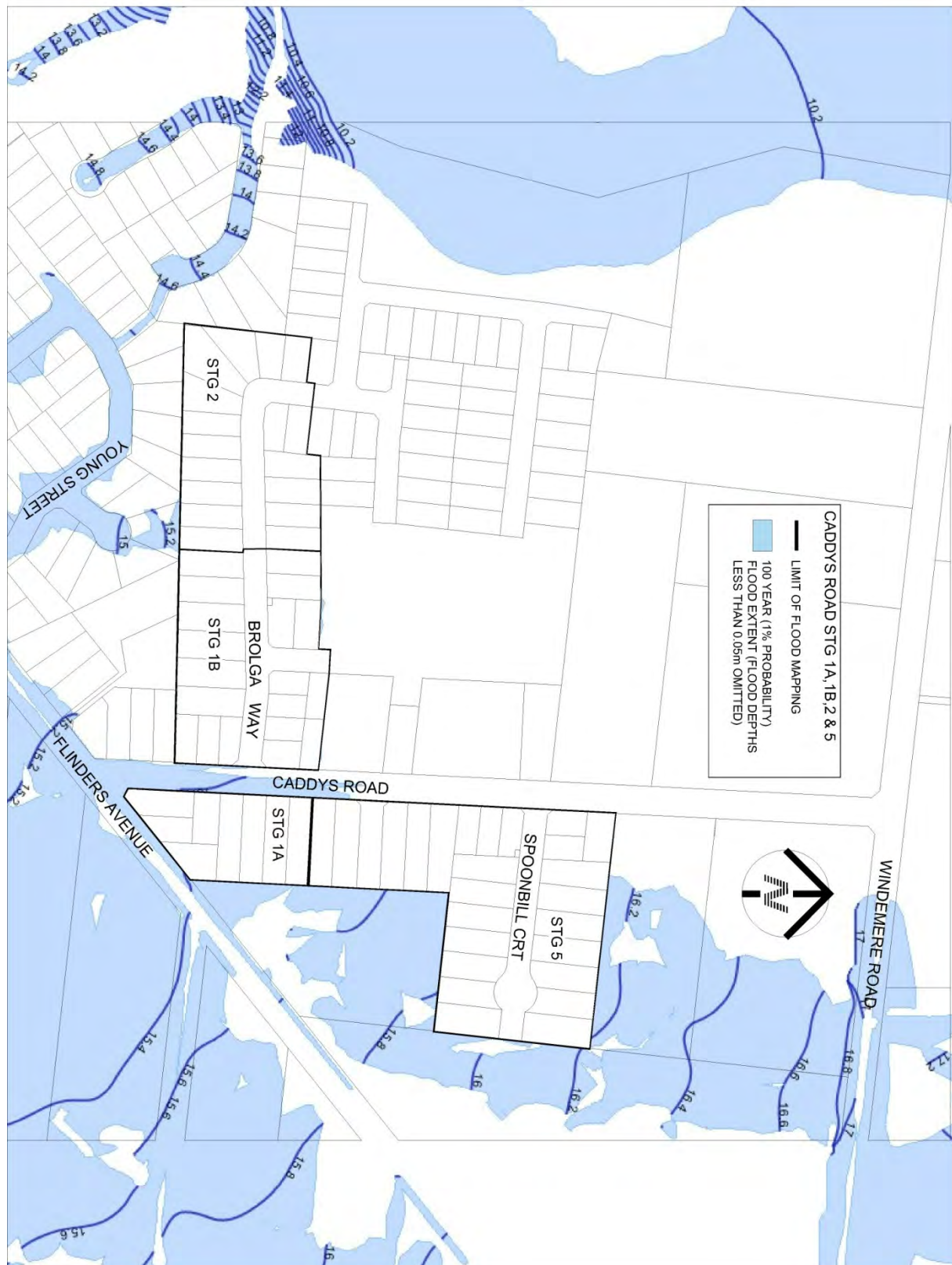
Relevant Council databases and flood maps will be revised and updates sent to the Corangamite Catchment Management Authority and Building Control Commission.

Appendix 1

CURRENT FLOOD MAP



Appendix 2 REVISED FLOOD MAP



3. DEBT MANAGEMENT - POLICY UPDATE

Portfolio:	Governance - Cr Lyons (Mayor)
Source	Strategy & Performance - Financial Services
General Manager:	Dean Frost
Index Reference	Subject/Financial Management - Reporting

Purpose

To provide Council with the updated Debt Management and Debt Management – Sale of Property Council policies

Summary

- Council has previously adopted Debt Management Council Policy (CPL510.1) and Debt Management – Sale of Council Policy (CPL510.6). These policies have been reviewed.
- These policies only require minor changes and provide an adequate guide to current processes.

Cr E Kontelj moved, Cr Richards seconded -

That Council endorse the following two Council policies:

- 1) Debt Management Council Policy (CPL510.1);**
- 2) Debt Management – Sale of Property Council Policy (CPL510.6).**

Carried.

Background

The Debt Management Council Policy (CPL510.1) and Debt Management – Sale of Property Council Policy (CPL510.6) are both scheduled for review to incorporate any changes and new information.

Discussion

Council's endorsement of the Debt Management policies recognised current practice that can be summarised as follows:

Debt Management Council Policy (CPL510.1)

The policy has been updated to add reference to Fire Services Property Levy. The policy also includes reference to securing Unsecured debt.

Debt Management – Sale of Property Council Policy (CPL510.6)

The policy was updated with reference to Sec 181 of the Local Government Act 1989 which makes provision for Council to sell land or cause land to be transferred to itself to recover unpaid rates or charges and remove reference to authorities as responsibilities which is not usually incorporated in a Council policy.

Environmental Implications

There are no environmental issues arising from this report.

Financial Implications

These policies and the underlying management procedures will tighten financial controls and practices across the organisation by providing guidelines for the efficient levying of rates and charges, debt recovery and minimise debt write off.

Policy/Legal/Statutory Implications

As detailed in each policy.

Alignment to City Plan

This proposal aligns to City Plan's objective on How We Do Business.

Officer Direct or Indirect Interest

There is no Council Officer direct or indirect interest involved in this report.

Risk Assessment

These policies and underlying procedures minimise the risk of non collection of debt.

Social Considerations

Council recognised cases of financial hardship and provides support via payment arrangements dependent on particular circumstances.

Human Rights Charter

There are no known positive or negative effects.

Consultation and Communication

Regular communication occurs with business units as part of the debt collection process. Communication with customers is made via phone, letter, email and sometimes face to face meetings in an effort to resolve issues and facilitate timely debt collection.

COUNCIL POLICY

Debt Management	Document No:	CPL510.1
	Approval Date:	Original: 25/3/03 – V00 Update: 31/8/07 – V01 Update: 22/7/08 – V01 Update: 06/11 – V02 Update: 05/15 – V03
	Approved By:	
	Review Date:	May 2018
Responsible Officer: General Manager Strategy and Performance	Expiry Date:	N/A
	Version No	V03
Authorising Officer: Chief Executive Officer		

1. PURPOSE

To provide for sound credit management and the recovery of debt in a timely manner.

2. SCOPE

Applies to all business units and Council employees authorised with the responsibility of providing credit, invoicing and recovery of outstanding debt including General Rates, Differential Rates, Special Charges, Municipal Charge, Waste Charges, Sundry Debtors, Interest, Fire Services Property Levy and miscellaneous charges.

3. REFERENCES

- Annual Budget (including Fees & Charges, Rating Strategy)
- Penalty Interest Act 1983
- Local Government Act 1989 (ie. Sec 172, Sec 180)

Policies:

- Debt Management – Sale of Property – CPL510.6

Procedures:

- Debt Management - Rates - MPR510.1.2.1
- Debt Management – Sundry Debtors – MPR510.1.3.1
- Debt Management - Infringements - MPR510.1.1.1
- Debt Management - Recreational and Sporting Clubs - MPR510.1.1.2
- Debt Management – Special Rates and Charges – MPR510. 2.1.1
- Debt Management – Landfill – MPR510.1.4.1

Other:

- Chief Executive Delegations to Staff
- Service Level Agreement (Council's Debt Collector)

4. DEFINITIONS

- **Accounts Receivable, Credit Account, Sundry Debtors, Debt** - all refer to an amount owed to Council.
- **Service** – includes goods supplied or delivered, admission, sale of items, hire of facilities or items - supply of information and any other matter giving rise to a fee or charge being made by Council.
- **Debtor** - any person, corporation, business or other entity owing money to Council.
- **Provision for Doubtful Debts** – an estimate of the amount of debt raised that is unlikely to be collected.

5. COUNCIL POLICY

Council will operate effective billing and debt collection processes including the efficient management of accounts receivable and related credit management.

The granting of credit and recovery of debts outstanding must be controlled from the timely raising of invoices and subsequent monitoring and collection of debt.

Council debt is to be managed in accordance with this policy and where applicable the defined management procedures.

Payment for Council Services should, where possible, be made at the time when the service is provided. For example entry fees, sales of merchandise, subscriptions, memberships, plans, licences and fees should be payable at the time of service and/or delivery.

Where credit is provided the following applies:

5.1. Trading Terms

Unless otherwise provided by legislation, trading terms are not to exceed 30 days net from date of invoice/statement.

5.2. Invoices

The debt is to be recognised at the time services are provided.

5.3. Provision of Credit

The provision of credit is not automatic and credit can be suspended or withdrawn based on compliance with trading terms.

A Credit Application form may need to be completed in accordance with the Debt Management – Sundry Debtors procedure.

5.4. Credit Limits

Credit limits will be applied to larger accounts in accordance with sundry debtor procedures in consultation with the business unit.

5.5. Recovery of Outstanding Debt

Recovery processes will be implemented through Council's preferred supplier of Debt Collection services in accordance with the service level agreement. No recovery action should commence without satisfactory proof of debt.

5.6. Waiver of Penalty Interest – Negotiated Settlements

Council will consider Waiver of Penalty Interest on a case by case basis. The Manager – Financial Services or nominee as delegated officers, will negotiate the terms of settlement.

5.7. Payment Agreements

Payment Agreements must be duly noted and authorised by a delegated officer. Defaulted agreements will activate enforcement.

5.8. ‘Securing’ Unsecured Debt (Sundry Debtors)

Depending on the circumstances Council will attempt to ‘secure’ unsecured debt via either obtaining directors guarantee (credit application), or other arrangement. If no security can be obtained, then proactive management of credit limit is expected.

5.9. Bankruptcy

In general, Council will not declare itself as a creditor on bankruptcy applications to property based debts.

5.10. Provision for Doubtful Debts - Debt Write-off

Provision for Doubtful Debts will be reviewed on an annual basis in accordance with Accounting Standards.

Long Term Debt (>12 months) recommended to be written off will be decided in accordance with delegations.

5.11. Reporting

Debt Management reports are to be prepared on at least a quarterly basis and will be reviewed by the Audit Advisory Committee in conjunction with management.

6. QUALITY RECORDS

Quality Records shall be retained for at least the period shown below.

Record	Retention/Disposal Responsibility	Retention Period	Location
Requests to Raise Debt and Supporting Documents	Business Unit	7 years	Corporate Records
Invoices & Electronic Records	Financial Services	7 Years	Corporate Records

7. ATTACHMENTS

Service Level Agreement.

COUNCIL POLICY

Debt Management – Sale of Property	Document No:	CPL510.6
	Approval Date:	13 Sept 2011
	Approved By:	Council
	Review Date:	May 2015
Responsible Officer: General Manager Strategy & Performance	Version No:	03
Authorising Officer: Chief Executive Officer		

1. PURPOSE

To outline the process involved in the sale of property in accordance with the Local Government Act 1989 to recover outstanding rates and charges.

2. SCOPE

All property related debts as defined by Section 156 (6) of the Local Government Act 1989.

3. REFERENCES

- Council Policy – Debt Management CPL510.1.
- Local Government Act 1989.

4. COUNCIL POLICY

4.1. Local Government Act Sec 181

The Local Government Act makes provision for Council to sell land or cause land to be transferred to itself to recover unpaid rates or charges.

Section 181 recovery action may apply if:

- Amount due to Council in respect of rates or charges (including enforcement costs and interest) is more than three years overdue.
- No current repayment arrangement exists.
- Council has obtained a court order requiring the payment of the amount owed.

4.2. Sale of Land to Recover Unpaid Rates or Charges

The sale of any land to recover rates and charges that have been outstanding for over three years is regarded as a last resort enforcement measure to be undertaken only after all other Council debt management processes have failed.

In general the sale of any land should be restricted to vacant land or property that is not inhabited by the owner or a tenant. However, in particular situations of 'non owner occupier' it may be appropriate for officers to bring forward a Sec 181 action recommendation to Council, via a Council report.

Council should not be seen to be evicting or denying an owner the right to their principal place of residence by reason only of non-payment of rates and charges.

Consideration of Section 181 enforcement action for unpaid rates is either incorporated into monthly debt management review meetings or on an annual basis.

4.3 Council Report

Before any land is sold or transferred, a Council report with recommendation is to be presented and endorsed by Council.

The report should detail the circumstances of the debt including the status of the owner, amounts outstanding and efforts previously taken to recover outstanding amounts.

The report is to detail the steps required by the LGA prior to undertaking the sale or transfer of land and shall include:

- a) compliance with Section 181 (1) conditions,
- b) the preferred method and notifications of sale or transfer,
- c) distribution of proceeds,
- d) identification of persons having an interest in the land, and
- e) process of compliance with the Transfer of Lands Act 1958.

The recommendation and approval by Council should delegate the authority to make the transaction to an appropriate Council officer.

5. QUALITY RECORDS

Quality Records shall be retained for at least the period shown below.

Record	Retention/Disposal Responsibility	Retention Period	Location
Rate Records	Revenue Supervisor	7 years	Corporate Records
Notice Before Summons	Debt Collection Agency	N/A	N/A
Summons	Debt Collection Agency	N/A	N/A

6. ATTACHMENTS

- None.

4. DELEGATIONS FROM COUNCIL TO STAFF

Portfolio:	Governance – Cr Lyons (Mayor)
Source:	Strategy & Performance - Governance
General Manager:	Dean Frost
Index Reference:	Delegations

Purpose

To update the delegations from council to members of Council staff, incorporating changes to legislation as advised by Maddocks Lawyers.

Summary

- Section 98 of the *Local Government Act 1989*, section 188 of the *Planning and Environment Act 1987*, section 58A of the *Food Act 1984* and other legislation empowers Council to delegate its powers duties and functions to appropriate Council officers
- Whilst most delegations to staff are in the form of sub-delegation from the Chief Executive Officer, there are a small number that require specific delegation from Council.
- Updated delegations reflect recent legislative amendments that are advised by Maddocks lawyers bi-annually.

Cr Harwood moved, Cr Richards seconded -

In the exercise of the powers conferred by section 98(1) of the Local Government Act 1989 (the Act) and the other legislation referred to in the attached instrument of delegation, Greater Geelong City Council (Council) resolves that -

- 1) there be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached *Instrument of Delegation to members of Council staff* (Appendix 1), the powers, duties and function set out in that instrument, subject to the conditions and limitations specified in that instrument;**
- 2) the instrument comes into force immediately the common seal of Council is affixed to the instrument;**
- 3) on the coming into force of the instrument all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked;**
- 4) the duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of council that it may from time to time adopt.**

Carried.

Background

These delegations are based on a model developed and maintained by Maddocks Lawyers who are engaged to provide an update service and include legislative changes up to June 2015.

The delegation model is based on:

1. Delegations from Council to the CEO
2. Delegations from Council to members of Council staff
3. Sub-delegation from the CEO to Council staff.

This report addresses delegations from Council to members of staff.

Discussion

The proposed delegations of Council to members of staff detail sections of Acts and Regulations and nominate officers by position title to undertake specific powers, duties and functions on behalf of Council.

Delegations were last approved by Council in March 2015.

The changes in the June update were minor amendments, including:

- *Renaming the Rail Safety Act 2006 to Rail Safety (Local Operations) Act 2006.*
- *Planning and Environment Regulations 2005 have been replaced by the Planning and Environment Regulations 2015.*

Attachment 1 to the Instrument of Delegation sets out the complete schedule of the relevant powers, duties and functions being delegated.

Attachment 2 lists the changes from the previously endorsed Council to Staff delegations.

Environmental Implications

There are no environmental implications relative to this report.

Financial Implications

There are no financial implications relative to this report.

Policy/Legal/Statutory Implications

The delegation schedule has been prepared in accordance with the Maddocks lawyer's model.

Alignment to City Plan

How we do business.

Officer Direct or Indirect Interest

No officer involved in the preparation of this report has a direct or indirect interest.

Risk Assessment

A properly prepared system of delegations minimises the likelihood of officers acting outside their powers and exposing Council to unacceptable risk. Regular review of the delegations ensures accountability and responsibility for decisions when the decision makers are identified. Delegations can be subject to legal scrutiny in courts and tribunals.

Social Considerations

There are no social considerations relative to this report.

Human Rights Charter

No Human Rights are affected by the contents of this report.

Consultation and Communication

All delegations are published on Council's internal website, Cityweb. Managers are consulted on the updates to the changes in legislation that effect their areas of responsibility.

Appendix 1

**Greater Geelong City Council
Instrument of Delegation
to Members of Council Staff**

In exercise of the power conferred by section 98(1) of the *Local Government Act* 1989, and the other legislation referred to in the Schedule (Attachment 1), Greater Geelong City Council ("Council") by this instrument:

1. delegates each duty and/or function and/or power described in columns 1 and 2 of the Schedule (and summarised in column 3 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 4 of the Schedule;
2. delegates each duty and/or function and/or power described in columns 1 and 2 of the Schedule (and summarised in column 3 of the Schedule) to any member of Council staff to whom a member of Council staff listed in column 4 of the Schedule reports;
3. declares that a delegate is not authorised by this Instrument of Delegation to:
 - 3.1 determine any planning permit application which any Councillor requests be referred to the Development Hearings Panel, Planning Committee or Council and such request is made before the delegate has made a decision on the permit application; or
 - 3.2 exercise the power conferred by the *Planning and Environment Act* 1987 to determine upon any application in cases where six or more objections to the grant of the permit have been made.
 - 3.3 refuse a permit under Section 52(1A) of the *Planning and Environment Act* 1987.
4. declares that—
 - 4.1 this Instrument of Delegation is authorised by a resolution of Council passed on 15 September 2015 and
 - 4.2 the delegation authorised by a resolution of Council passed on 10 March 2015 is revoked; and
 - 4.3 the delegation:
 - 4.3.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 4.3.2 remains in force until Council resolves to vary or revoke it;
 - 4.3.3 is to be exercised in accordance with the exceptions, conditions and limitations set out in the Schedule and with the guidelines or policies which Council from time to time adopts.
 - 4.3.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

- 4.4 the delegate must not determine the issue, take the action or do the act or thing:
 - 4.4.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or
 - 4.4.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (i) policy; or
 - (ii) strategyadopted by Council; or
 - 4.4.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
 - 4.4.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

THE COMMON SEAL of GREATER)
GEELONG CITY COUNCIL was affixed)
hereto in the presence of:)

Mayor

Chief Executive Officer

Date: / /

Attachment 1 - Council to Staff Delegations

	Column 1		Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	DOMESTIC ANIMALS ACT 1994	s.41A(1)	power to declare a dog to be a menacing dog	Manager Health & Local Laws. Co-ordinator Parking & Animal Compliance. Co-ordinator Amenity Protection.	Council may delegate this power to an authorised officer
Act	ENVIRONMENT PROTECTION ACT 1970	s.53M(3)	power to require further information	Co-ordinator Health Services. Team Leader Environmental Health. Environmental Health Officer. Environmental Health Officer. Environmental Health Officer.	Not applicable
Act	ENVIRONMENT PROTECTION ACT 1970	s.53M(4)	duty to advise applicant that application is not to be dealt with	Co-ordinator Health Services. Team Leader Environmental Health. Environmental Health Officer. Environmental Health Officer. Environmental Health Officer.	Not applicable
Act	ENVIRONMENT PROTECTION ACT 1970	s.53M(5)	duty to approve plans, issue permit or refuse permit	Co-ordinator Health Services. Team Leader Environmental Health. Environmental Health Officer. Environmental Health Officer. Environmental Health Officer.	refusal must be ratified by Council or it is of no effect
Act	ENVIRONMENT PROTECTION ACT 1970	s.53M(6)	power to refuse to issue septic tank permit	Co-ordinator Health Services. Team Leader Environmental Health. Environmental Health Officer. Environmental Health Officer. Environmental Health Officer.	refusal must be ratified by Council or it is of no effect
Act	FOOD ACT 1984	---	power to register, renew or transfer registration	Manager Health & Local Laws. Co-ordinator Health Services.	where council is the registration authority refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see section 58A(2))
Act	FOOD ACT 1984	s.19(2)(a)	power to direct by written order that the food premises be put into a clean and sanitary condition	Manager Health & Local Laws. Co-ordinator Health Services. Team Leader Environmental Health. Environmental Health Officer. Team Leader Environmental Health. Environmental Health Technical Officer. Food Safety Assessment Officer. Food Safety Officer. Environmental Health Officer. Environmental Health Officer.	If section 19(1) applies
Act	FOOD ACT 1984	s.19(2)(b)	power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	Manager Health & Local Laws. Co-ordinator Health Services. Team Leader Environmental Health. Environmental Health Officer. Team Leader Environmental Health. Environmental Health Technical Officer. Food Safety Assessment Officer. Food Safety Officer. Environmental Health Officer. Environmental Health Officer.	If section 19(1) applies

Attachment 1 - Council to Staff Delegations

Column 1			Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	FOOD ACT 1984	s.19(4)(a)	power to direct that an order made under section 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	Manager Health & Local Laws. Co-ordinator Health Services.	If section 19(1) applies
Act	FOOD ACT 1984	s.19(6)(a)	duty to revoke any order under section 19 if satisfied that an order has been complied with	Co-ordinator Health Services. Team Leader Environmental Health. Environmental Health Officer. Manager Health & Local Laws. Team Leader Environmental Health. Environmental Health Officer. Environmental Health Officer. Environmental Health Officer.	If section 19(1) applies
Act	FOOD ACT 1984	s.19(6)(b)	duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	Co-ordinator Health Services. Team Leader Environmental Health. Environmental Health Officer. Manager Health & Local Laws. Team Leader Environmental Health. Environmental Health Officer. Environmental Health Officer. Environmental Health Officer.	If section 19(1) applies
Act	FOOD ACT 1984	s.19E(1)(d)	power to request a copy of the food safety program	Manager Health & Local Laws. Co-ordinator Health Services. Team Leader Environmental Health. Environmental Health Officer. Team Leader Environmental Health. Environmental Health Technical Officer. Food Safety Assessment Officer. Food Safety Officer. Environmental Health Officer. Environmental Health Officer. Environmental Health Officer.	where council is the registration authority
Act	FOOD ACT 1984	s.19GB	power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	Manager Health & Local Laws. Co-ordinator Health Services. Team Leader Environmental Health. Environmental Health Officer. Team Leader Environmental Health. Environmental Health Technical Officer. Food Safety Assessment Officer. Food Safety Officer. Environmental Health Officer. Environmental Health Officer. Environmental Health Officer.	where council is the registration authority

Attachment 1 - Council to Staff Delegations

Column 1			Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	FOOD ACT 1984	s.19NA(1)	power to request food safety audit reports	Manager Health & Local Laws. Co-ordinator Health Services. Team Leader Environmental Health. Environmental Health Officer. Team Leader Environmental Health. Environmental Health Technical Officer. Food Safety Assessment Officer. Food Safety Officer. Environmental Health Officer. Environmental Health Officer. Environmental Health Officer.	where council is the registration authority
Act	FOOD ACT 1984	s.19U(3)	power to waive and vary the costs of a food safety audit if there are special circumstances	Manager Health & Local Laws. Co-ordinator Health Services.	
Act	FOOD ACT 1984	s.19UA	power to charge fees for conducting a food safety assessment or inspection	Manager Health & Local Laws. Co-ordinator Health Services.	except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39.
Act	FOOD ACT 1984	s.19W	power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	Manager Health & Local Laws. Co-ordinator Health Services. Team Leader Environmental Health. Environmental Health Officer. Team Leader Environmental Health. Environmental Health Technical Officer. Food Safety Assessment Officer. Food Safety Officer. Environmental Health Officer. Environmental Health Officer.	where council is the registration authority
Act	FOOD ACT 1984	s.19W(3)(a)	power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	Manager Health & Local Laws. Co-ordinator Health Services. Team Leader Environmental Health. Environmental Health Officer. Team Leader Environmental Health. Environmental Health Technical Officer. Food Safety Assessment Officer. Food Safety Officer. Environmental Health Officer. Environmental Health Officer.	where council is the registration authority
Act	FOOD ACT 1984	s.19W(3)(b)	power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	Co-ordinator Health Services. Team Leader Environmental Health. Environmental Health Officer. Manager Health & Local Laws. Team Leader Environmental Health. Environmental Health Officer. Environmental Health Officer. Environmental Health Officer.	where council is the registration authority

Attachment 1 - Council to Staff Delegations

Column 1			Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	FOOD ACT 1984	s.38AA(5)	power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	Co-ordinator Health Services. Team Leader Environmental Health. Environmental Health Officer. Manager Health & Local Laws. Team Leader Environmental Health. Environmental Health Officer. Environmental Health Officer. Environmental Health Officer.	where council is the registration authority
Act	FOOD ACT 1984	s.38AB(4)	power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under subsection (1)	Manager Health & Local Laws. Co-ordinator Health Services.	where council is the registration authority
Act	FOOD ACT 1984	s.38A(4)	power to request a copy of a completed food safety program template	Manager Health & Local Laws. Co-ordinator Health Services.	where council is the registration authority
Act	FOOD ACT 1984	s.38B(1)(a)	duty to assess the application and determine which class of food premises under section 19C the food premises belongs	Co-ordinator Health Services. Team Leader Environmental Health. Environmental Health Officer. Manager Health & Local Laws. Team Leader Environmental Health. Environmental Health Officer. Environmental Health Officer. Environmental Health Officer.	where council is the registration authority
Act	FOOD ACT 1984	s.38B(1)(b)	duty to ensure proprietor has complied with requirements of section 38A	Manager Health & Local Laws. Co-ordinator Health Services. Team Leader Environmental Health. Environmental Health Officer. Team Leader Environmental Health. Environmental Health Technical Officer. Food Safety Assessment Officer. Food Safety Officer. Environmental Health Officer. Environmental Health Officer.	where council is the registration authority
Act	FOOD ACT 1984	s.38B(2)	duty to be satisfied of the matters in section 38B(2)(a)-(b)	Not Delegated.	where council is the registration authority
Act	FOOD ACT 1984	s.38D(1)	duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39	Co-ordinator Health Services. Team Leader Environmental Health. Environmental Health Officer. Manager Health & Local Laws. Team Leader Environmental Health. Environmental Health Officer. Environmental Health Officer. Environmental Health Officer.	where council is the registration authority
Act	FOOD ACT 1984	s.38D(2)	duty to be satisfied of the matters in section 38D(2)(a)-(d)	Manager Health & Local Laws. Co-ordinator Health Services. Team Leader Environmental Health. Environmental Health Officer. Team Leader Environmental Health. Environmental Health Officer. Environmental Health Officer. Environmental Health Officer.	where council is the registration authority

Attachment 1 - Council to Staff Delegations

Column 1			Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	FOOD ACT 1984	s.38D(3)	power to request copies of any audit reports	Manager Health & Local Laws. Co-ordinator Health Services. Team Leader Environmental Health. Environmental Health Officer. Team Leader Environmental Health. Environmental Health Officer. Environmental Health Officer. Environmental Health Officer.	where council is the registration authority
Act	FOOD ACT 1984	s.38E(2)	power to register the food premises on a conditional basis	Manager Health & Local Laws. Co-ordinator Health Services. Team Leader Environmental Health. Environmental Health Officer. Team Leader Environmental Health. Environmental Health Officer. Environmental Health Officer. Environmental Health Officer.	where council is the registration authority not exceeding the prescribed time limit defined under subsection (5).
Act	FOOD ACT 1984	s.38E(4)	duty to register the food premises when conditions are satisfied	Manager Health & Local Laws. Co-ordinator Health Services. Team Leader Environmental Health. Environmental Health Officer. Team Leader Environmental Health. Environmental Health Officer. Environmental Health Officer. Environmental Health Officer.	where council is the registration authority
Act	FOOD ACT 1984	s.38F(3)(b)	power to require proprietor to comply with requirements of this Act	Manager Health & Local Laws. Co-ordinator Health Services. Team Leader Environmental Health. Environmental Health Officer. Team Leader Environmental Health. Environmental Health Technical Officer. Food Safety Assessment Officer. Food Safety Officer. Environmental Health Officer. Environmental Health Officer. Environmental Health Officer.	where council is the registration authority
Act	FOOD ACT 1984	s.39A	power to register, renew or transfer food premises despite minor defects	Manager Health & Local Laws. Co-ordinator Health Services. Team Leader Environmental Health. Team Leader Environmental Health.	where council is the registration authority only if satisfied of matters in subsections (2)(a)-(c)
Act	FOOD ACT 1984	s.40(2)	power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008	Manager Health & Local Laws. Co-ordinator Health Services. Team Leader Environmental Health. Team Leader Environmental Health.	
Act	FOOD ACT 1984	s.40C(2)	power to grant or renew the registration of food premises for a period of less than 1 year	Manager Health & Local Laws. Co-ordinator Health Services. Team Leader Environmental Health. Team Leader Environmental Health. Environmental Health Officer. Food Safety Officer. Food Safety Assessment Officer. Environmental Health Officer. Environmental Health Officer. Environmental Health Officer.	where council is the registration authority

Attachment 1 - Council to Staff Delegations

	Column 1		Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	FOOD ACT 1984	s.40D(1)	power to suspend or revoke the registration of food premises	Manager Health & Local Laws. Co-ordinator Health Services. Team Leader Environmental Health. Environmental Health Officer. Team Leader Environmental Health. Environmental Health Officer. Environmental Health Officer. Environmental Health Officer.	where council is the registration authority
Act	FOOD ACT 1984	s.46(5)	power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	Manager Health & Local Laws. Co-ordinator Health Services. Team Leader Environmental Health. Team Leader Environmental Health.	where council is the registration authority
Act	PLANNING AND ENVIRONMENT ACT 1987	s.4B	power to prepare an amendment to the Victoria Planning Provisions	General Manager Planning & Tourism. Manager City Development. Co-ordinator Strategic Implementation. Town Planner. Manager Planning Strategy & Urban Growth. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	if authorised by the Minister
Act	PLANNING AND ENVIRONMENT ACT 1987	s.4H	duty to make amendment to Victoria Planning Provisions available	General Manager Planning & Tourism. Manager City Development. Co-ordinator Strategic Implementation. Town Planner. Manager Planning Strategy & Urban Growth. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.4I	duty to keep Victoria Planning Provisions and other documents available	General Manager Planning & Tourism. Manager City Development. Co-ordinator Strategic Implementation. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	

Attachment 1 - Council to Staff Delegations

	Column 1		Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987	s.8A (3)	power to apply to Minister to prepare an amendment to the planning scheme	General Manager Planning & Tourism. Manager City Development. Co-ordinator Strategic Implementation. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.12A (1)	duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under s 19 of the Planning and Environment (Planning Schemes) Act 1996)	General Manager Planning & Tourism. Manager City Development. Co-ordinator Strategic Implementation. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.12B(1)	duty to review planning scheme	General Manager Planning & Tourism. Manager City Development. Co-ordinator Strategic Implementation. Town Planner. Manager Planning Strategy & Urban Growth. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.12B(2)	Duty to review planning scheme at direction of Minister	General Manager Planning & Tourism. Manager City Development. Co-ordinator Strategic Implementation. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	General Manager Planning & Tourism. Manager City Development. Co-ordinator Strategic Implementation. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	

Attachment 1 - Council to Staff Delegations

	Column 1		Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987	s.12(3)	power to carry out studies and do things to ensure proper use of land in which Council is the planning authority and consult with other persons to ensure co-ordination of planning scheme with these persons	General Manager Planning & Tourism. Manager City Development. Co-ordinator Strategic Implementation. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	General Manager Planning & Tourism. Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Manager Planning Strategy & Urban Growth.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.17(1)	duty of giving copy amendment to the planning scheme	Manager City Development. Co-ordinator Strategic Implementation. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.17(2)	duty of giving copy s.173 agreement	Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Statutory Planning. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.18	duty to make amendment etc. available	Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Statutory Planning. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	

Attachment 1 - Council to Staff Delegations

Column 1			Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987	s.19	power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under section 19 to a planning scheme	Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Statutory Planning. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.20(1)	power to apply to Minister for exemption from the requirements of section 19	General Manager Planning & Tourism. Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Statutory Planning. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.21 (2)	duty to make submissions available	Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Statutory Planning. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.22	duty to consider all submissions	Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Statutory Planning. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	

Attachment 1 - Council to Staff Delegations

	Column 1		Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987	s.23(2)	power to refer to a panel submissions which do not require a change to the amendment	General Manager Planning & Tourism. Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Statutory Planning. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in section 96D)	Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Statutory Planning. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.26(2)	duty to keep report of panel available for inspection	Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Statutory Planning. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.27 (2)	power to apply for exemption if panel's report not received	Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Statutory Planning. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.30(4)(a)	duty to say if amendment has lapsed	Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Statutory Planning. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	

Attachment 1 - Council to Staff Delegations

	Column 1		Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987	s.30(4)(b)	duty to provide information in writing upon request	Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Statutory Planning. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.32(2)	duty to give more notice if required	Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Statutory Planning. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.33(1)	duty to give more notice of changes to an amendment	Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Statutory Planning. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.36(2)	duty to give notice of approval of amendment	Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Statutory Planning. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.38(5)	duty to give notice of revocation of an amendment	Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Statutory Planning. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	

Attachment 1 - Council to Staff Delegations

Column 1			Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987	s.39	function of being a party to a proceeding commenced under s.39 and duty to comply with determination by VCAT	Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Statutory Planning. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.40(1)	function of lodging copy of approved amendment	Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Statutory Planning. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.41	duty to make approved amendment available	Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Statutory Planning. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.42	duty to make copy of planning scheme available	Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Statutory Planning. Town Planner. Manager Planning Strategy & Urban Growth. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Manager Planning Strategy & Urban Growth. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	

Attachment 1 - Council to Staff Delegations

	Column 1		Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987	s.46N(2)(c)	function of determining time and manner for receipt of development contributions levy	Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Statutory Planning. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.46N(2)(d)	power to enter into an agreement with the applicant regarding payment of development infrastructure levy	Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Statutory Planning. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.46O(1)(a) & (2)(a)	power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.46O(1)(d) & (2)(d)	power to enter into agreement with the applicant regarding payment of community infrastructure levy	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.46P(1)	power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured	Manager City Development. Co-ordinator Statutory Planning. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Co-ordinator Urban Growth Area Planning.	

Attachment 1 - Council to Staff Delegations

Column 1			Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987	s.46P(2)	power to accept provision of land, works, services or facilities in part or full payment of levy payable	Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Statutory Planning. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.46Q(1)	duty to keep proper accounts of levies paid	Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Statutory Planning. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.46Q(1A)	duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency	Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Statutory Planning. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.46Q(2)	duty to apply levy only for a purpose relating to the provision of the works, services and facilities in respect of which the levy was paid etc.	Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Statutory Planning. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.46Q(3)	power to refund any amount of levy paid if it is satisfied the development is not to proceed	General Manager Planning & Tourism. Manager City Development. Co-ordinator Statutory Planning. Manager Planning Strategy & Urban Growth.	only applies when levy is paid to Council as a 'development agency'
Act	PLANNING AND ENVIRONMENT ACT 1987	s.46Q(4)(c)	duty to pay amount to current owners of land in the area	General Manager Planning & Tourism. Manager City Development. Manager Financial Services. Co-ordinator Statutory Planning. Manager Planning Strategy & Urban Growth.	must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister

Attachment 1 - Council to Staff Delegations

	Column 1		Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987	s.46Q(4)(d)	duty to submit to the Minister an amendment to the approved development contributions plan	Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Statutory Planning. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	must be done in accordance with Part 3
Act	PLANNING AND ENVIRONMENT ACT 1987	s.46Q(4)(e)	duty to expend that amount on other works etc.	Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Statutory Planning. Town Planner. Manager Planning Strategy & Urban Growth. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	with the consent of, and in the manner approved by, the Minister
Act	PLANNING AND ENVIRONMENT ACT 1987	s.46QC	power to recover any amount of levy payable under Part 3B	General Manager Planning & Tourism. Manager City Development. Co-ordinator Statutory Planning. Manager Planning Strategy & Urban Growth.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.46V(3)	duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available	Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Manager Planning Strategy & Urban Growth. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.46Y	duty to carry out works in conformity with the approved strategy plan	General Manager Planning & Tourism. Manager City Development. Co-ordinator Statutory Planning. Manager Planning Strategy & Urban Growth.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.47	power to decide that an application for a planning permit does not comply with that Act	Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	

Attachment 1 - Council to Staff Delegations

Column 1			Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987	s.49(2)	duty to make register available for inspection	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.50(4)	duty to amend application	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.50(5)	power to refuse to amend application	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.50(6)	duty to make note of amendment to application in register	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.50A(1)	power to make amendment to application	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.50A(4)	duty to note amendment to application in register	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.51	duty to make copy of application available for inspection	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	

Attachment 1 - Council to Staff Delegations

	Column 1		Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987	s.52(1)(a)	duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.52(1)(ca)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.52(1)(cb)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.52(3)	power to give any further notice of an application where appropriate	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	

Attachment 1 - Council to Staff Delegations

Column 1			Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987	s.53(1)	power to require the applicant to give notice under section 52(1) to persons specified by it	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.53(1A)	power to require the applicant to give the notice under section 52(1AA)	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.54(1)	power to require the applicant to provide more information	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.54(1A)	duty to give notice in writing of information required under section 54(1)	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.54(1B)	duty to specify the lapse date for an application	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.54A(3)	power to decide to extend time or refuse to extend time to give required information	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.54A(4)	duty to give written notice of decision to extend or refuse to extend time under section 54A(3)	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.55(1)	duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	Not Delegated.	

Attachment 1 - Council to Staff Delegations

Column 1			Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987	s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.57(5)	duty to make available for inspection copy of all objections	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.57A(4)	duty to amend application in accordance with applicant's request, subject to s.57A(5)	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.57A(5)	power to refuse to amend application	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.57A(6)	duty to note amendments to application in register	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.57B(1)	duty to determine whether and to whom notice should be given	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.57B(2)	duty to consider certain matters in determining whether notice should be given	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.57C(1)	duty to give copy of amended application to referral authority	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.58	duty to consider every application for a permit	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	

Attachment 1 - Council to Staff Delegations

	Column 1		Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987	s.60	duty to consider certain matters	General Manager Planning & Tourism. Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.60(1A)	power to consider certain matters before deciding on application	Manager City Development. Co-ordinator Statutory Planning.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.61(1)	power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	General Manager Planning & Tourism. Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	Note that this does not delegate the power to refuse a permit application "to accord with Council's intention that refusals only be issued in accordance with Terms of Reference for the Development Hearings Panel and Planning Committee or by Council resolution. The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage At 2006
Act	PLANNING AND ENVIRONMENT ACT 1987	s.61(2)	duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	Not Delegated.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.61(3)(a)	duty not to decide to grant a permit to use coastal Crown land without Minister's consent	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.61(3)(b)	duty to refuse to grant the permit without the Minister's consent	Not Delegated.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	Not Delegated.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.62(1)	duty to include certain conditions in deciding to grant a permit	Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	

Attachment 1 - Council to Staff Delegations

	Column 1		Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987	s.62(2)	power to include other conditions	Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.62(4)	duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan	Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.62(5)(b)	power to include a permit condition that specified works be provided on or to the land or paid for in accordance with section 173 agreement	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.62(6)(a)	duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with section 62(5) or section 46N	Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.62(6)(b)	duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in section 62(1)(a)	Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	

Column 1			Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987	s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	Manager City Development. Co-ordinator Statutory Planning. Team Leader Senior Statutory Planner.	Subject to advising all Councillors prior to any delegated decision being made in respect of applications with 5 or less objections with the right for any Councillor to refer an application to a Development Hearings Panel , such referral to be in writing to the Manager City Development or Coordinator Statutory Planning. Note that formal consultation meetings will be held for all applications with 5 or less objections to enable objectors and the applicant an opportunity to resolve issues associated with the application. If the applicant does not attend the consultation meeting, the application will automatically default back to the Development Hearings Panel for a decision.
Act	PLANNING AND ENVIRONMENT ACT 1987	s.64(3)	duty not to issue a permit until after the specified period	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	This provision applies also to a decision to grant an amendment to a permit - see section 75
Act	PLANNING AND ENVIRONMENT ACT 1987	s.64(5)	duty to give each objector a copy of an exempt decision	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	This provision applies also to a decision to grant an amendment to a permit - see section 75
Act	PLANNING AND ENVIRONMENT ACT 1987	s.65(1)	duty to give notice of refusal to grant permit to applicant and person who objected under section 57	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	

Attachment 1 - Council to Staff Delegations

Column 1			Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987	s.66(1)	duty to give notice under section 64 or section 65 and copy permit to relevant determining referral authorities	Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.69(1)	function of receiving application for extension of time of permit	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.69(2)	power to extend time	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.70	duty to make copy permit available for inspection	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.71(1)	power to correct certain mistakes	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.71(2)	duty to note corrections in register	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.73	power to decide to grant amendment subject to conditions	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.74	duty to issue amended permit to applicant if no objectors	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	

Attachment 1 - Council to Staff Delegations

	Column 1		Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987	s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.76A(1)	duty to give relevant determining referral authorities copy of amended permit and copy of notice	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.76D	duty to comply with direction of Minister to issue amended permit	General Manager Planning & Tourism. Manager City Development. Co-ordinator Statutory Planning.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.83	function of being respondent to an appeal	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.83B	duty to give or publish notice of application for review	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.84(1)	power to decide on an application at any time after an appeal is lodged against failure to grant a permit	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.84(2)	duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.84(3)	duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.84(6)	duty to issue permit on receipt of advice within 3 working days	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	

Attachment 1 - Council to Staff Delegations

Column 1			Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987	s.86	duty to issue a permit at order of Tribunal within 3 working days	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.87(3)	power to apply to VCAT for the cancellation or amendment of a permit	General Manager Planning & Tourism. Manager City Development. Co-ordinator Statutory Planning. Town Planner. Planning Investigations Officer. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Senior Planning Investigations Officer. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Planning Investigations Officer. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Senior Planning Investigations Officer. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.91(2)	duty to comply with the directions of the VCAT	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Planning Investigations Officer. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Senior Planning Investigations Officer. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under section 90	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Planning Investigations Officer. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Senior Planning Investigations Officer. Subdivision Officer.	

Attachment 1 - Council to Staff Delegations

Column 1			Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987	s.93(2)	duty to give notice of VCAT order to stop development	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Planning Investigations Officer. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Senior Planning Investigations Officer. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.95(3)	function of referring certain applications to the Minister	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.95(4)	duty to comply with an order or direction	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.96(1)	duty to obtain a permit from the Minister to use and develop its land	Manager City Development. Co-ordinator Statutory Planning. Town Planner. General Manager Strategy & Performance. General Manager Projects Recreation & Central Geelong. General Manager City Services. General Manager Community Services. General Manager Planning & Tourism. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Manager City Development. Co-ordinator Statutory Planning. Town Planner. General Manager Strategy & Performance. General Manager Projects Recreation & Central Geelong. General Manager City Services. General Manager Community Services. General Manager Planning & Tourism. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment	Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	

Column 1			Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987	s.96C	power to give notice, to decide not to give notice, to publish notice and to exercise any other power under section 96C	Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.96F	duty to consider the panel's report under section 96E	Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.96G(1)	power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under section 23 of the Planning and Environment (Planning Schemes) Act 1996)	Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.96H(3)	power to give notice in compliance with Minister's direction	Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.96J	power to issue permit as directed by the Minister	Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.96K	duty to comply with direction of the Minister to give notice of refusal	Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	

Attachment 1 - Council to Staff Delegations

Column 1			Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987	s.97C	power to request Minister to decide the application	General Manager Planning & Tourism. Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.97G(3)	function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.97G(6)	duty to make a copy of permits issued under section 97F available for inspection	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.97L	duty to include Ministerial decisions in a register kept under section 49	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.97O	duty to consider application and issue or refuse to issue certificate of compliance	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Planning Investigations Officer. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Senior Planning Investigations Officer. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	General Manager Planning & Tourism. Manager City Development. Co-ordinator Statutory Planning. Town Planner. Planning Investigations Officer. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Senior Planning Investigations Officer. Subdivision Officer.	

Attachment 1 - Council to Staff Delegations

	Column 1		Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987	s.97Q(4)	duty to comply with directions of VCAT	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Planning Investigations Officer. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Senior Planning Investigations Officer. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.97R	duty to keep register of all applications for certificate of compliance and related decisions	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Planning Investigations Officer. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Senior Planning Investigations Officer. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.98(1)&(2)	function of receiving claim for compensation in certain circumstances	Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.101	function of receiving claim for expenses in conjunction with claim	Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.103	power to reject a claim for compensation in certain circumstances	General Manager Planning & Tourism. Manager City Development.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.107(1)	function of receiving claim for compensation	Manager City Development. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	

Attachment 1 - Council to Staff Delegations

Column 1			Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987	s.114(1)	power to apply to the VCAT for an enforcement order	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Planning Investigations Officer. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Senior Planning Investigations Officer. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.117(1)(a)	function of making a submission to the VCAT where objections are received	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Planning Investigations Officer. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Senior Planning Investigations Officer. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.120(1)	power to apply for an interim enforcement order where section 114 application has been made	General Manager Planning & Tourism. Manager City Development. Co-ordinator Statutory Planning. Town Planner. Planning Investigations Officer. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Senior Planning Investigations Officer. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.123(1)	power to carry out work required by enforcement order and recover costs	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Planning Investigations Officer. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Senior Planning Investigations Officer. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.123(2)	power to sell buildings, materials, etc salvaged in carrying out work under section 123(1)	Manager City Development. Manager Financial Services. Co-ordinator Statutory Planning. Town Planner. Planning Investigations Officer. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Senior Planning Investigations Officer. Subdivision Officer.	except Crown Land
Act	PLANNING AND ENVIRONMENT ACT 1987	s.129	function of recovering penalties	Manager City Development. Manager Financial Services. Co-ordinator Statutory Planning.	

Attachment 1 - Council to Staff Delegations

Column 1			Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987	s.130(5)	power to allow person served with an infringement notice further time	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Planning Investigations Officer. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Senior Planning Investigations Officer. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.149A(1)	power to refer a matter to the VCAT for determination	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Planning Investigations Officer. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Senior Planning Investigations Officer. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.156	duty to pay fees and allowances (including a payment to the Crown under subsection (2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under subsection (2B) power to ask for contribution under subsection (3) and power to abandon amendment or part of it under subsection (4)	Manager City Development. Manager Planning Strategy & Urban Growth. Co-ordinator Strategic Implementation. Co-ordinator Planning Strategy. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	Where council is the relevant planning authority
Act	PLANNING AND ENVIRONMENT ACT 1987	s.171(2)(f)	power to carry out studies and commission reports	Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.171(2)(g)	power to grant and reserve easements	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.173	power to enter into agreement covering matters set out in section 174	General Manager Planning & Tourism.	

Attachment 1 - Council to Staff Delegations

	Column 1		Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987		power to decide whether something is to the satisfaction of Council, where an agreement made under section 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer. Planning Investigations Officer. Senior Planning Investigations Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987		power to give consent on behalf of Council, where an agreement made under section 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer. Planning Investigations Officer. Senior Planning Investigations Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.177(2)	power to end a section 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Manager City Development. Co-ordinator Statutory Planning.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.178	power to amend a s.173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	General Manager Planning & Tourism.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.179(2)	duty to make available for inspection copy agreement	Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	

Attachment 1 - Council to Staff Delegations

Column 1			Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987	s.181	dutypower to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.182	power to enforce an agreement	Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Planning Investigations Officer. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Senior Planning Investigations Officer. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.183	duty to tell Registrar of Titles of ending/amendment of agreement	Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987		power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer. Planning Investigations Officer. Senior Planning Investigations Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987		power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer. Planning Investigations Officer. Senior Planning Investigations Officer.	

Attachment 1 - Council to Staff Delegations

	Column 1		Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987		power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Infrastructure Management. Senior Development Engineer. Development Engineer. Infrastructure Engineer. Forward Planning Engineer. Subdivision Engineer. Recreation & Open Space Planner. Rec & Open Space Planning & Subdivisions Officer. Parks Planning Officer. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987		power to give written authorisation in accordance with a provision of a planning scheme	Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.198(1)	function to receive application for planning certificate	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.199(1)	duty to give planning certificate to applicant	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.201(1)	function of receiving application for declaration of underlying zoning	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.201(3)	duty to make declaration	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	

Attachment 1 - Council to Staff Delegations

	Column 1		Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987	-----	power to determine whether or not a document or series of documents constitute a Development Plan for the purposes of the Greater Geelong Planning Scheme is to the satisfaction of the Responsible Authority	General Manager Planning & Tourism. Manager City Development. Co-ordinator Statutory Planning.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.201UAB(1)	function of providing the Growth Areas Authority with information relating to any land within municipal district	General Manager Planning & Tourism. Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Co-ordinator Urban Growth Area Planning. Co-ordinator Planning Strategy. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.201UAB(2)	duty to provide the Growth Areas Authority with information requested under subsection (1) as soon as possible	General Manager Planning & Tourism. Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Co-ordinator Urban Growth Area Planning. Co-ordinator Planning Strategy. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Reg	PLANNING AND ENVIRONMENT REGULATIONS 2015	r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	

Attachment 1 - Council to Staff Delegations

	Column 1		Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Reg	PLANNING AND ENVIRONMENT REGULATIONS 2015	r.25(b)	function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	General Manager Planning & Tourism. Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	where Council is not the responsible authority but the relevant land is within Council's municipal district
Act	RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s33	duty to comply with a direction of the Safety Director under this section	Manager Engineering Services.	where council is a utility under section 3
Act	RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s33A	duty to comply with a direction of the Safety Director to give effect to arrangements under this section	Manager Engineering Services.	duty of council as a road authority under the Road Management Act 2004
Act	RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s34	duty to comply with a direction of the Safety Director to alter, demolish or take away works carried out contrary to a direction under s33(1)	Manager Engineering Services.	where council is a utility under section 3
Act	RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s.34C(2)	function of entering into safety interface agreements with rail infrastructure manager	Manager Engineering Services. Co-ordinator Asset & Traffic Management.	where council is the relevant road authority
Act	RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s.34D(1)	function of working in conjunction with rail infrastructure manager in determining whether risks to safety need to be managed	Manager Engineering Services. Co-ordinator Asset & Traffic Management.	where council is the relevant road authority
Act	RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s.34D(2)	function of receiving written notice of opinion	Manager Engineering Services. Co-ordinator Asset & Traffic Management.	where council is the relevant road authority
Act	RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s.34D(4)	function of entering into safety interface agreement with infrastructure manager	Manager Engineering Services. Co-ordinator Asset & Traffic Management.	where council is the relevant road authority
Act	RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s.34E(1)(a)	duty to identify and assess risks to safety	Manager Engineering Services. Co-ordinator Asset & Traffic Management.	where council is the relevant road authority
Act	RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s.34E(1)(b)	duty to determine measures to manage any risks identified and assessed having regard to items set out in section 34E(2)(a)-(c)	Manager Engineering Services. Co-ordinator Asset & Traffic Management.	where council is the relevant road authority

Attachment 1 - Council to Staff Delegations

	Column 1		Column 2	Column 3	Column 4
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Act	RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s.34E(3)	duty to seek to enter into a safety interface agreement with rail infrastructure manager	Manager Engineering Services. Co-ordinator Asset & Traffic Management.	where council is the relevant road authority
Act	RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s.34F(1)(a)	duty to identify and assess risks to safety, if written notice has been received under section 34D(2)(a)	Manager Engineering Services. Co-ordinator Asset & Traffic Management.	where council is the relevant road authority
Act	RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s.34F(1)(b)	duty to determine measures to manage any risks identified and assessed, if written notice has been received under section 34D(2)(a)	Manager Engineering Services. Co-ordinator Asset & Traffic Management.	where council is the relevant road authority
Act	RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s.34F(2)	duty to seek to enter into a safety interface agreement with rail infrastructure manager	Manager Engineering Services. Co-ordinator Asset & Traffic Management.	where council is the relevant road authority
Act	RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s.34H	power to identify and assess risks to safety as required under sections 34B, 34C, 34D, 34E or 34F in accordance with subsections (a)-(c)	Manager Engineering Services. Co-ordinator Asset & Traffic Management.	where council is the relevant road authority
Act	RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s.34I	function of entering into safety interface agreements	Manager Engineering Services. Co-ordinator Asset & Traffic Management.	where council is the relevant road authority
Act	RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s.34J(2)	function of receiving notice from Safety Director	Manager Engineering Services. Co-ordinator Asset & Traffic Management.	where council is the relevant road authority
Act	RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s.34J(7)	duty to comply with a direction of the Safety Director given under section 34J(5)	Manager Engineering Services. Co-ordinator Asset & Traffic Management.	where council is the relevant road authority
Act	RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s.34K(2)	duty to maintain a register of items set out in subsections (a)-(b)	Manager Engineering Services. Co-ordinator Asset & Traffic Management.	where council is the relevant road authority
Reg	RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010	r.7	function of entering into a written agreement with a caravan park owner	Co-ordinator Building Services (Municipal Building Surveyor). Building Surveyor. Assistant Building Surveyor. Assistant Building Surveyor. Technical Officer. Team Leader Senior Building Surveyor/Permits. Team Leader Senior Building Surveyor. Building Surveyor. Building Surveyor.	

Attachment 1 - Council to Staff Delegations

	Column 1		Column 2	Column 3	Column 4
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Reg	RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010	r. 11	function of receiving applications for registration	Co-ordinator Building Services (Municipal Building Surveyor). Building Surveyor. Assistant Building Surveyor. Assistant Building Surveyor. Technical Officer. Team Leader Senior Building Surveyor/Permits. Team Leader Senior Building Surveyor. Building Surveyor. Building Surveyor.	
Reg	RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010	r.13(1)	duty to grant the registration if satisfied that the caravan park complies with these regulations	Co-ordinator Building Services (Municipal Building Surveyor). Building Surveyor. Assistant Building Surveyor. Assistant Building Surveyor. Technical Officer. Team Leader Senior Building Surveyor/Permits. Team Leader Senior Building Surveyor. Building Surveyor. Building Surveyor.	
Reg	RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010	r.13(4) & (5)	duty to issue certificate of registration	Co-ordinator Building Services (Municipal Building Surveyor). Building Surveyor. Assistant Building Surveyor. Assistant Building Surveyor. Technical Officer. Team Leader Senior Building Surveyor/Permits. Team Leader Senior Building Surveyor. Building Surveyor. Building Surveyor.	
Reg	RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010	r.15(1)	function of receiving notice of transfer of ownership	Co-ordinator Building Services (Municipal Building Surveyor). Building Surveyor. Assistant Building Surveyor. Assistant Building Surveyor. Technical Officer. Team Leader Senior Building Surveyor/Permits. Team Leader Senior Building Surveyor. Building Surveyor. Building Surveyor.	
Reg	RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010	r.16(1)	duty to transfer registration to new caravan park owner	Co-ordinator Building Services (Municipal Building Surveyor). Building Surveyor. Assistant Building Surveyor. Assistant Building Surveyor. Technical Officer. Team Leader Senior Building Surveyor/Permits. Team Leader Senior Building Surveyor. Building Surveyor. Building Surveyor.	
Reg	RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010	r.16(2)	duty to issue a certificate of transfer of registration	Co-ordinator Building Services (Municipal Building Surveyor). Building Surveyor. Assistant Building Surveyor. Assistant Building Surveyor. Technical Officer. Team Leader Senior Building Surveyor/Permits. Team Leader Senior Building Surveyor. Building Surveyor. Building Surveyor.	

Attachment 1 - Council to Staff Delegations

	Column 1		Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Reg	RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010	r.17(1)	power to determine the fee to accompany applications for registration or applications for renewal of registration	Co-ordinator Building Services (Municipal Building Surveyor). Building Surveyor. Assistant Building Surveyor. Assistant Building Surveyor. Technical Officer. Team Leader Senior Building Surveyor/Permits. Team Leader Senior Building Surveyor. Building Surveyor. Building Surveyor.	
Reg	RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010	r.18	duty to keep register of caravan parks	Co-ordinator Building Services (Municipal Building Surveyor). Building Surveyor. Assistant Building Surveyor. Assistant Building Surveyor. Technical Officer. Team Leader Senior Building Surveyor/Permits. Team Leader Senior Building Surveyor. Building Surveyor. Building Surveyor.	
Reg	RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010	r.22A(1)	duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	Co-ordinator Building Services (Municipal Building Surveyor). Building Surveyor. Assistant Building Surveyor. Assistant Building Surveyor. Technical Officer. Team Leader Senior Building Surveyor/Permits. Team Leader Senior Building Surveyor. Building Surveyor. Building Surveyor.	
Reg	RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010	r.22A(2)	duty to consult with relevant emergency services agencies	Co-ordinator Building Services (Municipal Building Surveyor). Building Surveyor. Assistant Building Surveyor. Assistant Building Surveyor. Technical Officer. Team Leader Senior Building Surveyor/Permits. Team Leader Senior Building Surveyor. Building Surveyor. Building Surveyor.	
Reg	RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010	r.24	power to determine places in which caravan park owner must display copy of public emergency warnings	Co-ordinator Building Services (Municipal Building Surveyor). Building Surveyor. Assistant Building Surveyor. Assistant Building Surveyor. Technical Officer. Team Leader Senior Building Surveyor/Permits. Team Leader Senior Building Surveyor. Building Surveyor. Building Surveyor.	
Reg	RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010	r.25(3)	duty to consult with relevant floodplain management authority	Co-ordinator Building Services (Municipal Building Surveyor). Building Surveyor. Assistant Building Surveyor. Assistant Building Surveyor. Technical Officer. Team Leader Senior Building Surveyor/Permits. Team Leader Senior Building Surveyor. Building Surveyor. Building Surveyor.	

Attachment 1 - Council to Staff Delegations

	Column 1		Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Reg	RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010	r.26	duty to have regard to any report of the relevant fire authority	Co-ordinator Building Services (Municipal Building Surveyor). Building Surveyor. Assistant Building Surveyor. Assistant Building Surveyor. Technical Officer. Team Leader Senior Building Surveyor/Permits. Team Leader Senior Building Surveyor. Building Surveyor. Building Surveyor.	
Reg	RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010	r.28(c)	power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	Co-ordinator Building Services (Municipal Building Surveyor). Building Surveyor. Assistant Building Surveyor. Assistant Building Surveyor. Technical Officer. Team Leader Senior Building Surveyor/Permits. Team Leader Senior Building Surveyor. Building Surveyor. Building Surveyor.	
Reg	RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010	r.39	function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	Co-ordinator Building Services (Municipal Building Surveyor). Building Surveyor. Assistant Building Surveyor. Assistant Building Surveyor. Technical Officer. Team Leader Senior Building Surveyor/Permits. Team Leader Senior Building Surveyor. Building Surveyor. Building Surveyor.	
Reg	RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010	r.39(b)	power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	Co-ordinator Building Services (Municipal Building Surveyor). Building Surveyor. Assistant Building Surveyor. Assistant Building Surveyor. Technical Officer. Team Leader Senior Building Surveyor/Permits. Team Leader Senior Building Surveyor. Building Surveyor. Building Surveyor.	
Reg	RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010	r.42	power to approve use of a non-habitable structure as a dwelling or part of a dwelling	Co-ordinator Building Services (Municipal Building Surveyor). Building Surveyor. Assistant Building Surveyor. Assistant Building Surveyor. Technical Officer. Team Leader Senior Building Surveyor/Permits. Team Leader Senior Building Surveyor. Building Surveyor. Building Surveyor.	
Act	RESIDENTIAL TENANCIES ACT 1997	r.522(1)	power to give a compliance notice to a person	Manager City Development. Co-ordinator Building Services (Municipal Building Surveyor).	Not applicable
Act	RESIDENTIAL TENANCIES ACT 1997	s.525(2)	power to authorise an officer to exercise powers in section 526 (either generally or in a particular case)	Manager City Development. Co-ordinator Building Services (Municipal Building Surveyor).	
Act	RESIDENTIAL TENANCIES ACT 1997	s.525(4)	duty to issue identity card to authorised officers	Manager City Development. Co-ordinator Building Services (Municipal Building Surveyor).	Not applicable

Attachment 1 - Council to Staff Delegations

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Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	RESIDENTIAL TENANCIES ACT 1997	s.526(5)	duty to keep record of entry by authorised officer under section 526	Manager City Development. Co-ordinator Building Services (Municipal Building Surveyor).	Not applicable
Act	RESIDENTIAL TENANCIES ACT 1997	s.527	authorise a person to institute proceedings (either generally or in a particular case)	Manager City Development. Co-ordinator Building Services (Municipal Building Surveyor). Manager Financial Services. Manager Parks & Gardens. Manager Aged & Disability Services. Manager Arts & Culture. Manager Capital Projects. Manager Central Geelong Action Plan. Manager Community Development. Manager Corporate Strategy & Property Management. Manager Customer Services & Councillor Support. Manager Engineering Services. Manager Environment & Waste Services. Manager Events Central Geelong & Waterfront. Manager Family Services. Manager Health & Local Laws. Manager Information Services. Manager Infrastructure Operations. Manager Leisure Services. Manager Organisation Development. Manager Planning Strategy & Urban Growth. Manager Sport & Recreation. Manager Strategic Project/Urban Design. Manager Tourism Greater Geelong & The Bellarine. Manager Communication & Marketing. Corporate Internal Auditor & Ombudsman.	
Reg	ROAD MANAGEMENT (GENERAL) REGULATIONS 2005	r.301(1)	duty to conduct reviews of road management plan	Co-ordinator Asset & Traffic Management. Co-ordinator Project Implementation.	Not applicable
Reg	ROAD MANAGEMENT (GENERAL) REGULATIONS 2005	r.302(2)	duty to give notice of review of road management plan	Co-ordinator Asset & Traffic Management.	Not applicable
Reg	ROAD MANAGEMENT (GENERAL) REGULATIONS 2005	r.302(5)	duty to produce written report of review of road management plan and make report available	Co-ordinator Asset & Traffic Management. Co-ordinator Project Implementation.	Not applicable
Reg	ROAD MANAGEMENT (GENERAL) REGULATIONS 2005	r.303	duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under section 41 of the Act	Co-ordinator Infrastructure Management. Co-ordinator Project Implementation.	Not applicable

Attachment 1 - Council to Staff Delegations

	Column 1		Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Reg	ROAD MANAGEMENT (GENERAL) REGULATIONS 2005	r.306(2)	duty to record on road management plan the substance and date of effect of amendment	Co-ordinator Asset & Traffic Management.	Not applicable
Reg	ROAD MANAGEMENT (GENERAL) REGULATIONS 2005	r.501(1)	power to issue permit	Co-ordinator Infrastructure Management.	where council is the coordinating road authority
Reg	ROAD MANAGEMENT (GENERAL) REGULATIONS 2005	r.501(4)	power to charge fee for issuing permit under regulation 501(1)	Co-ordinator Infrastructure Management.	where council is the coordinating road authority
Reg	ROAD MANAGEMENT (GENERAL) REGULATIONS 2005	r.503(1)	power to give written consent to person to drive on road a vehicle which is likely to cause damage to road	Co-ordinator Infrastructure Management.	where council is the coordinating road authority
Reg	ROAD MANAGEMENT (GENERAL) REGULATIONS 2005	r.508(3)	power to make submission to Tribunal	Manager Engineering Services.	where council is the coordinating road authority
Reg	ROAD MANAGEMENT (GENERAL) REGULATIONS 2005	r.509(1)	power to remove objects, refuse, rubbish or other material deposited or left on road	Co-ordinator Infrastructure Management. Co-ordinator Project Implementation.	where council is the coordinating road authority
Reg	ROAD MANAGEMENT (GENERAL) REGULATIONS 2005	r.509(2)	power to sell or destroy things removed from road or part of road (after first complying with r.509(3))	Manager Engineering Services.	where council is the coordinating road authority
Reg	ROAD MANAGEMENT (GENERAL) REGULATIONS 2005	r.509(4)	power to recover in the Magistrates' Court, expenses from person responsible	Manager Engineering Services.	Not applicable
Reg	ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2005	r.10	power to exempt a person from requirement under clause 13(1) of Schedule 7 to the Act to give notice as to the completion of those work	Manager Engineering Services.	where council is the coordinating road authority and where consent given under section 63(1) of the Act
Reg	ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2005	r.18(2)	power to waive whole or part of fee in certain circumstances	Manager Engineering Services.	where council is the coordinating road authority
Act	ROAD MANAGEMENT ACT 2004	s11(1)	power to declare a road by publishing a notice in the Government Gazette	Manager Financial Services. Co-ordinator Revenue Property & Valuations. Manager Engineering Services.	obtain consent in circumstances specified in section 11(2)

Attachment 1 - Council to Staff Delegations

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Act	ROAD MANAGEMENT ACT 2004	s11(8)	power to name a road or change the name of a road by publishing notice in Government Gazette	Property & Valuations Supervisor. Manager Engineering Services.	Not applicable
Act	ROAD MANAGEMENT ACT 2004	s11(9)(b)	duty to advise Registrar	Property & Valuations Supervisor. Manager Engineering Services.	Not applicable
Act	ROAD MANAGEMENT ACT 2004	s11(10)	duty to inform Secretary to Department of Sustainability and Environment of declaration etc.	Co-ordinator Revenue Property & Valuations. Manager Engineering Services.	clause subject to section 11(10A)
Act	ROAD MANAGEMENT ACT 2004	s11(10A)	duty to inform Secretary to Department of Sustainability and Environment or nominated person	Manager Engineering Services.	where council is the coordinating road authority
Act	ROAD MANAGEMENT ACT 2004	s12(2)	power to discontinue road or part of a road	Not Delegated.	where council is the coordinating road authority
Act	ROAD MANAGEMENT ACT 2004	s12(4)	power to publish, and provide copy, notice of proposed discontinuance	Manager Corporate Strategy & Property Management. Manager Engineering Services.	power of coordinating road authority where it is the discontinuing body unless subsection (11) applies
Act	ROAD MANAGEMENT ACT 2004	s12(5)	duty to consider written submissions received within 28 days of notice	Manager Corporate Strategy & Property Management. Manager Engineering Services.	power of coordinating road authority where it is the discontinuing body unless subsection (11) applies
Act	ROAD MANAGEMENT ACT 2004	s12(6)	function of hearing a person in support of their written submission	Manager Corporate Strategy & Property Management. Manager Engineering Services.	power of coordinating road authority where it is the discontinuing body unless subsection (11) applies
Act	ROAD MANAGEMENT ACT 2004	s12(7)	duty to fix day, time and place of meeting under subsection (6) and to give notice	Manager Corporate Strategy & Property Management. Manager Engineering Services.	power of coordinating road authority where it is the discontinuing body unless subsection (11) applies
Act	ROAD MANAGEMENT ACT 2004	s12(10)	duty to notify of decision made	Manager Corporate Strategy & Property Management. Manager Engineering Services.	duty of coordinating road authority where it is the discontinuing body does not apply where an exemption is specified by the regulations or given by the Minister
Act	ROAD MANAGEMENT ACT 2004	s13(1)	power to fix a boundary of a road by publishing notice in Government Gazette	Co-ordinator Infrastructure Management.	power of coordinating road authority and obtain consent under section 13(3) and section 13(4) as appropriate
Act	ROAD MANAGEMENT ACT 2004	s14(7)	power to appeal against decision of VicRoads	Manager Engineering Services.	Not applicable

Attachment 1 - Council to Staff Delegations

Column 1			Column 2	Column 3	Column 4
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Act	ROAD MANAGEMENT ACT 2004	s15(1)	power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	Co-ordinator Infrastructure Management. Co-ordinator Engineering Design.	Not applicable
Act	ROAD MANAGEMENT ACT 2004	s15(1A)	power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	Co-ordinator Infrastructure Management. Co-ordinator Engineering Design.	Not applicable
Act	ROAD MANAGEMENT ACT 2004	s15(2)	duty to include details of arrangement in public roads register	Co-ordinator Asset & Traffic Management.	Not applicable
Act	ROAD MANAGEMENT ACT 2004	s16(7)	power to enter into an arrangement under section 15	Manager Engineering Services.	Not applicable
Act	ROAD MANAGEMENT ACT 2004	s16(8)	duty to enter details of determination in public roads register	Co-ordinator Infrastructure Management. Co-ordinator Asset & Traffic Management.	Not applicable
Act	ROAD MANAGEMENT ACT 2004	s17(2)	duty to register public road in public roads register	Co-ordinator Asset & Traffic Management.	where council is the coordinating road authority
Act	ROAD MANAGEMENT ACT 2004	s17(3)	power to decide that a road is reasonably required for general public use	Not Delegated.	where council is the coordinating road authority
Act	ROAD MANAGEMENT ACT 2004	s17(3)	duty to register a road reasonably required for general public use in public roads register	Not Delegated.	where council is the coordinating road authority
Act	ROAD MANAGEMENT ACT 2004	s17(4)	power to decide that a road is no longer reasonably required for general public use	Co-ordinator Infrastructure Management. Co-ordinator Asset & Traffic Management.	where council is the coordinating road authority
Act	ROAD MANAGEMENT ACT 2004	s17(4)	duty to remove road no longer reasonably required for general public use from public roads register	Co-ordinator Infrastructure Management. Co-ordinator Asset & Traffic Management.	where council is the coordinating road authority
Act	ROAD MANAGEMENT ACT 2004	s18(1)	power to designate ancillary area	Co-ordinator Infrastructure Management.	where council is the coordinating road authority, and obtain consent in circumstances specified in section 18(2)
Act	ROAD MANAGEMENT ACT 2004	s18(3)	duty to record designation in public roads register	Co-ordinator Asset & Traffic Management.	where council is the coordinating road authority

Attachment 1 - Council to Staff Delegations

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Act	ROAD MANAGEMENT ACT 2004	s19(1)	duty to keep register of public roads in respect of which it is the coordinating road authority	Co-ordinator Asset & Traffic Management.	Not applicable
Act	ROAD MANAGEMENT ACT 2004	s19(4)	duty to specify details of discontinuance in public roads register	Co-ordinator Infrastructure Management. Co-ordinator Asset & Traffic Management.	Not applicable
Act	ROAD MANAGEMENT ACT 2004	s19(5)	duty to ensure public roads register is available for public inspection	Co-ordinator Asset & Traffic Management.	Not applicable
Act	ROAD MANAGEMENT ACT 2004	s.21	function of replying to request for information or advice	Co-ordinator Infrastructure Management. Co-ordinator Asset & Traffic Management. Co-ordinator Engineering Design.	obtain consent in circumstances specified in section 11(2)
Act	ROAD MANAGEMENT ACT 2004	s.22(2)	function of commenting on proposed direction	Co-ordinator Infrastructure Management. Co-ordinator Asset & Traffic Management. Co-ordinator Project Implementation. Co-ordinator Engineering Design.	Not applicable
Act	ROAD MANAGEMENT ACT 2004	s.22(4)	duty to publish a copy or summary of any direction made under section 22 by the Minister in its annual report.	Manager Engineering Services.	
Act	ROAD MANAGEMENT ACT 2004	s.22(5)	duty to give effect to a direction under this section.	Manager Engineering Services.	
Act	ROAD MANAGEMENT ACT 2004	s.40(1)	duty to inspect, maintain and repair a public road.	Co-ordinator Infrastructure Management. Co-ordinator Asset & Traffic Management. Co-ordinator Project Implementation. Co-ordinator Engineering Design.	Not applicable
Act	ROAD MANAGEMENT ACT 2004	s.41(1)	power to determine the standard of construction, inspection, maintenance and repair	Manager Engineering Services.	
Act	ROAD MANAGEMENT ACT 2004	s42(1)	power to declare a public road as a controlled access road	Co-ordinator Infrastructure Management.	power of coordinating road authority and Schedule 2 also applies
Act	ROAD MANAGEMENT ACT 2004	s42(2)	power to amend or revoke declaration by notice published in Government Gazette	Co-ordinator Infrastructure Management.	power of coordinating road authority and Schedule 2 also applies
Act	ROAD MANAGEMENT ACT 2004	s42A(3)	duty to consult with VicRoads before road is specified	Manager Engineering Services.	where council is the coordinating road authority if road is a municipal road or part thereof
Act	ROAD MANAGEMENT ACT 2004	s42A(4)	power to approve Minister's decision to specify a road as a specified freight road	Manager Engineering Services.	where council is the coordinating road authority if road is a municipal road or part thereof and where road is to be specified a freight road

Attachment 1 - Council to Staff Delegations

	Column 1		Column 2	Column 3	Column 4
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Act	ROAD MANAGEMENT ACT 2004	s.48EA	duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	Manager Engineering Services.	where council is the responsible road authority, infrastructure manager or works manager
Act	ROAD MANAGEMENT ACT 2004	s.53(2)	power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	Co-ordinator Asset & Traffic Management.	Not applicable
Act	ROAD MANAGEMENT ACT 2004	s.54(2)	duty to give notice of proposal to make a road management plan	Co-ordinator Asset & Traffic Management.	Not applicable
Act	ROAD MANAGEMENT ACT 2004	s.55(1)	duty to cause notice of road management plan to be published in Government Gazette and newspaper	Co-ordinator Asset & Traffic Management.	Not applicable
Act	ROAD MANAGEMENT ACT 2004	s.63(1)	power to consent to conduct of works on road	Manager Infrastructure Operations.	where council is the coordinating road authority
Act	ROAD MANAGEMENT ACT 2004	s.63(2)(e)	power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	Manager Infrastructure Operations.	where council is the infrastructure manager
Act	ROAD MANAGEMENT ACT 2004	s.64(1)	duty to comply with clause 13 of Schedule 7	Manager Infrastructure Operations.	where council is the infrastructure manager or works manager
Act	ROAD MANAGEMENT ACT 2004	s.66(1)	power to consent to structure etc	Co-ordinator Infrastructure Management. Manager Health & Local Laws. Co-ordinator Amenity Protection. Co-ordinator Parking & Animal Compliance. Team Leader Health & Amenity Standard. Health & Amenity Officer. Health & Amenity Officer. Team Leader Parking & Information Services. Parking Information Services Officer. Team Leader Animal & Information Services. Senior Parking Compliance & Information Services. Animal & Information Services Officer. Animal & Information Services Officer. Animal Registration & Patrol Officer. Animal Patrol and Safety Officer (pt).	where council is the coordinating road authority

Attachment 1 - Council to Staff Delegations

Column 1			Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	ROAD MANAGEMENT ACT 2004	s.67(3)	power to request information	Co-ordinator Infrastructure Management. Co-ordinator Asset & Traffic Management. Co-ordinator Engineering Design. Manager Health & Local Laws. Co-ordinator Amenity Protection. Co-ordinator Parking & Animal Compliance. Team Leader Health & Amenity Standard. Team Leader Parking & Information Services. Health & Amenity Officer. Health & Amenity Officer. Parking Information Services Officer. Senior Parking Compliance & Information Services. Animal & Information Services Officer. Animal & Information Services Officer. Animal Registration & Patrol Officer. Team Leader Animal & Information Services. Animal Patrol and Safety Officer (pt).	where council is the coordinating road authority
Act	ROAD MANAGEMENT ACT 2004	s.68(2)	power to request information	Co-ordinator Infrastructure Management. Co-ordinator Asset & Traffic Management. Co-ordinator Engineering Design.	where council is the coordinating road authority
Act	ROAD MANAGEMENT ACT 2004	s71(3)	power to appoint an authorised officer	Manager Engineering Services.	Not applicable
Act	ROAD MANAGEMENT ACT 2004	s86	duty to keep register re section 85 matters	Co-ordinator Infrastructure Management.	Not applicable
Act	ROAD MANAGEMENT ACT 2004	s87(2)	duty to investigate complaint and provide report	Co-ordinator Infrastructure Management. Co-ordinator Asset & Traffic Management. Co-ordinator Engineering Design.	Not applicable
Act	ROAD MANAGEMENT ACT 2004	s116	power to cause or carry out inspection	Co-ordinator Asset & Traffic Management.	Not applicable
Act	ROAD MANAGEMENT ACT 2004	s.120(1)	power to exercise road management functions on an arterial road (with the consent of VicRoads)	Manager Engineering Services.	
Act	ROAD MANAGEMENT ACT 2004	s120(2)	duty to seek consent of VicRoads to exercise road management functions before exercising power in section 120(1)	Co-ordinator Infrastructure Management. Co-ordinator Asset & Traffic Management. Co-ordinator Engineering Design.	Not applicable
Act	ROAD MANAGEMENT ACT 2004	s121(1)	power to enter into an agreement in respect of works	Co-ordinator Infrastructure Management. Co-ordinator Project Implementation. Co-ordinator Engineering Design.	Not applicable
Act	ROAD MANAGEMENT ACT 2004	Schedule 2 Clause 2(1)	power to make a decision in respect of controlled access roads	Co-ordinator Infrastructure Management.	Not applicable
Act	ROAD MANAGEMENT ACT 2004	Schedule 2 Clause 3(1)	duty to make policy about controlled access roads	Manager Engineering Services.	Not applicable

Attachment 1 - Council to Staff Delegations

	Column 1		Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	ROAD MANAGEMENT ACT 2004	Schedule 2 Clause 3(2)	power to amend, revoke or substitute policy about controlled access roads	Manager Engineering Services.	Not applicable
Act	ROAD MANAGEMENT ACT 2004	Schedule 2 Clause 5	duty to publish notice of declaration	Manager Engineering Services.	Not applicable
Act	ROAD MANAGEMENT ACT 2004	Schedule 7, Clause 7(1)	duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	Manager Engineering Services.	where council is the infrastructure manager or works manager
Act	ROAD MANAGEMENT ACT 2004	Schedule 7, Clause 8(1)	duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	Manager Engineering Services.	where council is the infrastructure manager or works manager
Act	ROAD MANAGEMENT ACT 2004	Schedule 7, Clause 9(1)	duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	Manager Engineering Services.	where council is the infrastructure manager or works manager responsible for non-road infrastructure

Attachment 1 - Council to Staff Delegations

	Column 1		Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	ROAD MANAGEMENT ACT 2004	Schedule 7, Clause 9(2)	duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	Manager Engineering Services.	where council is the infrastructure manager or works manager
Act	ROAD MANAGEMENT ACT 2004	Schedule 7, Clause 10(2)	where Schedule 7 Clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	Manager Engineering Services.	where council is the infrastructure manager or works manager
Act	ROAD MANAGEMENT ACT 2004	Schedule 7 Clause 12(2)	power to direct infrastructure manager or works manager to conduct reinstatement works	Manager Engineering Services.	where council is the coordinating road authority
Act	ROAD MANAGEMENT ACT 2004	Schedule 7 Clause 12(3)	power to take measures to ensure reinstatement works are completed	Manager Engineering Services.	where council is the coordinating road authority
Act	ROAD MANAGEMENT ACT 2004	Schedule 7 Clause 12(4)	duty to ensure that works are conducted by an appropriately qualified person	Manager Engineering Services.	where council is the coordinating road authority
Act	ROAD MANAGEMENT ACT 2004	Schedule 7 Clause 12(5)	power to recover costs	Manager Engineering Services.	where council is the coordinating road authority
Act	ROAD MANAGEMENT ACT 2004	Schedule 7, Clause 13(1)	duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to Schedule 7, Clause 13(2)	Manager Engineering Services.	where council is the works manager
Act	ROAD MANAGEMENT ACT 2004	Schedule 7 Clause 13(2)	power to vary notice period	Manager Engineering Services.	where council is the coordinating road authority
Act	ROAD MANAGEMENT ACT 2004	Schedule 7, Clause 13(3)	duty to ensure works manager has complied with obligation to give notice under Schedule 7, Clause 13(1)	Manager Engineering Services.	where council is the infrastructure manager
Act	ROAD MANAGEMENT ACT 2004	Schedule 7 Clause 16(1)	power to consent to proposed works	Co-ordinator Infrastructure Management.	where council is the coordinating road authority

Attachment 1 - Council to Staff Delegations

	Column 1		Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	ROAD MANAGEMENT ACT 2004	Schedule 7 Clause 17(2)	power to refuse to give consent and duty to give reasons for refusal	Co-ordinator Infrastructure Management.	where council is the coordinating road authority
Act	ROAD MANAGEMENT ACT 2004	Schedule 7 Clause 18(1)	power to enter into an agreement	Co-ordinator Infrastructure Management.	where council is the coordinating road authority
Act	ROAD MANAGEMENT ACT 2004	Schedule 7 Clause 19(1)	power to give notice requiring rectification of works	Co-ordinator Infrastructure Management. Co-ordinator Project Implementation.	where council is the coordinating road authority
Act	ROAD MANAGEMENT ACT 2004	Schedule 7 Clause 20(1)	power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	Co-ordinator Infrastructure Management. Co-ordinator Project Implementation. Co-ordinator Engineering Design.	where council is the coordinating road authority
Act	ROAD MANAGEMENT ACT 2004	Schedule 7A Clause 2	power to cause street lights to be installed on roads	Manager Engineering Services.	power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
Act	ROAD MANAGEMENT ACT 2004	Schedule 7A Clause 3 (1) (d)	duty to pay installation and operation costs of street lighting - where road is not an arterial road	Manager Engineering Services.	where council is the responsible road authority
Act	ROAD MANAGEMENT ACT 2004	Schedule 7A Clause 3 (1) (e)	duty to pay installation and operation costs of street lighting "where road is a service road on an arterial road and adjacent areas	Manager Engineering Services.	where council is the responsible road authority
Act	ROAD MANAGEMENT ACT 2004	Schedule 7A Clause 3 (1) (f)	duty to pay installation and percentage of operation costs of street lighting "for arterial roads in accordance with clauses 3(2) and 4	Manager Engineering Services.	duty of council as responsible road authority that installed the light (re: installation costs) and where council is relevant municipal council (re: operating costs)
Act	ENVIRONMENT PROTECTION ACT 1970	s.53M(7)	duty to refuse to issue a permit in circumstances in (a)-(c)	Co-ordinator Health Services. Team Leader Environmental Health. Environmental Health Officer. Environmental Health Officer. Environmental Health Officer.	refusal must be ratified by council or it is of no effect
Act	FOOD ACT 1984	s.19CB(4)(b)	power to request copy of records	Manager Health & Local Laws. Co-ordinator Health Services.	where council is the registration authority
Act	PLANNING AND ENVIRONMENT ACT 1987	s.4G	function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	General Manager Planning & Tourism. Manager City Development. Co-ordinator Strategic Implementation. Town Planner. Manager Planning Strategy & Urban Growth. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	

Attachment 1 - Council to Staff Delegations

Column 1			Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987	s.21A(4)	duty to publish notice in accordance with section	General Manager Planning & Tourism. Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Statutory Planning. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.26(1)	power to make report available for inspection	Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Statutory Planning. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.28	duty to notify the Minister if abandoning an amendment	Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Statutory Planning. Town Planner. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Co-ordinator Urban Growth Area Planning. Subdivision Officer.	Note: the power to make a decision to abandon an amendment cannot be delegated
Act	ROAD MANAGEMENT ACT 2004	s.14(4)	function of receiving notice from VicRoads	Manager Engineering Services.	Not applicable
Act	RESIDENTIAL TENANCIES ACT 1997	s.142D	function of receiving notice regarding an unregistered rooming house	Manager City Development. Co-ordinator Building Services (Municipal Building Surveyor).	Not applicable
Act	RESIDENTIAL TENANCIES ACT 1997	s.252	power to give tenant a notice to vacate rented premises if subsection (1) applies	Not Delegated.	where council is the landlord
Act	RESIDENTIAL TENANCIES ACT 1997	s.262(1)	power to give tenant a notice to vacate rented premises	Not Delegated.	where council is the landlord
Act	RESIDENTIAL TENANCIES ACT 1997	s.262(3)	power to publish its criteria for eligibility for the provision of housing by council	Not Delegated.	
Act	RESIDENTIAL TENANCIES ACT 1997	s.526A(3)	function of receiving report of inspection	Manager City Development. Co-ordinator Building Services (Municipal Building Surveyor).	

Attachment 1 - Council to Staff Delegations

	Column 1		Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	ROAD MANAGEMENT ACT 2004	s.40(5)	power to inspect, maintain and repair a road which is not a public road	Co-ordinator Infrastructure Management. Co-ordinator Asset & Traffic Management. Co-ordinator Project Implementation. Co-ordinator Engineering Design.	Not applicable
Act	ROAD MANAGEMENT ACT 2004	s.48M(3)	function of consulting with the Secretary for purposes of developing guidelines under section 48M	Manager Engineering Services.	
Act	ROAD MANAGEMENT ACT 2004	s.48N	duty to notify the Secretary of the location of the bus stopping point and the action taken by council	Manager Engineering Services.	
Act	ROAD MANAGEMENT ACT 2004	s.49	power to develop and publish a road management plan	Manager Engineering Services.	
Act	ROAD MANAGEMENT ACT 2004	s.51	power to determine standards by incorporating the standards in a road management plan	Manager Engineering Services.	
Act	ROAD MANAGEMENT ACT 2004	s.54(5)	duty to conduct a review of road management plan at prescribed intervals	Co-ordinator Asset & Traffic Management.	Not applicable
Act	ROAD MANAGEMENT ACT 2004	s.54(6)	power to amend road management plan	Co-ordinator Asset & Traffic Management.	Not applicable
Act	ROAD MANAGEMENT ACT 2004	s.54(7)	duty to incorporate the amendments into the road management plan	Co-ordinator Asset & Traffic Management.	Not applicable
Act	ROAD MANAGEMENT ACT 2004	s.67(2)	function of receiving the name & address of the person responsible for distributing the sign or bill	Co-ordinator Infrastructure Management.	where council is the coordinating road authority
Act	ROAD MANAGEMENT ACT 2004	s.72	duty to issue an identity card to each authorised officer	Manager Engineering Services.	Not applicable
Act	ROAD MANAGEMENT ACT 2004	s.85	function of receiving report from authorised officer	Manager Engineering Services.	Not applicable
Act	ROAD MANAGEMENT ACT 2004	s.87(1)	function of receiving complaints	Manager Engineering Services.	Not applicable
Act	ROAD MANAGEMENT ACT 2004	s.112(2)	power to recover damages in court	Manager Engineering Services.	Not applicable
Act	ROAD MANAGEMENT ACT 2004	s.119(2)	function of consulting with VicRoads	Manager Engineering Services.	Not applicable
Act	ROAD MANAGEMENT ACT 2004	s.122(1)	power to charge and recover fees	Manager Engineering Services.	Not applicable

Attachment 1 - Council to Staff Delegations

	Column 1		Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	ROAD MANAGEMENT ACT 2004	s.123(1)	power to charge for any service	Manager Engineering Services.	Not applicable
Act	ROAD MANAGEMENT ACT 2004	Schedule 2 Clause 4	function of receiving details of proposal from VicRoads	Co-ordinator Infrastructure Management.	Not applicable
Act	ROAD MANAGEMENT ACT 2004	Schedule 7 Clause 16(4)	duty to consult	Co-ordinator Infrastructure Management.	where council is the coordinating road authority, responsible authority or infrastructure manager
Act	ROAD MANAGEMENT ACT 2004	Schedule 7 Clause 16(5)	power to consent to proposed works	Co-ordinator Infrastructure Management.	where council is the coordinating road authority
Act	ROAD MANAGEMENT ACT 2004	Schedule 7 Clause 16(6)	power to set reasonable conditions on consent	Co-ordinator Infrastructure Management.	where council is the coordinating road authority
Act	ROAD MANAGEMENT ACT 2004	Schedule 7 Clause 16(8)	power to include consents and conditions	Co-ordinator Infrastructure Management.	where council is the coordinating road authority
Act	ROAD MANAGEMENT ACT 2004	Schedule 7 Clause 19(2) & (3)	power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	Co-ordinator Infrastructure Management. Co-ordinator Project Implementation.	where council is the coordinating road authority
Reg	RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010	r.15(3)	power to determine where notice of transfer is displayed	Co-ordinator Building Services (Municipal Building Surveyor). Building Surveyor. Assistant Building Surveyor. Assistant Building Surveyor. Technical Officer. Team Leader Senior Building Surveyor/Permits. Team Leader Senior Building Surveyor. Building Surveyor. Building Surveyor.	
Reg	RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010	r.19(4)	power to determine where the emergency contact person's details are displayed	Co-ordinator Building Services (Municipal Building Surveyor). Building Surveyor. Assistant Building Surveyor. Assistant Building Surveyor. Technical Officer. Team Leader Senior Building Surveyor/Permits. Team Leader Senior Building Surveyor. Building Surveyor. Building Surveyor.	
Reg	RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010	r.19(6)	power to determine where certain information is displayed	Co-ordinator Building Services (Municipal Building Surveyor). Building Surveyor. Assistant Building Surveyor. Assistant Building Surveyor. Technical Officer. Team Leader Senior Building Surveyor/Permits. Team Leader Senior Building Surveyor. Building Surveyor. Building Surveyor.	

Attachment 1 - Council to Staff Delegations

	Column 1		Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Reg	RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010	r.23	power to determine places in which caravan park owner must display a copy of emergency procedures	Co-ordinator Building Services (Municipal Building Surveyor). Building Surveyor. Assistant Building Surveyor. Assistant Building Surveyor. Technical Officer. Team Leader Senior Building Surveyor/Permits. Team Leader Senior Building Surveyor. Building Surveyor. Building Surveyor.	
Reg	RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010	r.40(4)	function of receiving installation certificate	Co-ordinator Building Services (Municipal Building Surveyor). Building Surveyor. Assistant Building Surveyor. Assistant Building Surveyor. Technical Officer. Team Leader Senior Building Surveyor/Permits. Team Leader Senior Building Surveyor. Building Surveyor. Building Surveyor.	
Reg	RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010	Schedule 3 clause 4(3)	power to approve the removal of wheels and axles from unregistrable movable dwelling	Co-ordinator Building Services (Municipal Building Surveyor). Building Surveyor. Assistant Building Surveyor. Assistant Building Surveyor. Technical Officer. Team Leader Senior Building Surveyor/Permits. Team Leader Senior Building Surveyor. Building Surveyor. Building Surveyor.	
Act	FOOD ACT 1984	s.19M(4)(a) & (5)	power to conduct a food safety audit and take actions where deficiencies are identified	Manager Health & Local Laws. Co-ordinator Health Services. Environmental Health Officer. Environmental Health Officer. Environmental Health Officer. Team Leader Environmental Health. Team Leader Environmental Health. Environmental Health Officer.	where council is the registration authority
Act	RESIDENTIAL TENANCIES ACT 1997	s.518F	power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	Manager City Development. Co-ordinator Building Services (Municipal Building Surveyor).	
Act	HERITAGE ACT 1995	s.84(2)	power to sub-delegate Executive Director's functions	Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Statutory Planning. Town Planner. Town Planner. Team Leader Senior Statutory Planner. Senior Statutory Planner. Customer Services Town Planner.	must obtain Executive Director's written consent first.

Attachment 1 - Council to Staff Delegations

	Column 1		Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	FOOD ACT 1984	s.43F(6)	duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	Manager Health & Local Laws. Co-ordinator Health Services. Team Leader Environmental Health. Team Leader Environmental Health.	where council is the registration authority
Act	FOOD ACT 1984	s.43F(7)	power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	Manager Health & Local Laws. Co-ordinator Health Services. Team Leader Environmental Health. Team Leader Environmental Health.	where council is the registration authority
Act	PLANNING AND ENVIRONMENT ACT 1987	s.107(3)	power to agree to extend time for making claim	Manager City Development. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	
Reg	RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010	r.13(2)	duty to renew the registration if satisfied that the caravan park complies with these regulations	Co-ordinator Building Services (Municipal Building Surveyor). Building Surveyor. Assistant Building Surveyor. Assistant Building Surveyor. Technical Officer. Team Leader Senior Building Surveyor/Permits. Team Leader Senior Building Surveyor. Building Surveyor. Building Surveyor.	
Act	FOOD ACT 1984	s.19AA(2)	power to direct, by written order, that a person must take any of the actions described in (a)-(c).	Manager Health & Local Laws. Co-ordinator Health Services. Team Leader Environmental Health. Environmental Health Officer. Team Leader Environmental Health. Environmental Health Technical Officer. Food Safety Assessment Officer. Food Safety Officer. Environmental Health Officer. Environmental Health Officer. Environmental Health Officer.	where council is the registration authority
Act	FOOD ACT 1984	s.19AA(4)(c)	power to direct, in an order made under s.19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	Manager Health & Local Laws. Co-ordinator Health Services. Team Leader Environmental Health. Environmental Health Officer. Team Leader Environmental Health. Environmental Health Technical Officer. Food Safety Assessment Officer. Food Safety Officer. Environmental Health Officer. Environmental Health Officer. Environmental Health Officer.	Note: the power to direct the matters under s.19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution

Attachment 1 - Council to Staff Delegations

Column 1			Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	FOOD ACT 1984	s.19AA(7)	duty to revoke order issued under s.19AA and give written notice of revocation, if satisfied that that order has been complied with	Manager Health & Local Laws. Co-ordinator Health Services. Team Leader Environmental Health. Environmental Health Officer. Team Leader Environmental Health. Food Safety Assessment Officer. Food Safety Officer. Environmental Health Officer. Environmental Health Officer. Environmental Health Officer.	where council is the registration authority
Act	RESIDENTIAL TENANCIES ACT 1997	s.142G(1)	duty to enter required information in Rooming House Register for each rooming house in municipal district	Manager City Development. Co-ordinator Building Services (Municipal Building Surveyor).	
Act	RESIDENTIAL TENANCIES ACT 1997	s. 142G(2)	power to enter certain information in the Rooming House Register	Manager City Development. Co-ordinator Building Services (Municipal Building Surveyor).	
Act	RESIDENTIAL TENANCIES ACT 1997	s.142I(2)	power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	Manager City Development. Co-ordinator Building Services (Municipal Building Surveyor).	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.8A(2)	power to prepare amendment to the planning scheme where the Minister has given consent under s.8A	Manager City Development. Co-ordinator Strategic Implementation. Strategic Planner. Senior Strategic Planner (cas). Senior Strategic Planner (pt). Senior Strategic Planner. Strategic Planner.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.8A(5)	function of receiving notice of the Minister's decision	Manager City Development. Co-ordinator Strategic Implementation. Strategic Planner. Senior Strategic Planner (cas). Senior Strategic Planner (pt). Senior Strategic Planner. Strategic Planner.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.8A(7)	power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	Manager City Development. Co-ordinator Strategic Implementation. Strategic Planner. Senior Strategic Planner (cas). Senior Strategic Planner (pt). Senior Strategic Planner. General Manager Planning & Tourism. Strategic Planner.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.8B(2)	power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	Manager City Development. Co-ordinator Strategic Implementation. Strategic Planner. Senior Strategic Planner (cas). Senior Strategic Planner (pt). Senior Strategic Planner. General Manager Planning & Tourism. Strategic Planner.	

Attachment 1 - Council to Staff Delegations

Column 1			Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987	s.17(3)	duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	Manager City Development. Co-ordinator Strategic Implementation. Strategic Planner. Senior Strategic Planner (cas). Senior Strategic Planner (pt). Senior Strategic Planner. Strategic Planner.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.58A	power to request advice from the Planning Application Committee	Manager City Development. General Manager Planning & Tourism. Co-ordinator Statutory Planning. Senior Statutory Planner. Team Leader Senior Statutory Planner. Town Planner. Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.61(2A)	power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	Not Delegated.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.64A	duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	Manager City Development. Co-ordinator Statutory Planning. Senior Statutory Planner. Team Leader Senior Statutory Planner. Town Planner. Town Planner. Customer Services Town Planner. Subdivision Officer.	this provision applies also to a decision to grant an amendment to a permit - see section 75A
Act	PLANNING AND ENVIRONMENT ACT 1987	s.66(2)	duty to give a recommending referral authority notice of its decision to grant a permit	Manager City Development. Co-ordinator Statutory Planning. Senior Statutory Planner. Team Leader Senior Statutory Planner. Town Planner. Town Planner. Customer Services Town Planner. Subdivision Officer.	if the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
Act	PLANNING AND ENVIRONMENT ACT 1987	s.66(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	Manager City Development. Co-ordinator Statutory Planning. Senior Statutory Planner. Team Leader Senior Statutory Planner. Town Planner. Town Planner. Customer Services Town Planner. Subdivision Officer.	if the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
Act	PLANNING AND ENVIRONMENT ACT 1987	s.66(6)	duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	Manager City Development. Co-ordinator Statutory Planning. Senior Statutory Planner. Team Leader Senior Statutory Planner. Town Planner. Town Planner. Customer Services Town Planner. Subdivision Officer.	if the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit

Attachment 1 - Council to Staff Delegations

Column 1			Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987	s.69(1A)	function of receiving application for extension of time to complete development	Manager City Development. Co-ordinator Statutory Planning. Senior Statutory Planner. Team Leader Senior Statutory Planner. Town Planner. Town Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	if the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
Act	PLANNING AND ENVIRONMENT ACT 1987	s.76A(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	if the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
Act	PLANNING AND ENVIRONMENT ACT 1987	s.76A(6)	duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under section 64 or 76	Manager City Development. Co-ordinator Statutory Planning. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	if the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
Act	PLANNING AND ENVIRONMENT ACT 1987	s.97MH	duty to provide information or assistance to the Planning Application Committee	Manager City Development. Co-ordinator Statutory Planning. Senior Statutory Planner. Team Leader Senior Statutory Planner. Town Planner. Town Planner. Customer Services Town Planner. General Manager Planning & Tourism. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.97MI	duty to contribute to the costs of the Planning Application Committee or subcommittee	Manager City Development. Co-ordinator Statutory Planning. General Manager Planning & Tourism.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	Manager City Development. Co-ordinator Statutory Planning. Senior Statutory Planner. Team Leader Senior Statutory Planner. Town Planner. Town Planner. Customer Services Town Planner. General Manager Planning & Tourism. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.178A(1)	function of receiving application to amend or end an agreement	Manager City Development. Co-ordinator Statutory Planning. Senior Statutory Planner. Team Leader Senior Statutory Planner. Town Planner. Town Planner. Customer Services Town Planner. General Manager Planning & Tourism. Subdivision Officer.	

Attachment 1 - Council to Staff Delegations

	Column 1		Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987	s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	Manager City Development. Co-ordinator Statutory Planning. Senior Statutory Planner. Team Leader Senior Statutory Planner. Town Planner. Town Planner. Customer Services Town Planner. General Manager Planning & Tourism. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.178A(4)	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	Manager City Development. Co-ordinator Statutory Planning. Senior Statutory Planner. Team Leader Senior Statutory Planner. Town Planner. Town Planner. Customer Services Town Planner. General Manager Planning & Tourism. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.178A(5)	power to propose to amend or end an agreement	Manager City Development. Co-ordinator Statutory Planning. Senior Statutory Planner. Team Leader Senior Statutory Planner. Town Planner. Town Planner. Customer Services Town Planner. General Manager Planning & Tourism. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement	Manager City Development. Co-ordinator Statutory Planning. Senior Statutory Planner. Team Leader Senior Statutory Planner. Town Planner. Town Planner. Customer Services Town Planner. General Manager Planning & Tourism. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.178B(2)	duty to consider certain matters when considering proposal to end an agreement	Manager City Development. Co-ordinator Statutory Planning. Senior Statutory Planner. Team Leader Senior Statutory Planner. Town Planner. Town Planner. Customer Services Town Planner. General Manager Planning & Tourism. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.178C(2)	duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	Manager City Development. Co-ordinator Statutory Planning. Senior Statutory Planner. Team Leader Senior Statutory Planner. Town Planner. Town Planner. Customer Services Town Planner. General Manager Planning & Tourism. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.178C(4)	function of determining how to give notice under s.178C(2)	Manager City Development. Co-ordinator Statutory Planning. Senior Statutory Planner. Team Leader Senior Statutory Planner. Town Planner. Town Planner. Customer Services Town Planner. General Manager Planning & Tourism. Subdivision Officer.	

Attachment 1 - Council to Staff Delegations

Column 1			Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987	s.178E(1)	duty not to make decision until after 14 days after notice has been given	Manager City Development. Co-ordinator Statutory Planning. Senior Statutory Planner. Team Leader Senior Statutory Planner. Town Planner. Town Planner. Customer Services Town Planner. General Manager Planning & Tourism. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.178E(2)(a)	power to amend or end the agreement in accordance with the proposal	General Manager Planning & Tourism.	If no objections are made under s.178D Must consider matters in s.178B
Act	PLANNING AND ENVIRONMENT ACT 1987	s.178E(2)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	General Manager Planning & Tourism.	If no objections are made under s.178D Must consider matters in s.178B
Act	PLANNING AND ENVIRONMENT ACT 1987	s.178E(2)(c)	power to refuse to amend or end the agreement	General Manager Planning & Tourism.	If no objections are made under s.178D Must consider matters in s.178B
Act	PLANNING AND ENVIRONMENT ACT 1987	s.178E(3)(a)	power to amend or end the agreement in accordance with the proposal	General Manager Planning & Tourism.	After considering objections, submissions and matters in s.178B
Act	PLANNING AND ENVIRONMENT ACT 1987	s.178E(3)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	General Manager Planning & Tourism.	After considering objections, submissions and matters in s.178B
Act	PLANNING AND ENVIRONMENT ACT 1987	s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	General Manager Planning & Tourism.	After considering objections, submissions and matters in s.178B
Act	PLANNING AND ENVIRONMENT ACT 1987	s.178E(3)(d)	power to refuse to amend or end the agreement	General Manager Planning & Tourism.	After considering objections, submissions and matters in s.178B
Act	PLANNING AND ENVIRONMENT ACT 1987	s.178F(1)	duty to give notice of its decision under s.178E(3)(a) or (b)	Manager City Development. Co-ordinator Statutory Planning. Senior Statutory Planner. Team Leader Senior Statutory Planner. Town Planner. Town Planner. Customer Services Town Planner. General Manager Planning & Tourism. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.178F(2)	duty to give notice of its decision under s.178E(2)(c) or (3)(d)	Manager City Development. Co-ordinator Statutory Planning. Senior Statutory Planner. Team Leader Senior Statutory Planner. Town Planner. Town Planner. Customer Services Town Planner. General Manager Planning & Tourism. Subdivision Officer.	

Attachment 1 - Council to Staff Delegations

	Column 1		Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987	s.178F(4)	duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	General Manager Planning & Tourism.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.178G	duty to sign amended agreement and give copy to each other party to the agreement	General Manager Planning & Tourism.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.178H	power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	Manager City Development. Co-ordinator Statutory Planning. Senior Statutory Planner. Team Leader Senior Statutory Planner. Town Planner. Town Planner. Customer Services Town Planner. General Manager Planning & Tourism. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.178I(3)	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	Manager City Development. Co-ordinator Statutory Planning. Senior Statutory Planner. Team Leader Senior Statutory Planner. Town Planner. Town Planner. Customer Services Town Planner. General Manager Planning & Tourism. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.181(1A)(a)	power to apply to the Registrar of Titles to record the agreement	Manager City Development. Co-ordinator Statutory Planning. Senior Statutory Planner. Team Leader Senior Statutory Planner. Town Planner. Town Planner. Customer Services Town Planner. General Manager Planning & Tourism. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.181(1A)(b)	duty to apply to the Registrar of Titles, without delay, to record the agreement	Manager City Development. Co-ordinator Statutory Planning. Senior Statutory Planner. Team Leader Senior Statutory Planner. Town Planner. Town Planner. Customer Services Town Planner. General Manager Planning & Tourism. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.184F(1)	power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	General Manager Planning & Tourism.	

Attachment 1 - Council to Staff Delegations

	Column 1		Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987	s.184F(2)	duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	Manager City Development. Co-ordinator Statutory Planning. Senior Statutory Planner. Team Leader Senior Statutory Planner. Town Planner. Town Planner. Customer Services Town Planner. General Manager Planning & Tourism. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.184F(3)	duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	Manager City Development. Co-ordinator Statutory Planning. Senior Statutory Planner. Team Leader Senior Statutory Planner. Town Planner. Town Planner. Customer Services Town Planner. General Manager Planning & Tourism. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.184F(5)	function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	Manager City Development. Co-ordinator Statutory Planning. Senior Statutory Planner. Team Leader Senior Statutory Planner. Town Planner. Town Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.184G(2)	duty to comply with a direction of the Tribunal	Manager City Development. Co-ordinator Statutory Planning. Senior Statutory Planner. Team Leader Senior Statutory Planner. Town Planner. Town Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.184G(3)	duty to give notice as directed by the Tribunal	Manager City Development. Co-ordinator Statutory Planning. Senior Statutory Planner. Team Leader Senior Statutory Planner. Town Planner. Town Planner. Customer Services Town Planner. Subdivision Officer.	
Act	PLANNING AND ENVIRONMENT ACT 1987	s.19	function of receiving notice of preparation of an amendment to a planning scheme	Manager City Development. Co-ordinator Strategic Implementation. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Co-ordinator Urban Growth Area Planning.	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
Act	PLANNING AND ENVIRONMENT ACT 1987	s.23(1)(b)	duty to refer submissions which request a change to the amendment to a panel	Manager City Development. Co-ordinator Strategic Implementation. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Co-ordinator Urban Growth Area Planning.	

Attachment 1 - Council to Staff Delegations

Column 1			Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Act	PLANNING AND ENVIRONMENT ACT 1987	s.46AS(ac)	power to request the Growth Areas Authority to provide advice on any matter relating to land in Victoria or an objective of planning in Victoria	Manager City Development. Co-ordinator Strategic Implementation. Manager Planning Strategy & Urban Growth. Co-ordinator Planning Strategy. Co-ordinator Urban Growth Area Planning.	
Reg	PLANNING AND ENVIRONMENT REGULATIONS 2015	r.6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Planning Strategy. Co-ordinator Urban Growth Area Planning. Manager Planning Strategy & Urban Growth.	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
Reg	PLANNING AND ENVIRONMENT REGULATIONS 2015	r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Planning Strategy. Co-ordinator Urban Growth Area Planning. Manager Planning Strategy & Urban Growth.	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
Reg	PLANNING AND ENVIRONMENT (FEES) FURTHER INTERIM REGULATIONS 2014	r.16	power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	General Manager Planning & Tourism. Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation.	Note: these Regulations expire on 16 October 2015
Reg	PLANNING AND ENVIRONMENT (FEES) FURTHER INTERIM REGULATIONS 2014	r.17	power to waive or rebate a fee relating to an amendment of a planning scheme	General Manager Planning & Tourism. Manager City Development. Co-ordinator Strategic Implementation.	Note: these Regulations expire on 16 October 2015
Reg	PLANNING AND ENVIRONMENT (FEES) FURTHER INTERIM REGULATIONS 2014	r.18	duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r.16 or 17	General Manager Planning & Tourism. Manager City Development. Co-ordinator Strategic Implementation.	Note: these Regulations expire on 16 October 2015
Act	PLANNING AND ENVIRONMENT ACT 1987	s. 96Z	duty to keep levy certificates given to it under ss. 47 or 96A for no less than 5 years from receipt of the certificate	Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	

Attachment 1 - Council to Staff Delegations

	Column 1		Column 2	Column 3	Column 4
Type	Statute or Source	Provision	Matter delegated	Delegate by Position	Conditions and Limitations
Reg	RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010	r.13(2)	power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	Co-ordinator Building Services (Municipal Building Surveyor). Building Surveyor. Assistant Building Surveyor. Assistant Building Surveyor. Technical Officer. Team Leader Senior Building Surveyor/Permits. Team Leader Senior Building Surveyor. Building Surveyor. Building Surveyor.	
Reg	PLANNING AND ENVIRONMENT REGULATIONS 2015	r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	where Council is the responsible authority

Attachment 2 - Changes Council to Staff delegations

Type	Statute or Source	Provision	Matter Delegated	Delegate by Position	Conditions and Limitations	Status
Act	RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s33	duty to comply with a direction of the Safety Director under this section	Manager Engineering Services.	where council is a utility under section 3	UPDATED
Act	RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s33A	duty to comply with a direction of the Safety Director to give effect to arrangements under this section	Manager Engineering Services.	duty of council as a road authority under the Road Management Act 2004	UPDATED
Act	RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s34	duty to comply with a direction of the Safety Director to alter, demolish or take away works carried out contrary to a direction under s33(1)	Manager Engineering Services.	where council is a utility under section 3	UPDATED
Act	RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s.34C(2)	function of entering into safety interface agreements with rail infrastructure manager	Manager Engineering Services. Co-ordinator Asset & Traffic Management.	where council is the relevant road authority	UPDATED
Act	RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s.34D(1)	function of working in conjunction with rail infrastructure manager in determining whether risks to safety need to be managed	Manager Engineering Services. Co-ordinator Asset & Traffic Management.	where council is the relevant road authority	UPDATED
Act	RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s.34D(2)	function of receiving written notice of opinion	Manager Engineering Services. Co-ordinator Asset & Traffic Management.	where council is the relevant road authority	UPDATED
Act	RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s.34D(4)	function of entering into safety interface agreement with infrastructure manager	Manager Engineering Services. Co-ordinator Asset & Traffic Management.	where council is the relevant road authority	UPDATED
Act	RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s.34E(1)(a)	duty to identify and assess risks to safety	Manager Engineering Services. Co-ordinator Asset & Traffic Management.	where council is the relevant road authority	UPDATED
Act	RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s.34E(1)(b)	duty to determine measures to manage any risks identified and assessed having regard to items set out in section 34E(2)(a)-(c)	Manager Engineering Services. Co-ordinator Asset & Traffic Management.	where council is the relevant road authority	UPDATED
Act	RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s.34E(3)	duty to seek to enter into a safety interface agreement with rail infrastructure manager	Manager Engineering Services. Co-ordinator Asset & Traffic Management.	where council is the relevant road authority	UPDATED
Act	RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s.34F(1)(a)	duty to identify and assess risks to safety, if written notice has been received under section 34D(2)(a)	Manager Engineering Services. Co-ordinator Asset & Traffic Management.	where council is the relevant road authority	UPDATED

Attachment 2 - Changes Council to Staff delegations

Type	Statute or Source	Provision	Matter Delegated	Delegate by Position	Conditions and Limitations	Status
Act	RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s.34F(1)(b)	duty to determine measures to manage any risks identified and assessed, if written notice has been received under section 34D(2)(a)	Manager Engineering Services. Co-ordinator Asset & Traffic Management.	where council is the relevant road authority	UPDATED
Act	RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s.34F(2)	duty to seek to enter into a safety interface agreement with rail infrastructure manager	Manager Engineering Services. Co-ordinator Asset & Traffic Management.	where council is the relevant road authority	UPDATED
Act	RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s.34H	power to identify and assess risks to safety as required under sections 34B, 34C, 34D, 34E or 34F in accordance with subsections (a)-(c)	Manager Engineering Services. Co-ordinator Asset & Traffic Management.	where council is the relevant road authority	UPDATED
Act	RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s.34I	function of entering into safety interface agreements	Manager Engineering Services. Co-ordinator Asset & Traffic Management.	where council is the relevant road authority	UPDATED
Act	RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s.34J(2)	function of receiving notice from Safety Director	Manager Engineering Services. Co-ordinator Asset & Traffic Management.	where council is the relevant road authority	UPDATED
Act	RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s.34J(7)	duty to comply with a direction of the Safety Director given under section 34J(5)	Manager Engineering Services. Co-ordinator Asset & Traffic Management.	where council is the relevant road authority	UPDATED
Act	RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	s.34K(2)	duty to maintain a register of items set out in subsections (a)-(b)	Manager Engineering Services. Co-ordinator Asset & Traffic Management.	where council is the relevant road authority	UPDATED
Reg	PLANNING AND ENVIRONMENT (FEES) FURTHER INTERIM REGULATIONS 2014	r.17	power to waive or rebate a fee relating to an amendment of a planning scheme	General Manager Planning & Tourism. Manager City Development. Co-ordinator Strategic Implementation.	Note: these Regulations expire on 16 October 2015	UPDATED
Reg	PLANNING AND ENVIRONMENT REGULATIONS 2015	r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.		UPDATED

Attachment 2 - Changes Council to Staff delegations

Type	Statute or Source	Provision	Matter Delegated	Delegate by Position	Conditions and Limitations	Status
Reg	PLANNING AND ENVIRONMENT REGULATIONS 2015	r.25(b)	function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	General Manager Planning & Tourism. Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	where Council is not the responsible authority but the relevant land is within Council's municipal district	UPDATED
Reg	PLANNING AND ENVIRONMENT REGULATIONS 2015	r.6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Planning Strategy. Co-ordinator Urban Growth Area Planning. Manager Planning Strategy & Urban Growth.	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.	UPDATED
Reg	PLANNING AND ENVIRONMENT REGULATIONS 2015	r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	Manager City Development. Co-ordinator Strategic Implementation. Co-ordinator Planning Strategy. Co-ordinator Urban Growth Area Planning. Manager Planning Strategy & Urban Growth.	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.	UPDATED
Reg	PLANNING AND ENVIRONMENT REGULATIONS 2015	r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	Manager City Development. Co-ordinator Statutory Planning. Co-ordinator Strategic Implementation. Town Planner. Town Planner. Senior Statutory Planner. Team Leader Senior Statutory Planner. Customer Services Town Planner. Subdivision Officer.	where Council is the responsible authority	UPDATED

5. ROAD NAMING - UNNAMED LANEWAY, NEWTOWN

Portfolio:	Governance - Cr Lyons (Mayor)
Source:	Strategy & Performance - Financial Services
General Manager:	Dean Frost
Index Reference:	Subject/Financial Management -Reporting Subject/Roads, Footpaths & Streets

Purpose

To seek approval to name an unnamed laneway in Newtown to Polar Lane, Newtown.

Summary

- Development has taken place at 2 Bloomsbury Street, creating a unit with access from an unnamed laneway. To comply with legislation this property requires a unique address to this roadway.
- The laneway to the rear of properties 2-18 Bloomsbury Street and 376-398 Pakington Street is required to be named.
- It is proposed to name this laneway as Polar Lane, Newtown (refer Appendix 1).
- The name chosen is in recognition of the dairy that operated at the end of Bloomsbury Street for over 50 years.
- The proposed naming was advertised in the Independent newspaper on 29 May 2015 and the Geelong Advertiser on 30 May 2015.
- Council received one submission in favour to the proposed name.

Cr Ellis moved, Cr Richards seconded -

That Council endorse the naming of the unnamed laneway in Newtown to “Polar Lane”, Newtown.

Carried.

Background

Council is the responsible authority for naming and renaming roadways under the Local Government Act 1989.

The property at 2 Bloomsbury Street, Newtown has had significant building improvements, including a unit built with access via the unnamed laneway. To comply with legislation, this property requires a unique identifying address.

A report was submitted and carried at Council meeting of 14 April 2015 proposing two unnamed laneways to be named as Dairy Lane and Clydesdale Lane, Newtown. Clydesdale Lane was not supported by the Office of Geographic Names (OGN) based on duplication and potential confusion with roadways in Highton and Belmont. A new name had to be chosen to replace the proposed Clydesdale Lane.

The new name chosen is in recognition of the dairy that operated at the end of Bloomsbury Street for over 50 years and was known for time as “Polar Dairy”.

Letters have been sent to all adjoining property owners and residents advising them of Council’s proposal to name the unnamed laneway to “Polar Lane”, Newtown.

Discussion

It is proposed to name the laneway at the rear of the properties 2-18 Bloomsbury Street and 376-398 Pakington Street to "Polar Lane, Newtown". This naming would enable the newly created property at the rear of 2 Bloomsbury Street to have a unique identifiable address to Polar Lane, Newtown.

The proposed naming was advertised in the Independent newspaper on 29 May 2015 and the Geelong Advertiser newspaper on 30 May 2015. One submission in favour of utilising the name Polar was received.

Environmental Implications

There are no environmental issues arising from this report.

Financial Implications

The approximate cost to Council is \$750. This includes advertising, notification to residents and authorities and street signage.

Policy/Legal/Statutory Implications

The Local Government Act 1989, the Geographic Place Names Act 1998 and the Guidelines for Geographic Names 2010 have been followed and met.

Alignment to City Plan

The proposal aligns to City Plan with the encouragement of Community Wellbeing.

Officer Direct or Indirect Interest

There is no Council Officer direct or indirect interest involved in this report.

Risk Assessment

If an emergency situation occurred, Council's proposal to name this unnamed laneway could minimise the risk of failure in being able to access a property in a timely manner.

Social Considerations

The naming of this laneway will allow for easy access and identification for the public and emergency services.

Human Rights Charter

It is the right of every resident and property owner for their property to have a unique address in order to receive services and reduce confusion or delay of emergency services.

Consultation and Communication

Correspondence has been sent to all adjoining property owners and residents advising the proposed naming and inviting submissions.

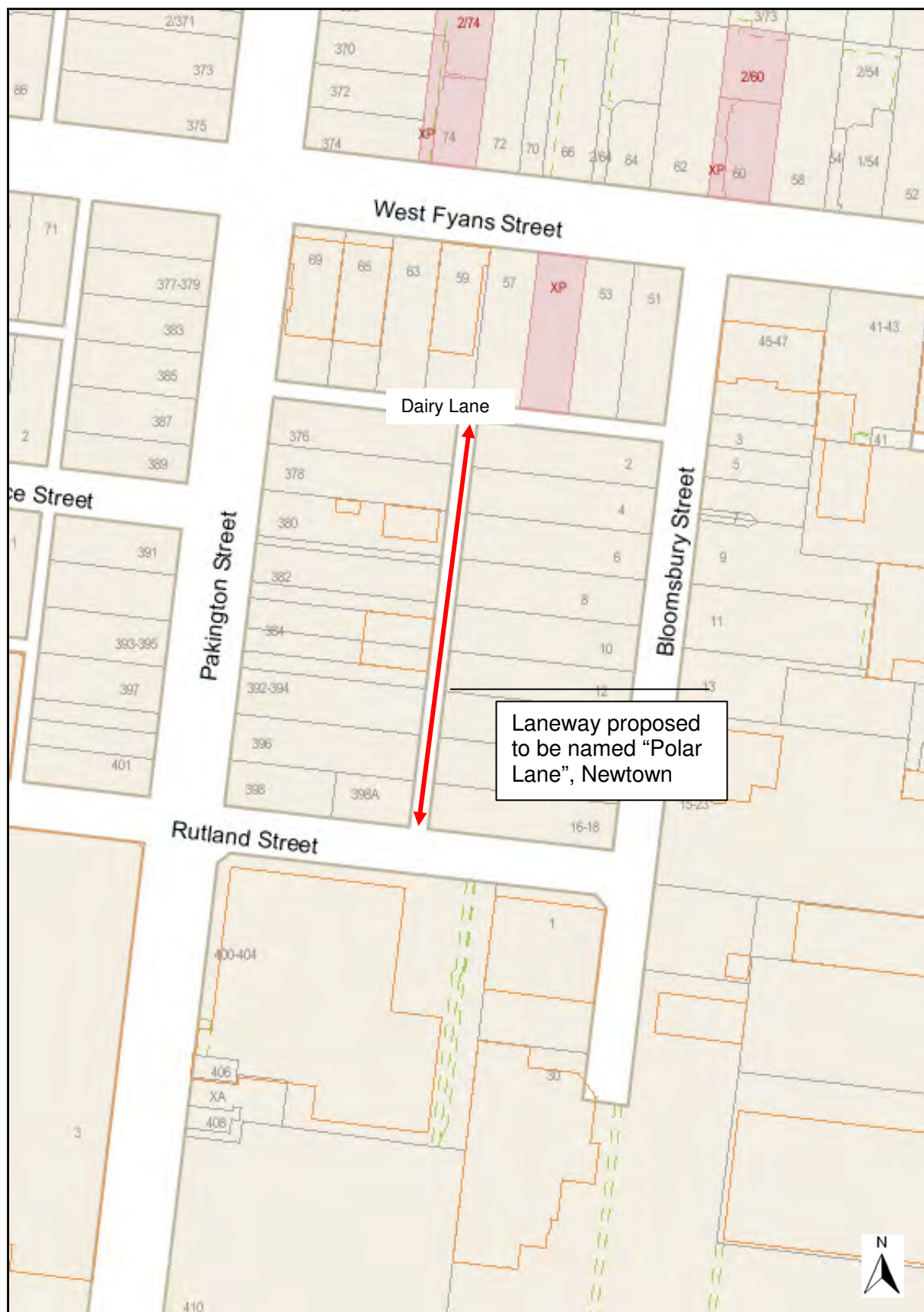
The proposal was advertised in the Independent newspaper on 29 May 2015 and the Geelong Advertiser newspaper on 30 May 2015.

The proposal was published on Council's Geelong Australia website for 30 days as per the Guidelines for Geographic Names 2010.

One submission was received. This submission was in favour of using the name Polar within this road name.

Subject to Council and The Registrar of Geographic Names approval, the relevant authorities and abutting owners will be notified of the official registration of this road name.

Appendix 1



6. ROAD RENAMING - TWO SECTIONS LAKE ROAD, ARMSTRONG CREEK

Portfolio:	Governance - Cr Lyons (Mayor)
Source	Strategy and Performance - Financial Services
General Manager:	Dean Frost
Index Reference	Subject/Financial Management - Reporting Subject/Roads, Footpaths & Streets

Purpose

To seek approval to rename two disjointed sections of Lake Road, Armstrong Creek to Paddock Road and Impeller Lane, Armstrong Creek.

Summary

- Lake Road, Armstrong Creek has had middle section of roadway discontinued to create a reserve.
- The roadway has now become disjointed and therefore two sections require renaming.
- The section running east from Horseshoe Bend Road to the truncation to be renamed Paddock Road, Armstrong Creek (refer Appendix 1).
- The section running west from Barwon Heads Road to the truncation to be renamed Impeller Lane, Armstrong Creek (refer Appendix 1).
- The proposed renamings were advertised in the Independent newspaper on 27 March 2015 and the Geelong Advertiser newspaper on 28 March 2015.
- One submission was received suggesting an alternate name.

Cr Ellis moved, Cr Richards seconded -

That Council approve the renaming of the two sections of Lake Road, Armstrong Creek:

- 1) Section running east from Horseshoe Bend Road to truncation point to be renamed "Paddock Road, Armstrong Creek";**
- 2) Section running west from Barwon Heads Road to truncation point to be renamed "Impeller Lane, Armstrong Creek".**

Carried.

Background

Council is the responsible authority for naming and renaming roadways under the Local Government Act 1989. To administer this Council is required to utilise the Guidelines for Geographic Names 2010 (The Guidelines).

The Guidelines state that when a roadway becomes disjointed and non navigable from one section to another, a new name is required for the disjointed section(s).

Lake Road, Armstrong Creek has been discontinued in the middle section between Horseshoe Bend Road and Barwon Heads Road. This has created two disjointed sections which require renaming. The eastern section of Lake Road will retain the current road name.

Renaming both sections, west of Barwon Heads Road, will ensure that visitors to the area and emergency services are able to locate properties in a timely manner and alleviate any confusion.

Letters have been sent to all adjoining ratepayers and residents advising them of Council's proposal to rename the two disjointed section to "Paddock Road" and "Impeller Lane", Armstrong Creek.

Discussion

It is proposed to rename the disjointed section of Lake Road which runs east from Horseshoe Bend Road to "Paddock Road, Armstrong Creek". This name has been chosen due to the location of the conservation reserve along this section locally known as Hoopers Paddock. The roadway is unable to be named Hoopers Paddock Road as the name Hoopers already exists and would be a duplication in road name within Armstrong Creek.

It is proposed to rename the disjointed section of Lake Road which runs west from Barwon Heads Road to "Impeller Lane, Armstrong Creek". The identifier of Lane has been chosen as a lane is specified as "a narrow country or city roadway" as apposed to a Road which is specified as "a place where one may ride, an open way or public passage for vehicles". This roadway will have no Public Access and will be gated at Barwon Heads Road. This name has been chosen in consultation with Barwon Water, as this section is the only access point to the Barwon Water's Sewer Pump Station. An Impeller is the rotating component of a pump, used in their pump stations.

The proposed renamings have been advertised in the Independent newspaper on 27 March 2015 and the Geelong Advertiser newspaper on 28 March 2015. One submission has been received from a developer requesting the name Hoopers Paddock Road be used. This submission has been responded to regarding duplicated names not being able to be utilised in such close proximity.

Environmental Implications

There are no environmental issues arising from this report.

Financial Implications

The approximate cost to Council is \$700. This includes advertising, notification to authorities and street signage.

Policy/Legal/Statutory Implications

The Local Government Act 1989, the Geographic Place Names Act 1998 and the Guidelines for Geographic Names 2010 have been followed and met.

Alignment to City Plan

This proposal aligns to City Plan with the encouragement of Community Wellbeing.

Officer Direct or Indirect Interest

There is no Council Officer direct or indirect interest involved in this report.

Risk Assessment

If an emergency situation occurred, Council's proposal to rename these two disjointed sections of roadway could minimise the risk of failure to be able to access an adjoining property in a timely manner.

Social Considerations

The renaming of these sections of roadway will allow for easy access and identification for the public and emergency services.

Human Rights Charter

It is the right of every resident and property owner for their property to have a unique address in order to receive services and reduce confusion or delay of emergency services.

Consultation and Communication

Early consultation was held with Barwon Water in the selection of “Impeller” as a possible street name for the section of roadway which will be the access point to the Sewer Pump Station.

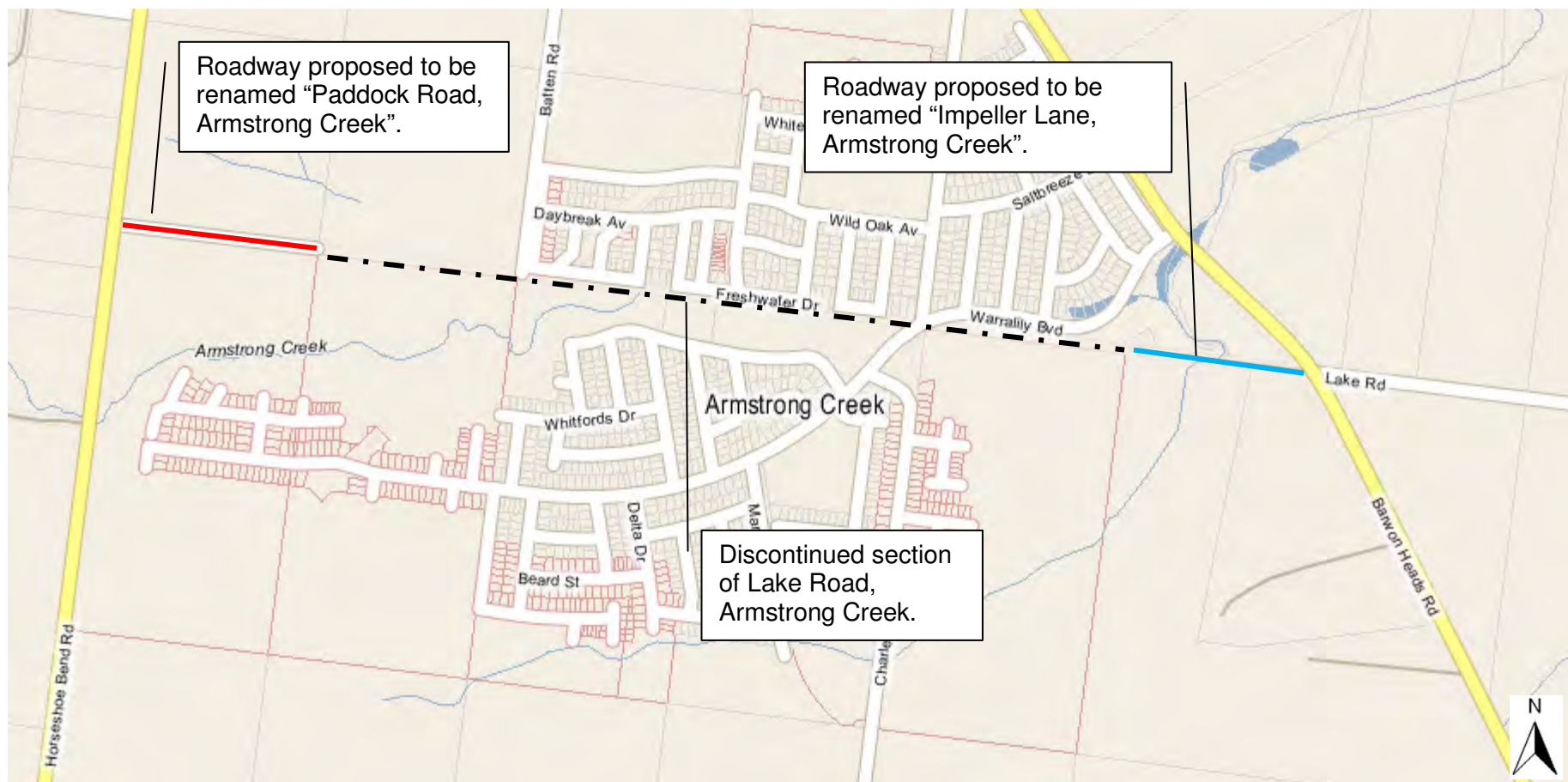
Correspondence has been sent to all adjoining ratepayers and residents advising the proposed renamings and inviting submissions.

The proposal was also advertised in the Independent newspaper on 27 March 2015 and the Geelong Advertiser newspaper on 28 March 2015.

The proposal was published on Council’s Geelong Australia website for 30 days as per the Guidelines for Geographic Names 2010.

One submission was received. This submission was from a developer who suggested the roadway be named as Hoopers Paddock Road, Armstrong Creek. This was a potential duplicate road name and as such could not be used.

Subject to Council and The Registrar of Geographic Names approval, the relevant authorities and abutting owners will be notified of the official registration of these road renamings.



7. ABERDEEN STREET, GEELONG WEST - CARPARK CONSTRUCTION - SRC 305 - FINALISATION OF SCHEME

Portfolio:	Infrastructure, Parks and Gardens - Cr Ellis
Source:	City Services - Engineering Services
General Manager:	William Tieppo
Index Reference:	Special Rates and Charges, Aberdeen Street, Geelong West

Purpose

The purpose of this report is to finalise the Aberdeen Street Car Park, Geelong West Special Charge Scheme.

Summary

- The Special Charge Scheme was declared by Council at its meeting of 10 April 2012.
- The Scheme affects seven (7) properties and the cost estimate at the time of scheme declaration was \$443,919 which included a land purchase cost of \$345,000. The charge to owners was modelled on the Unit Cost Method at \$31,708.50 per property.
- The works have now been completed and the Scheme can be finalised by Council. The final cost of the project was \$595,420.70. This includes an actual land purchase cost of \$381,069.40 and car park construction cost of \$214,351.30. Costs above the scheme estimate are explained within the discussion heading of this report and it is recommended that Council fund the over expense.
- The scheme has been administered in accordance with the Special Rates and Charges provisions of the *Local Government Act 1989*, along with Council's Special Rates and Charges policy.
- This report seeks a Resolution by Council to confirm the Special Charge Scheme for the car park construction at 204 Aberdeen Street, Geelong West in accordance with the Special Charge Scheme process as shown at Attachment 1.

Cr Ellis moved, Cr Richards seconded -

That Council having declared a Special Charge on 10 April 2012, for the purpose of defraying the expenses in relation to the car park construction at Aberdeen Street, Geelong West (Appendix 1 – Plan), in accordance with Section 163 of the *Local Government Act 1989* (The Act) resolves that:

- 1) The Special Charges as declared be confirmed on the project as shown in Schedule A – Appendix 2;**
- 2) The increase in actual cost of \$151,501.70 from the project estimate is funded by Council.**
- 3) The General Manager of Strategy and Performance be authorised to levy and recover the Special Charges, by sending notices to the persons who are liable to pay, in accordance with Section 167 of the *Act* and the Regulations; and;**

- 4) **In accordance with Section 172 of the Act, the rate of interest payable on the Special Charges, which have not been paid by the specified date, is set at Council's overdraft rate, reviewed every three months (provided that it shall not exceed the rate fixed by the Governor in Council by Order for the purposes of Section 172 2A of the Act, in which case the rate of interest shall be the maximum rate fixed by the Governor in Council by Order, for the purposes of the Section). The interest is to be calculated from the date the Special Charge is due, with a six month interest free period, providing those persons who choose to pay by instalments, adhere to their repayment plan.**

Carried.

Background

When the Aberdeen Street, Geelong West Special Charge Scheme was declared by Council on 10 April 2012 and advised to property owners, there was originally one appeal application made to VCAT. This application was dismissed by VCAT on 5 March 2013 and the Special Charge Scheme was confirmed.

The project went to tender in late May 2014. Once the contract was awarded, the scope of work was increased, due to poor on site soil types and the additional provision of car park lighting to provide a safer and more secure environment for users of the adjacent businesses.

Discussion

At the time of the scheme declaration (10 April 2012), the cost estimate for the project was \$98,419. Prior to tender (May 2014), a review of the scheme was carried out and the cost estimate was revised to \$187,988. This estimate could not be used within the scheme as the scheme had already been declared. It was found that there were differences between the original estimated quantities of the project, when compared to the tender quantity. The accepted tender was valued at \$148,500, an increase of \$50,081, when compared with the original cost estimate for the project of \$98,419.

During construction, poor soil characteristics (too soft) were discovered within the car park site due to storm water drains discharging from existing buildings and the old house that was demolished from the site. This required deeper excavation and more crushed rock to be used. Additional works were included, such as LED lighting, power pole relocation, provision for power point supply, adjustments for Barwon Water services, concrete footpath in place of asphalt, yellow line-markings and disabled parking signage. These variations added a further \$40,073 to the project.

In accordance with Section 166 of the *Local Government Act 1989 (Variation of a Special Rate or Charge)*, Council may increase charges to affected property owners by effectively recommencing the scheme declaration and submission process. This process is not required if the increase in charge to property owners is less than 10%.

Due to the funding negotiations held with the Geelong Arts Society prior to the scheme declaration, it is recommended not to increase the charge to property owners in this case. It is also considered reasonable that Council fund the lighting component and associated works for the car park.

Environmental Implications

There are no identified environmental implications in regards to emissions, energy consumption, water use, storm water quality, waste generation or natural habitats in Council's resolution to finalise the Scheme.

Financial Implications

The financial details of the project are detailed as follows:

	Estimated Cost	Actual Cost
Charge to Property Owners	\$221,959.50	\$221,959.50
Cost to Council	\$221,950.50	\$373,461.20
Total	\$443,919.00	\$595,420.70

The works were completed and funded from the Special Rates and Charges street construction program of 2014/15. Additional funds are not required.

Property owners will be advised of the final costs, which will be in accordance with the 'as declared' charges.

Policy/Legal/Statutory Implications

The Special Charge Scheme has been administered in accordance with the Special Charge Scheme provisions of the *Local Government Act 1989*, as well as Council's Special Rates and Charges policy.

Officer Direct or Indirect Interest

No Council Officer involved in this process has any direct or indirect interest in the affected properties.

Risk Assessment

Provision for the carpark has resulted in safer parking conditions and reducing instances of illegal or errant parking in the local area. There are no identifiable risks to Council in finalising this Scheme.

Social Considerations

There are no particular social considerations applicable to this recommendation.

Human Rights Charter

In developing this report to council, the subject matter has been considered to determine if it raises any human rights issues. In particular, whether the scope of any human right, established by the Victorian Charter of Human Rights and Responsibilities, is in any way limited, restricted or interfered with by the recommendations contained within this report. It is considered that the subject matter does not raise any human rights issues.

Consultation and Communication

Extensive communications with property owners have taken place during the course of the project and the Special Charge Scheme process. Council will advise the property owners of the final costs.

Appendix 1

LOCALITY PLAN



Appendix 2

SCHEDULE "A"

SPECIAL CHARGE SCHEME FOR THE CONSTRUCTION OF CARPARK

204 Aberdeen Street, Newtown

COL 1	COL 2	COL 3	COL 4
PROPERTY DETAILS	ESTIMATED COST (\$)	PROPERTY REFERENCE	PROPERTY ADDRESS
Lot 1 LP 117338	31,708.50	201723	262 Shannon Avenue, Geelong West
Lot 2 LP 117338	31,708.50	204724	264 Shannon Avenue, Geelong West
Lot 4 LP 27733	31,708.50	204725	266 Shannon Avenue, Geelong West
Lot 3 LP 27723	31,708.50	204727	268 Shannon Avenue, Geelong West
Lot 1 TP 141427	31,708.50	204728	270 Shannon Avenue, Geelong West
Lot 1 LP 27733	31,708.50	204729	272 Shannon Avenue, Geelong West
Lot 4 LP 16112	31,708.50	200235	202 Aberdeen Street, Geelong West
	\$221,959.50		

New Aberdeen Street Car Park with LED lighting.



Attachment 1

PROCESS CHART

SPECIAL CHARGE PROJECTS – (Section 163 – Local Government Act 1989)

204 ABERDEEN STREET, NEWTOWN – PROPOSED CONSTRUCTION OF CARPARK

Stage	Status	Description
<i>Approval to prepare scheme</i>	✓	Decision made to prepare scheme following consideration of surveys of property owners and feed back from the community. Council may then place the project in the budget system or proceed immediately to prepare a scheme. Scheme preparation involves survey, design and preparation of an apportionment of costs.
<i>Intention to Declare Scheme</i>	✓	Report to Council providing information on scheme including advice of impending advertising of scheme and declaration of charge. Seeks Council approval by resolution to proceed with process. 23/03/2010
<i>Advertisement</i>	✓	The scheme is advertised in the local newspaper and all allotted property owners are notified by mail. This advertisement indicates Council's intention and notification to 'declare' a scheme in a month's time. 16/04/2010
<i>Submissions</i>	✓	From the time of advertising property owners have 28 days (as set down by the Local Government Act) to lodge submissions, either in support or opposition to the scheme.
<i>Submissions Review Panel Hearing</i>	✓	A Submissions Review Panel is convened (quorum of three Councillors) and meets to consider submissions. Some submissions are written only, and other submitters may wish to be heard before the Panel. The Panel makes a recommendation to Council regarding the scheme. 30/11/2010
<i>Declaration Report</i>	✓	Any time 28 days after advertising the scheme and after the Submissions Review Panel has met and considered submissions, Council considers a report and may proceed to "declare" the charges in accordance with its advertised intent. Subsequent to this the Finance Manager issues the levy notices and there is a formal charge placed on the property. This is the final step in the process for Council to make a decision on the scheme. 10/04/2012
<i>Appeal</i>	✓	Property owners may lodge an application for review with the Victorian Civil and Administrative Tribunal (VCAT) within one month of issue of the levy notice. An appeal is listed, heard and determined by the Tribunal and this process generally takes three to four months. Decisions made by VCAT are binding on all parties. VCAT dismissed single application on 5 March 2013 and ordered the Special charge.
<i>Construction</i>	✓	Council may then proceed to construct the works. Invoices are issued seeking payment of the estimated cost within one month of commencement. January 2015
<i>Final Cost Report</i>	✓	At the completion of the works the scheme is "finalised" taking into account actual costs incurred and payments are adjusted accordingly.

8. MANTON ROAD AND LESTER STREET, MOOLAP - ROAD CONSTRUCTION - SRC331 - FINALISATION OF SCHEME

Portfolio:	Infrastructure - Cr Ellis
Source:	City Services - Engineering Services
General Manager:	William Tieppo
Index Reference:	Special Rates and Charges, Manton Road and Lester Street, Moolap

Purpose

The purpose of this report is to finalise the Manton Road and Lester Street Special Charge Scheme, Moolap.

Summary

- The Special charge Scheme was declared by Council at its meeting of 9 October 2012.
- The scheme affects 22 properties and the cost estimate at the time of scheme declaration was \$275,836. The charge to owners was modelled on the unit cost method and was estimated at \$12,538 per property.
- The works have now been complete and the scheme can be finalised by Council. The final cost of the project was \$504,894. The costs above the scheme estimate are explained within the discussion heading of this report and it is recommended to increase the levy to property owners by 9.95% to recoup some of the expense. The actual cost to property owners has increased to \$13,729.10 per property.
- The scheme has been administered in accordance with the Special Rates and Charges provisions of the Local Government Act 1989, along with Council's Special Rates and Charges policy.
- This report seeks a resolution by Council to confirm the Special Charge Scheme for the road construction of Manton Road and Lester Street, Moolap in accordance with the Special Charge Scheme process as shown in Attachment 1.

Cr Ellis moved, Cr Richards seconded -

That Council having declared a Special Charge on 9 October 2012 for the purpose of defraying the expenses in relation to the construction of Manton Road and Lester Street, Moolap (Appendix 1 – Plan) in accordance with Section 163 of the Local government Act (The Act) resolves that:

- 1) The Special Charges as declared be increased by 9.95% as shown in Schedule A – Appendix 2;**
- 2) The remaining increase in cost of \$202,854 from the project estimate be funded by Council;**
- 3) The General Manager of Strategy and Performance be authorised to levy and recover the Special Charges by sending notices to the persons who are liable to pay in accordance with Section 167 of the Act and the Regulations; and**

- 4) In accordance with Section 172, the rate of interest which is payable on the Special charges, which have not been paid by the specified date is set at council's overdraft rate, reviewed every three months (provided that it shall not exceed the rate fixed by the Governor in Council by Order for the purposes of Section 172 2A in which case the rate of interest shall be the maximum rate fixed by the Governor in Council by Order for the purposes of the Section). The interest is to be calculated from the date the Special charge is due, with a six month interest free period, providing those persons who choose to pay by instalments adhere to their repayment plan.

Carried.

Background

When the Manton Road and Lester Street Special charge Scheme was declared by Council on 9 October 2012 and advised to property owners, there was originally one appeal application made to VCAT. This application was ultimately struck out by VCAT on 16 January 2013, due to the application not being followed correctly.

The project was tendered in late 2013 and problems occurred with the selected contractor which caused a significant delay to the project. Once an alternative contractor was chosen, the scope of work increased due to the poor soil types encountered on site.

Discussion

The original contractor chosen to construct the roads ran into financial difficulties during the contract and was unable to complete the project. Council officers then negotiated with the remaining competitive tenderers and the contract was awarded at a significantly higher price.

At the time of scheme declaration (9 October 2012), the cost estimate for the project was \$275,836. Prior to tender (September 2013), a review of the scheme was carried out and the cost estimate was revised to \$362,000. This estimate could not be used within the scheme, as the scheme had already been declared. It was found that there were significant differences between the original estimated quantities of the project when compared to the tender quantity. The accepted tender was valued at \$356,842, an increase of \$81,000 when compared with the original cost estimate for the project.

During construction, unsuitable soil material (too soft) was discovered within the road side drains that required deeper excavation and more road base material. A geotextile was also used in conjunction with limestone to better stabilise the road base. This variation added a further \$122,000 to the project.

Due to the rural nature of the area, driveway crossovers had to be widened with additional culvert lengths. This was an oversight during design and added a further \$15,800 to the project cost.

In accordance with Section 166 of the Local Government Act 1989 (Variation of a Special Rate or Charge), Council can increase charges to affected property owners by effectively recommencing the scheme declaration and submission process. This process is not required, if the increase in charge to property owners is less than 10%.

It is therefore recommended to increase the charge to property owners by 9.95% which equates to an increase of \$1,191.10 per property owner (charge increased to \$13,729.10 from \$12,538). It is considered that any further increase by recommencing the declaration process will be an unnecessary burden to property owners and further expense to the project.

Environmental Implications

There are no environmental implications in regards to energy consumption, emissions, water use, storm water quality, waste generation and natural habitats in Council's resolution to finalise the scheme.

Financial Implications

The financial details of the project are detailed as follows:

	Estimated Cost	Actual Cost
Charge to Property Owners	\$275,836	\$302,040 (9.95% increase)
Cost to Council	Nil	\$202,854
Total	\$275,836	\$504,894

The works were completed and funded from the Special Rates and Charges street construction program of 2014/15.

Property owners will be advised of the final costs which will be an increase of 9.95% from the 'as declared' charges.

Policy/Legal/Statutory Implications

The special charge Scheme has been administered in accordance with the Special Charge scheme provisions of the Local government act 1989 as well as council's Special Rates and Charges policy.

Alignment to City Plan

This report aligns with the City Plan as follows:

Advocate for and Promote sustainable design and development:

- Ensuring strategies, planning processes and urban design reflects community desires to be living in sustainable places.
- Promoting sustainable design and retrofitting.

Officer Direct or Indirect Interest

No Council officer involved in this process has any direct or indirect interest in the properties.

Risk Assessment

Provision of constructed roads has provided safer driving conditions for vehicular traffic. There are no identified risks for Council in finalising this scheme.

Social Considerations

The provision of sealed roads is aligned to Council's City Plan as described above and provides improvements to access and amenity for abutting residents.

Human Rights Charter

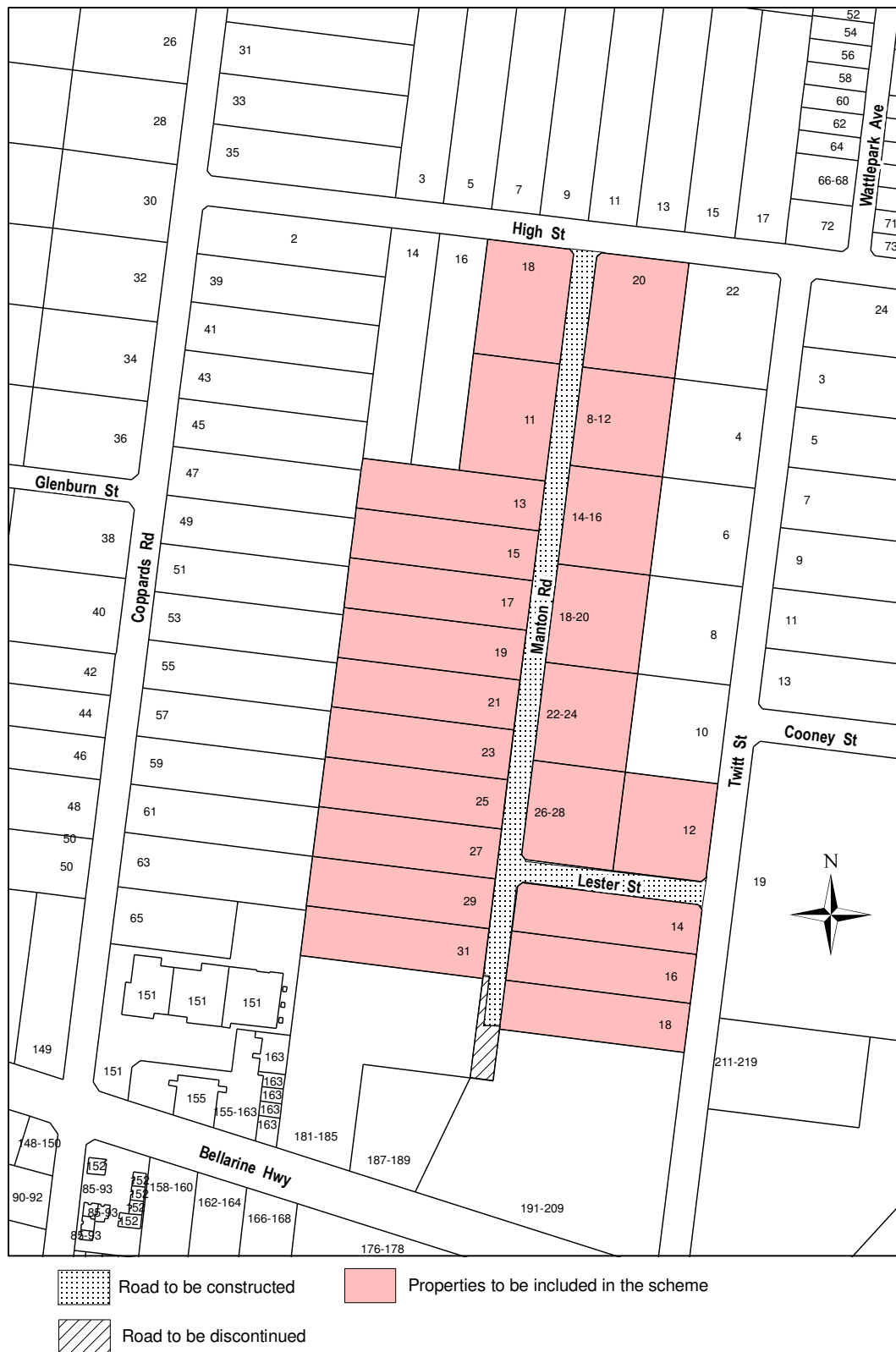
In developing this report to council, the subject matter has been considered to determine if it raises any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human rights and Responsibilities is in any way limited, restricted or interfered with by the recommendations contained within this report. It is considered that the subject matter does not raise any human rights issues.

Consultation and Communication

Communications with property owners has taken place during the course of the project and Special Charge Scheme process. Council will advise the property owners of the final costs.

Appendix 1

LOCALITY PLAN



Appendix 2

SCHEDULE "B"

**SPECIAL CHARGE SCHEME ROAD CONSTRUCTION OF MANTON ROAD AND
LESTER STREET, MOOLAP**

DESCRIPTION OF PROPERTY	AS DECLARED ESTIMATE	ACTUAL COST (\$)	PROPERTY REFERENCE	PROPERTY DETAILS		
Lot 1 GLS 660	\$12,538	\$13,729.10	253200	18	High Street	Moolap
Lot 14 GLS 660	\$12,538	\$13,729.10	255459	11	Manton Road	Moolap
Lot 1 TP 2386	\$12,538	\$13,729.10	255460	13	Manton Road	Moolap
Pt CA 2 Sec 13	\$12,538	\$13,729.10	255461	15	Manton Road	Moolap
Lot 17 GLS 660	\$12,538	\$13,729.10	255462	17	Manton Road	Moolap
Lot 18 GLS 660	\$12,538	\$13,729.10	255463	19	Manton Road	Moolap
Lot 1 TP 805307	\$12,538	\$13,729.10	255464	21	Manton Road	Moolap
Lot 1 TP 95375	\$12,538	\$13,729.10	255465	23	Manton Road	Moolap
Lot 21 GLS 660	\$12,538	\$13,729.10	255466	25	Manton Road	Moolap
Lot 1 TP 82361	\$12,538	\$13,729.10	255467	27	Manton Road	Moolap
1/2 Share of Lot 1 TP 832459	\$12,538	\$13,729.10	255468	29	Manton Road	Moolap
Lot 9 GLS 1226	\$12,538	\$13,729.10	255469	31	Manton Road	Moolap
Lot 2 GLS 660	\$12,538	\$13,729.10	253201	20	High Street	Moolap
Lot 13 GLS 660	\$12,538	\$13,729.10	255454	8	Manton Road	Moolap
Lot 1 TP 124430	\$12,538	\$13,729.10	255455	14	Manton Road	Moolap
4047m2 Lot 11 GLS 660	\$12,538	\$13,729.10	255456	18	Manton Road	Moolap
Lot 10 GLS 660	\$12,538	\$13,729.10	255457	22	Manton Road	Moolap
Lot 1 TP 14852	\$12,538	\$13,729.10	255458	26	Manton Road	Moolap
Pt Sec 13 CA 2	\$12,538	\$13,729.10	262055	12	Twitt Street	Moolap
Lot 1 TP 8958	\$12,538	\$13,729.10	262056	14	Twitt Street	Moolap
Lot 2 GLS 1226	\$12,538	\$13,729.10	262057	16	Twitt Street	Moolap
Lot 3 GLS 1226	\$12,538	\$13,729.10	262058	18	Twitt Street	Moolap
	\$275,836	\$302,040				

Attachment 1

PROCESS CHART

**SPECIAL CHARGE PROJECTS –
(Section 163 – Local Government Act 1989)**

Manton Road and Lester Street

Stage	Status	Description
<i>Approval to prepare scheme</i>	✓	Decision made to prepare scheme following consideration of surveys of property owners and feed back from the community. Council may then place the project in the budget system or proceed immediately to prepare a scheme. Scheme preparation involves survey, design and preparation of an apportionment of costs.
<i>Intention to Declare Scheme</i>	✓	Report to Council providing information on scheme including advice of impending advertising of scheme and declaration of charge. Seeks Council approval by resolution to proceed with process. 31/01/2012
<i>Advertisement</i>	✓	The scheme is advertised in the local newspaper and all allotted property owners are notified by mail. This advertisement indicates Council's intention and notification to 'declare' a scheme in a month's time. 11/02/2012
<i>Submissions</i>	✓	From the time of advertising property owners have 28 days (as set down by the Local Government Act) to lodge submissions, either in support or opposition to the scheme.
<i>Submissions Review Panel Hearing</i>	✓	A Submissions Review Panel is convened (quorum of three Councillors) and meets to consider submissions. Some submissions are written only, and other submitters may wish to be heard before the Panel. The Panel makes a recommendation to Council regarding the scheme. 10/07/2012
<i>Declaration Report</i>	✓	Any time 28 days after advertising the scheme and after the Submissions Review Panel has met and considered submissions, Council considers a report and may proceed to "declare" the charges in accordance with its advertised intent. Subsequent to this the Finance Manager issues the levy notices and there is a formal charge placed on the property. This is the final step in the process for Council to make a decision on the scheme. 9 October 2012
<i>Appeal</i>	✓	Property owners may lodge an application for review with the Victorian Civil and Administrative Tribunal (VCAT) within one month of issue of the levy notice. An appeal is listed, heard and determined by the Tribunal and this process generally takes three to four months. Decisions made by VCAT are binding on all parties. VCAT struck out single application on 16 January 2013
<i>Construction</i>	✓	Council may then proceed to construct the works. Invoices are issued seeking payment of the estimated cost within one month of commencement. 2013-2015
<i>Final Cost Report</i>	✓	At the completion of the works the scheme is "finalised" taking into account actual costs incurred and payments are adjusted accordingly.

**9. COLITE STREET, MARGATE STREET AND GRANDVIEW PARADE,
BARWON HEADS - ROAD CONSTRUCTION - SRC316 - FINALISATION OF
SCHEME**

Portfolio:	Infrastructure, Parks and Gardens - Cr Ellis
Source:	City Services - Engineering Services
General Manager:	William Tieppo
Index Reference:	Special Rates and Charges, Colite Street, Margate Street and Grandview Parade, Barwon Heads

Purpose

The purpose of this report is to finalise the Colite Street, Margate Street and Grandview Parade Special Charge Scheme, Barwon Heads.

Summary

- The Special charge Scheme was declared by Council at its meeting of 11 February 2014.
- The scheme affects 23 properties and the cost estimate at the time of scheme declaration was \$244,661. The charge to owners was modelled on access and amenity benefit and ranged between \$656.91 and \$14,587.39. The average cost per property was estimated at \$5,650 per property.
- The works have now been complete and the scheme can be finalised by Council. The final cost of the project was \$180,894.16. The cost reduction is explained within the discussion heading of this report and it is recommended to levy the property owners the revised costs as shown in Schedule A.
- The scheme has been administered in accordance with the Special Rates and Charges provisions of the Local Government Act 1989, along with Council's Special Rates and Charges policy.
- This report seeks a resolution by Council to confirm the Special Charge Scheme for the road construction of Manton Road and Lester Street, Moolap in accordance with the Special Charge Scheme process as shown in Attachment 1.

Cr Ellis moved, Cr Richards seconded -

That Council having declared a Special Charge on 11 February 2014 for the purpose of defraying the expenses in relation to the construction of Colite Street Margate Street and Grandview Parade, Barwon Heads (Appendix 1 – Plan) in accordance with Section 163 of the Local government Act (The Act) resolves that:

- 1) The Special Charges as declared be reduced as shown in Schedule A – Appendix 2;**
- 2) The General Manager of Strategy and Performance be authorised to levy and recover the Special Charges by sending notices to the persons who are liable to pay in accordance with Section 167 of the Act and the Regulations; and**

- 3) In accordance with Section 172, the rate of interest which is payable on the Special charges, which have not been paid by the specified date is set at Council's overdraft rate, reviewed every three months (provided that it shall not exceed the rate fixed by the Governor in Council by Order for the purposes of Section 172 2A in which case the rate of interest shall be the maximum rate fixed by the Governor in Council by Order for the purposes of the Section). The interest is to be calculated from the date the Special Charge is due, with a six month interest free period, providing those persons who choose to pay by instalments adhere to their repayment plan.

Carried.

Background

When the Colite Street Special Charge Scheme was declared by Council on 11 February 2014 and advised to property owners, there was no appeal to VCAT. The project was tendered in late 2014 and construction was completed in February 2015.

Discussion

At the time of scheme declaration (11 February 2014), the cost estimate for the project was \$244,661. A review of the scheme was carried out prior to declaration on this occasion. The estimate included a Council funded component of \$79,272 (intersection design and transition works)

It was found that there were differences between the estimated rates of the project when compared to the tender rates. The accepted tender was valued at \$166,875 which was much lower than anticipated.

No issues were encountered during the construction of the streets and the existing road material on site provided a very good base for the new roads. Contingencies factored into the design estimate were not required. Also, some of the provisional items such as sewer alterations and the non-utilisation of sub soil agricultural drains provided a further reduction to the contract of \$7,357.

The overall project cost for the road construction was \$180,894.16 which includes design, Special Charge Scheme administration and construction costs. This represents a saving of \$63,766.84

The decrease in cost is considered to be consistent across the project, therefore a relative cost decrease has been apportioned across Council funded and scheme components as shown below at the financial implications section of this report

Environmental Implications

There are no environmental implications in regards to energy consumption, emissions, water use, storm water quality, waste generation and natural habitats in Council's resolution to finalise the scheme.

Financial Implications

The financial details of the project are detailed as follows:

	Estimated Cost	% of total cost	Actual Cost
Scheme charge to property owners	\$129,948.12	53.11%	\$ 96,072.89
Scheme cost to Council	\$ 35,440.40	14.49%	\$ 26,211.56
Direct funding by Council	\$ 79,272.06	32.40%	\$ 58,609.71
Total	\$ 244,660.58	100%	\$180,894.16

Property owners will be advised of the final costs which represents a decrease of 26% from the 'as declared' charges.

Policy/Legal/Statutory Implications

The special charge Scheme has been administered in accordance with the Special Charge Scheme provisions of the Local government act 1989 as well as Council's Special Rates and Charges policy.

Alignment to City Plan

This report aligns with the City Plan as follows:

Advocate for and Promote sustainable design and development:

- Ensuring strategies, planning processes and urban design reflects community desires to be living in sustainable places.
- Promoting sustainable design and retrofitting.

Officer Direct or Indirect Interest

No Council officer involved in this process has any direct or indirect interest in the properties.

Risk Assessment

Provision of constructed roads has provided safer driving conditions for vehicular traffic. There are no identified risks for Council in finalising this scheme.

Social Considerations

The provision of sealed roads is aligned to Council's City Plan as described above and provides improvements to access and amenity for abutting residents.

Human Rights Charter

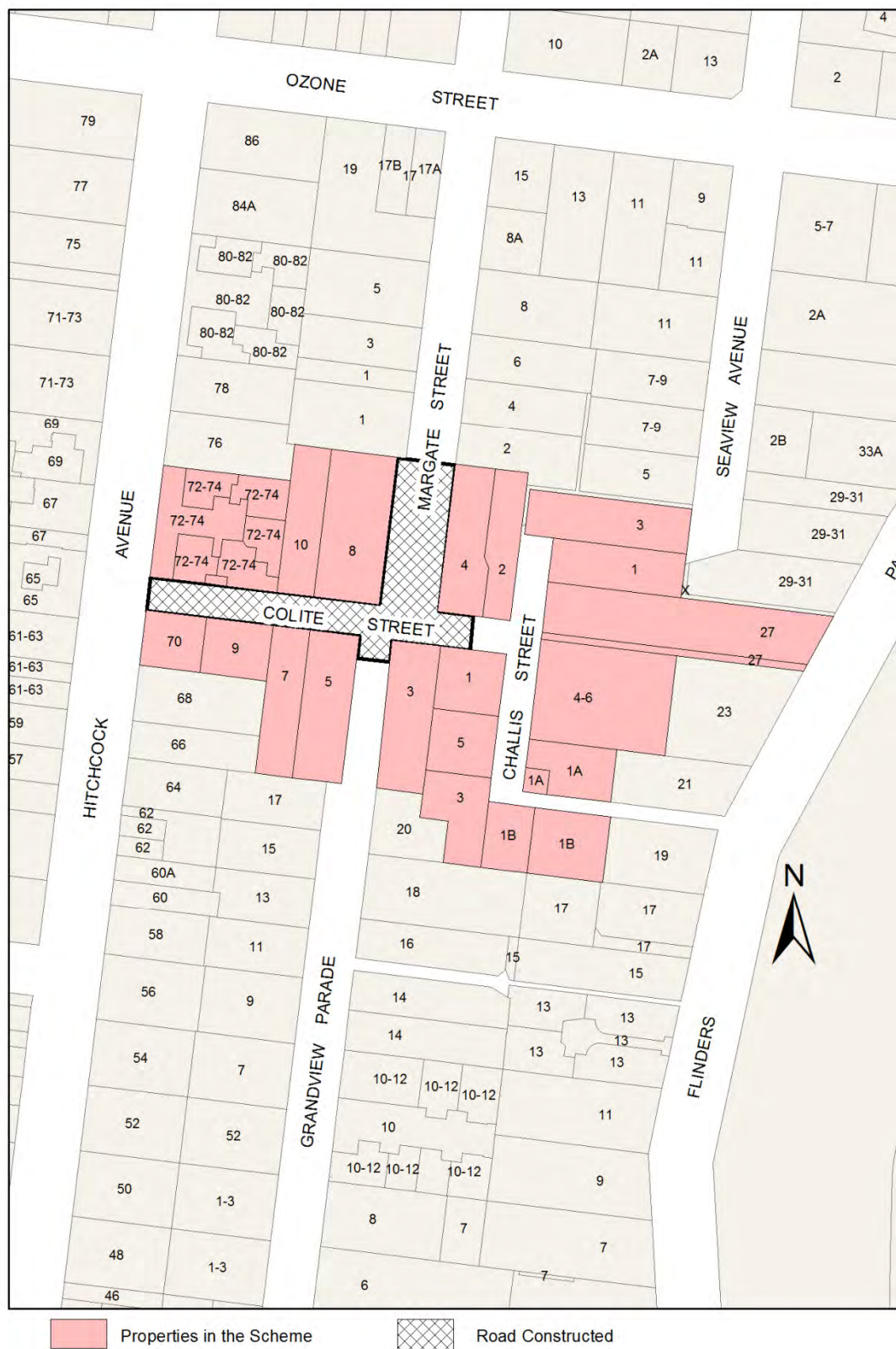
In developing this report to Council, the subject matter has been considered to determine if it raises any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human rights and Responsibilities is in any way limited, restricted or interfered with by the recommendations contained within this report. It is considered that the subject matter does not raise any human rights issues.

Consultation and Communication

Communications with property owners has taken place during the course of the project and Special Charge Scheme process. Council will advise the property owners of the final costs.

Appendix 1

LOCALITY PLAN



Appendix 2

SCHEDULE "B"

**SPECIAL CHARGE SCHEME ROAD CONSTRUCTION OF COLITE STREET,
MARGATE STREET AND GRANDVIEW PARADE, BARWON HEADS**

COL 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
Prop Key	Address	Legal Details	Estimated Cost at Declaration	Final Costs
Refer to Below	72 Hitchcock Avenue, Barwon Heads VIC 3227	SP 20332	\$ 18,123.07	\$ 13,398.70
224211	10 Colite Street, Barwon Heads VIC 3227	Lot 1 TP 388549	\$ 9,043.65	\$ 6,686.13
224210	8 Colite Street, Barwon Heads VIC 3227	Lot 16 LP 1773	\$ 14,587.39	\$ 10,784.71
224206	4 Colite Street, Barwon Heads VIC 3227	Lot 1 PS 404952	\$ 10,892.79	\$ 8,053.23
224204	2 Colite Street, Barwon Heads VIC 3227	Lot 1 TP 6385	\$ 3,391.13	\$2,507.12
238123	3 Seaview Avenue, Barwon Heads VIC 3227	Lot 6 LP 9338, TP 0000Ppsd PC 366301	\$ 1,695.57	\$ 1,253.56
238121	1 Seaview Avenue, Barwon Heads VIC 3227	Lot 5 LP 9338	\$ 3,391.13	\$2,507.12
226689	27 Flinders Parade, Barwon Heads VIC 3227	Lot 3 LP 1773	\$ 3,391.13	\$2,507.12
223461	4 Challis Street, Barwon Heads VIC 3227	Lot 2 LP 144579	\$ 3,391.13	\$2,507.12
223459	1A Challis Street, Barwon Heads VIC 3227	Lot 1 TP 430856, Lot 1 TP 441609	\$ 3,391.13	\$2,507.12
223460	1B Challis Street, Barwon Heads VIC 3227	Lot 1 TP 574345, Lot 2 TP 574345	\$ 3,391.13	\$2,507.12
335499	3 Challis Street, Barwon Heads VIC 3227	Lot 2 PS 606280	\$ 3,391.13	\$2,507.12
333968	5 Challis Street, Barwon Heads VIC 3227	Lot 2 PS 538383	\$ 3,391.13	\$2,507.12
333967	1 Colite Street, Barwon Heads VIC 3227	Lot 1 PS 538383	\$ 3,391.13	\$2,507.12
224205	3 Colite Street, Barwon Heads VIC 3227	Lot 8 LP 1773	\$10,747.14	\$7,945.55
224207	5 Colite Street, Barwon Heads VIC 3227	Lot 1 TP 431793	\$11,023.69	\$ 8,150.00
224209	7 Colite Street, Barwon Heads VIC 3227	Lot 1 TP 414471	\$ 9,043.65	\$ 6,686.13
347406	70 Hitchcock Avenue, Barwon Heads VIC 3227	Lot 1 PS 640546	\$ 6,853.43	\$ 5,066.86
347407	9 Colite Street, Barwon Heads VIC 3227	Lot 2 PS 6405476	\$ 7,417.58	\$ 5,483.95
	TOTAL		\$129,948.12	\$ 96,072.89
Sub Distribution For Units At 72 Hitchcock Avenue				
229809	1/72 Hitchcock Avenue, Barwon Heads VIC 3227	Lot 1 SP 20332	\$ 656.91	\$ 485.66
229810	2/72 Hitchcock Avenue, Barwon Heads VIC 3227	Lot 2 SP 20332	\$ 656.91	\$ 485.66
229811	3/72 Hitchcock Avenue, Barwon Heads VIC 3227	Lot 3 SP 20332	\$1,944.35	\$ 1,437.49
229812	4/72 Hitchcock Avenue, Barwon Heads VIC 3227	Lot 4 SP 20332	\$7,597.66	\$ 5,617.08
229813	5/72 Hitchcock Avenue, Barwon Heads VIC 3227	Lot 5 SP 20332	\$6,696.38	\$ 4,950.75
	Council Contribution. Refer to declaration report for detail		\$ 570.86	\$ 422.05
			\$ 18,123.07	\$ 13,398.70

Attachment 1

PROCESS CHART

**SPECIAL CHARGE PROJECTS –
(Section 163 – Local Government Act 1989)**

Colite Street, Margate Street and Grandview Parade, Barwon Heads

Stage	Status	Description
<i>Approval to prepare scheme</i>	✓	Decision made to prepare scheme following consideration of surveys of property owners and feed back from the community. Council may then place the project in the budget system or proceed immediately to prepare a scheme. Scheme preparation involves survey, design and preparation of an apportionment of costs. 2003
<i>Intention to Declare Scheme</i>	✓	Report to Council providing information on scheme including advice of impending advertising of scheme and declaration of charge. Seeks Council approval by resolution to proceed with process. 26 June 2012
<i>Advertisement</i>	✓	The scheme is advertised in the local newspaper and all allotted property owners are notified by mail. This advertisement indicates Council's intention and notification to 'declare' a scheme in a month's time. 7 July 2012
<i>Submissions</i>	✓	From the time of advertising property owners have 28 days (as set down by the Local Government Act) to lodge submissions, either in support or opposition to the scheme.
<i>Submissions Review Panel Hearing</i>	✓	A Submissions Review Panel is convened (quorum of three Councillors) and meets to consider submissions. Some submissions are written only, and other submitters may wish to be heard before the Panel. The Panel makes a recommendation to Council regarding the scheme. 2 July 2013
<i>Declaration Report</i>	✓	Any time 28 days after advertising the scheme and after the Submissions Review Panel has met and considered submissions, Council considers a report and may proceed to "declare" the charges in accordance with its advertised intent. Subsequent to this the Finance Manager issues the levy notices and there is a formal charge placed on the property. This is the final step in the process for Council to make a decision on the scheme. 11 February 2014
<i>Appeal</i>	✓	Property owners may lodge an application for review with the Victorian Civil and Administrative Tribunal (VCAT) within one month of issue of the levy notice. An appeal is listed, heard and determined by the Tribunal and this process generally takes three to four months. Decisions made by VCAT are binding on all parties. No applications of appeal were made to VCAT
<i>Construction</i>	✓	Council may then proceed to construct the works. Invoices are issued seeking payment of the estimated cost within one month of commencement. January 2015
<i>Final Cost Report</i>	✓	At the completion of the works the scheme is "finalised" taking into account actual costs incurred and payments are adjusted accordingly.

10. ICONIC FLOATING CHRISTMAS TREE

Portfolio:	Finance – Cr Lyons (Mayor), Cr E Kontelj & Cr Farrell
Source:	Major Projects – Cr Macdonald
Int/Chief Executive Officer:	Projects, Recreation & Central Geelong/Capital Projects
Index Reference:	Kelvin Spiller
	Project: C15830 Iconic Floating Christmas Tree

Purpose

The purpose of this report is to seek an additional funding allocation for the installation, dismantle and storage of the Iconic Floating Christmas Tree for Christmas 2015.

Summary

- This report seeks approval for an increased budget allocation to support the delivery the Iconic Christmas Tree for 2015.
- There are currently a number of risks associated with the delivery of the tree for 2015 including program, quality and financial challenges.

Cr E Kontelj moved, Cr Harwood seconded -

That -

- 1) Council confirm an additional \$90,000 be allocated to the delivery of the Iconic Christmas Tree for 2015;**
- 2) the previous confidential report be released to the public by 18 September 2015, with any remaining confidential sections to be redacted.**

Amendment

Cr Farrell moved, Cr Richards seconded –

That -

- 1) Council confirm an additional \$90,000 be allocated to the delivery of the Iconic Christmas Tree for 2015;**
- 2) the previous confidential report be released to the public by 18 September 2015, with any remaining confidential sections to be redacted;**
- 3) the Chief Executive Officer investigate the possibility of commencing legal proceedings against Creative Production Services to recoup the extra costs for the Christmas tree incurred as a result of their withdrawal of services in 2015. That a report be tabled in November.**

The amendment was put and carried.

The amendment became the motion.

The motion was put and carried unanimously

Background

At the meeting on 11th August 2015 Council resolved to terminate the Ongoing Services Contract with CPS and noted the delivery of the tree for 2015 was likely to exceed the amount currently budgeted.

Since 11th August Council Officers have sourced quotations for the works associated with the delivery of the Christmas Tree for 2015.

Discussion

Council officers have sourced quotations for works packages associated with the delivery of the Christmas tree including barge hire, electrical works, lighting design and installation, tree assembly and dismantle.

Quotations were sought in accordance with Council's Procurement Policy and closed on or about Thursday 3rd September 2015.

The total price for all works packages exceeds the existing budget of \$240,000.

An additional \$90,000 is required to enable the delivery of the Christmas Tree for 2015.

The \$90,000 additional budget request includes a \$32,200 provision to ensure the health and safety of the local community. These costs are associated with additional public toilets, increased security and additional traffic management for the nights of high visitation.

Environmental Implications

Low energy use LED lights will continue to be used as part of the tree to reduce energy consumption and environmental impact.

Financial Implications

If Council determines to proceed with the delivery of the tree for Christmas 2015 an additional \$90,000 budget allocation is required.

This additional allocation will be sourced from savings identified across the recurrent budget program of works.

Policy/Legal/Statutory Implications

All policy, legal and statutory implications associated with this project will be managed by the Capital Projects Department.

Alignment to City Plan

The Christmas in Geelong program aligns with the Community Wellbeing, Growing Our Economy, and How We Do Business strategic directions of City Plan

Officer Direct or Indirect Interest

No officers involved in the preparation of this report have a direct or indirect interest in matters to which this report relates.

Risk Assessment

The most significant risks for the project are project timing, Council's reputation and budget.

Due to the short timeframes for quotation submissions and the uniqueness of the project, there remains a risk of unexpected financial costs occurring. Council Officers will actively seek to mitigate all risks, if the project proceeds.

There may also be costs associated with the Port of Geelong for berthing that were unable to be confirmed at the time of writing this report. It is expected that these costs will not eventuate as per the arrangement in 2014.

Social Considerations

The 2014 installation of the Tree saw over 30,000 people attend the lighting ceremony and over 150,000 people visit the Tree during the Christmas period.

In addition, the Tree and Central Geelong Christmas activities attracted over 250,000 people into the City.

Human Rights Charter

It is not evident or likely that this report would negatively impact any of the rights contained in the Charter of Human Rights

Consultation and Communication

The Christmas program is promoted on the City of Greater Geelong's website, via social media and through local media outlets.

11. MUNICIPAL ASSOCIATION OF VICTORIA STATE COUNCIL MEETING

Portfolio:	Governance - Cr Lyons (Mayor)
Source:	Strategy & Performance – Customer Services & Council Business
General Manager:	Dean Frost
Index Reference:	Customer: MAV

Purpose

To submit motions for the 2015 Municipal Association of Victoria State Council meeting to be held on 23 October 2015. Motions must be received by the Municipal Association of Victoria no later than 25 September 2015.

Summary

- The Municipal Association of Victoria (MAV) State Council meeting will be held on 23 October 2015 and Councils have been requested to submit motions for consideration.
- Decisions made at the meeting constitute policy direction of the MAV for the immediate future.
- Issues proposed by the City of Greater Geelong are set out in this Report.
- The State Council meeting is primarily for Council appointed representatives and Cr Richards will be attending on behalf of the City of Greater Geelong.

Cr Richards moved, Cr Harwood seconded -

That the motions set out in Appendices 1 and 2 of this report be submitted to the MAV State Council.

Carried.

Background

At the State Council Meeting, there is an opportunity for Councils to submit motions for consideration. If supported, the motions form part of the policy direction of the Association. The MAV requested input from Councils, with a closing date of 25 September 2015.

Discussion

Motions must be of state-wide significance to Local Government and must be accompanied by background information which provides the rationale behind the motion.

Environmental Implications

Nil

Financial Implications

There are no financial implications in presenting motions to the MAV. However, if some of the proposals achieve success, financial benefits may result.

Policy/Legal/Statutory Implications

If supported at State Council, the issues raised by Council will have the backing of the MAV whose role includes lobbying other levels of government to promote the views of Local Government.

Alignment to City Plan

Aligns to How we do business in City Plan.

Officer Direct or Indirect Interest

No officers involved in the preparation of this report have any direct or indirect interest

Risk Assessment

There are no risks associated with endorsement of these proposals by the MAV.

Social Considerations

Nil.

Human Rights Charter

No Human Rights are impacted by the contents of this report.

Consultation and Communication

The issues will be canvassed with other Councils through State Council, and if endorsed, will be pursued with the State or Federal Government by the MAV.

MAV State Council Meeting – 23 October 2015

To submit a motion for consideration by State Council on 23 October 2015, please complete this form and email to [State Council](#), **no later than Friday, 25 September 2015**. Please note, deadlines are strictly observed.

MOTION

REGIONAL / STATEWIDE WASTE PROCESSING INFRASTRUCTURE FRAMEWORK

Submitted by: *City of Greater Geelong*

MOTION:

That MAV pursue an increase in the allocation of landfill levy funds to waste and resource recovery initiatives and landfill management.

RATIONALE:

Landfill operators collect significant funding from the community through the landfill levies with minimal returns to support the development of waste and resource recovery initiatives to reduce the amount of waste going to landfill. With the June 11 release of the Statewide Waste and Resource Recovery Infrastructure Plan, in support of the State Waste Policy (formerly Getting Full Value – Victorian Waste and Resource Recovery Policy), local government and regional waste and resource recovery groups now have a statewide plan to follow in their pursuit of reducing waste going to landfill. Additional funding should be available for these organisations to implement initiatives to recover and process waste materials. Initiatives for the processing of organics, in particular by composting or waste to energy, will provide significant environmental and economic benefits.

Also, with the increased obligations on landfill operators to meet higher best practice standards there is a need for additional funding to be set aside to assist in the rehabilitation of both operating and closed landfills.

This action is also proposed in addition to past concerns at the general low level of the funding allocation to these initiatives. A significant funding increase will assist in narrowing the gap between landfilling and waste processing and improve the viability of waste processing initiatives.

Note: Motions must be submitted by **one council but may be supported by other councils. The council submitting the motion will need to supply written confirmation from any council(s) listed as supporting the motion. All relevant background information in support of the motion should be included in the space provided for the rationale and not in attachments. **The motion and rationale should be no longer than one page.***



FORM

MAV State Council Meeting – 23 October 2015

To submit a motion for consideration by State Council on 23 October 2015, please complete this form and email to [State Council](#), **no later than Friday, 25 September 2015**. Please note, deadlines are strictly observed.

MOTION MANAGEMENT OF UNOCCUPIED DILAPIDATED BUILDINGS

Submitted by: *City of Greater Geelong*

MOTION:

That the MAV lobby the State Government to incorporate added powers and functions for Councils to be able to better manage unoccupied dilapidated buildings within their municipalities.

RATIONALE:

Such structures, apart from detracting from the local amenity, neighbourhood character and community safety, often become a haven for anti-social behaviour, graffiti, illegal occupation and a nuisance to neighbouring properties.

Existing legislation appears to lack robustness in terms of compelling owners of such buildings to maintain or remediate the structures so that they don't have a detrimental impact on the local neighbourhood. Potentially there may be opportunity to incorporate offence provisions within the Local Government Act as part of the upcoming review along with other mechanisms such as a performance based rating system that dissuades owners from land/building banking whilst allowing the detrimental conditions to continue.

Note: Motions must be submitted by **one council but may be supported by other councils. The council submitting the motion will need to supply written confirmation from any council(s) listed as supporting the motion. All relevant background information in support of the motion should be included in the space provided for the rationale and not in attachments. **The motion and rationale should be no longer than one page.***

12. MALOP STREET ACQUISITION

Portfolio:	Central Geelong & Planning - Cr Heagney
Source:	Projects, Recreation & Central Geelong / Central Geelong Action Plan
A/General Manager:	Paul Jane
Index Reference:	Project: Central Geelong Action Plan

Cr Fisher moved, Cr Heagney seconded -

That in accordance with Section 89 (2) (h) of the Local Government Act 1989, this matter, which Council considers would prejudice the Council or any person, be considered at the conclusion of all other business at which time the meeting be closed to members of the public.

Carried.

13. GREP LAND SALE

Portfolio:	Enterprise Geelong – Cr Harwood
Source	Projects, Recreation & Central Geelong / Enterprise Geelong
A/General Manager:	Paul Jane
Index Reference	GREP Development

Cr Fisher moved, Cr Heagney seconded -

That in accordance with Section 89 (2) (h) of the Local Government Act 1989, this matter, which Council considers would prejudice the Council or any person, be considered at the conclusion of all other business at which time the meeting be closed to members of the public.

Carried.

14. AUDIT ADVISORY COMMITTEE SUMMARY REPORT

Portfolio:	Governance – Cr Lyons (Mayor)
Source:	Corporate Internal Auditor and Ombudsman
Interim CEO:	Kelvin Spiller
Index Reference:	Audit CG - Internal

Cr Fisher moved, Cr Heagney seconded -

That in accordance with Section 89 (2) (h) of the Local Government Act 1989, this matter, which Council considers would prejudice the Council or any person, be considered at the conclusion of all other business at which time the meeting be closed to members of the public.

Carried.

ASSEMBLY OF COUNCILLORS RECORD

Portfolio: Governance – Cr Lyons (Mayor)
Source: Strategy & Performance
General Manager: Dean Frost

Summary

- Section 80A (2) of the Local Government Act 1989 requires the record of an Assembly of Councillors be reported to the next practicable Ordinary Meeting of Council.
- A record of Assembly of Councillors meeting(s) is attached as an Appendix to this report.

Cr Irvine moved, Cr Heagney seconded -

That the information be received.

Carried.

RECORD OF ASSEMBLIES OF COUNCILLORS
(Council Meeting 15 September 2015)

Assembly Details	Councillor Attendees	Officer Attendees	Agenda Items	Conflict of Interest Disclosures
Shell Road Pavilion – Project Control Group 11 August 2015	Cr Farrell	J McMahon (I/GM) S Cavanagh (MGR) P Jane (MGR) J Bosker (OFF) L Stillman (OFF)	- Project Update and Timelines - Budget/Contingency Status - Additional Scope - Funding of Electrical for Scoreboard - Temporary Building Removal - Media/Communications	Nil.
CEO Recruitment 18 August 2015	Crs Ellis, Richards, Farrell, Lyons, Heagney, Macdonald, Fisher, E Kontelj, Harwood, Nelson, Ansett	A Keen (MGR)	- Presentation from Recruitment Consultants - CEO Recruitment Process	Nil.
Councillor Briefing 1 September 2015	Crs Ansett, Ellis, Fisher, Farrell, Harwood, Heagney, Irvine, E Kontelj, Macdonald, Nelson, Richards	K Spiller (INT/CEO) P Bettess (GM) W Tieppo (GM) D Frost (GM) J McMahon (INT/GM) L Quinn (ACT/GM) A Paterson (Exec Officer – Mayor) T McDonald (MGR) S Sodomaco (MGR) H Rutledge (MGR) R Bourke (CO ORD)	<i>Items Discussed:</i> - Smoking Restriction in Declared Area - Town Centre – Tree Lighting Project - Malop Street Public Acquisition (Confidential) - GREP Land Sale (Confidential) - Aberdeen Street, Geelong West, Carpark Construction SRC305 – Finalisation of Scheme - Manton Road and Lester Street, Moolap – Road Construction SRC331 – Finalisation of Scheme - Colite Street, Margate Street and Gradview Parade, Barwon Heads – Road Construction SRC316 – Finalisation of Scheme <i>Items Not Discussed:</i> - Revocation of Flood-Prone Area Designation of New Lots at Lara Central, Lara Stages 1A, 1B 2 and 5 - Debt Management – Policy Update - Road Naming – Unnamed Laneway - Road Renaming – Two Sections Lake Road, Armstrong Creek - Delegation from Council to Staff	- Cr Heagney declared an interest in the Town Centre Decorative Street Lighting Project and left the room prior to discussion. - Cr E Kontelj declared an interest in the Town Centre Decorative Street Lighting Project and left the room prior to discussion. - Cr Heagney declared an interest in the Malop Street Public Acquisition and left the room prior to discussion.

Assembly Details	Councillor Attendees	Officer Attendees	Agenda Items	Conflict of Interest Disclosures
Simonds Stadium Stage 4 Development 1 September 2015	Crs Irvine, Ansett, Harwood, Nelson, E Kontelj, Lyons, Heagney, Richards, Fisher, Farrell	K Spiller (I/CEO) D Frost (GM) P Bettess (GM) W Tieppo (GM) P Jane (MGR) L Quinn (GM) S Sodomaco (MGR) T McDonald (MGR) A Paterson (EX OFF TO MAYOR)	Funding of Simonds Stadium – Stage 4 Development	Nil.
CEO Recruitment 8 September 2015	Crs Ellis, Richards, Farrell, Lyons, Heagney, Macdonald, Fisher, Irvine, Harwood, Nelson, Ansett	A Keen (MGR)	CEO profiling Workshop	Nil.

PLANNING DELEGATIONS – AUGUST 2015

Portfolio:	Planning - Cr Heagney
Source:	Planning & Tourism - City Development
General Manager:	Peter Bettess
Index Reference:	Delegation

Summary

- Section 98 of the Local Government Act 1989 and section 188 of the Planning and Environment Act 1987 empower Council to delegate its powers, duties and functions under relevant legislation to members of Council staff.
- Council may also delegate to committees comprising Councillors and staff or a combination of both, pursuant to sections 86 and 87 of the Local Government Act and section 188 of the Planning and Environment Act.
- At its meeting on 13 March 2007 Council established a Planning Committee and a Development Hearings Panel with delegated powers to determine upon any development applications which have been the subject of an objection or in circumstances where officers have recommended refusal of the application.
- At its meeting on 23 September 2008 Council adopted a recommendation to allow Officers (restricted to Manager, Coordinator and Team Leader level) the ability to consider and approve applications with five or less objections.
- The appendix to this report contains a schedule of all applications determined under these delegations.

Cr Heagney moved, Cr Fisher seconded -

That the information be received.

Carried.

Planning Decisions Report - August 2015

App Number	Location	Application Type	Description	Decision Date	Authority Description
1340/2014	12 Lupton Street, GEELONG WEST VIC 3218	Partial Demolition and Construction of an Extension to Existing Dwelling	Permit Issued	12/8/2015	VCAT
163/2015	300-400 Broderick Road, LARA VIC 3212	Partial Use and Development of Land for Materials Recycling, Reduction in Car Parking Requirement and Display of Business ID and Direction Signage	Refusal to Grant a Planning Permit	7/8/2015	Development Hearings Panel
403/2015	8 Admiral Court, HIGHTON VIC 3216	Construction of Three (3) Dwellings and a Three (3) Lot Subdivision	NOD - Planning Permit	7/8/2015	Development Hearings Panel
486/2015	623-645 Torquay Road, MOUNT DUNEED VIC 3217	Multi Lot Subdivision (48 Lots) and Creation of Access to a Road Zone	Refusal to Grant a Planning Permit	7/8/2015	Development Hearings Panel
50/2015	133-143 Torquay Road, GROVEDALE VIC 3216	Use and Development of Service Station (24 hrs) and Take Away Food Premises (Drive Thru Coffee), Erection and Display of Internally Illuminated and Business Identification Signage, a Two (2) Lot Subdivision and Creation of Access to a Road Zone Category 1	Refusal to Grant a Planning Permit	19/8/2015	Planning Committee
549/2015	106 Pakington Street, GEELONG WEST VIC 3218	Partial Demolition, Buildings and Works, Reduction in Car Parking and Waiver of Loading Bay	NOD - Planning Permit	21/8/2015	Development Hearings Panel
857/2003	16 The Avenue, OCEAN GROVE VIC 3226	Construct Dwelling over 7.5m in Height	Refusal - Extension of Time	21/8/2015	Development Hearings Panel
124/2015	106 Orton Street, OCEAN	Use of Home Occupation (Yoga Studio) with a Floor Area	NOD - Delegate	28-Aug-2015	Objectors - 3
142/2015	44 Saywell Street, NORTH	Construction of a Second Dwelling and Two (2) Lot	NOD - Delegate	20-Aug-2015	Objectors - 2
144/2015	73 Saffron Street, NEWTOWN VIC 3220	Partial Demolition to Rear of Existing Dwelling and Demolition of Carport, Alterations and Additions to Existing Dwelling (Two Storey Addition) and Construction of a Carport	NOD - Delegate	17-Aug-2015	Objectors - 2
274/2014	36 Bailey Street, BELMONT VIC 3216	Construction of a Second Dwelling and Subdivision of the Land into Two (2) Lots and Creation of an Easement	NOD - Delegate	11-Aug-2015	Objectors - 1

411/2015	167 West Fyans Street, NEWTOWN VIC 3220	Use and Development of a Trade Supplies Building Which Includes Ancillary Office and Warehousing	NOD - Delegate	5-Aug-2015	Objectors - 1
551/2015	1/116 High Street, DRYSDALE VIC 3222	Change of Use to Medical Centre, Buildings and Works Associated with the Construction of a Car Park and Partial Reduction of Car Parking Requirements	NOD - Delegate	13-Aug-2015	Objectors - 5
583/2015	40 Pitman Street, NEWCOMB VIC 3219	Buildings and Works for the Construction of Two (2) Additional Dwellings and a Three (3) Lot Subdivision	NOD - Delegate	21-Aug-2015	Objectors - 1
599/2015	247 Roslyn Road, HIGHTON VIC 3216	Buildings and Works Associated with the Construction of One Additional Dwelling and a Two Lot Subdivision	NOD - Delegate	12-Aug-2015	Objectors - 1
655/2015	1352-1390 Portarlinton Road, CURLEWIS VIC 3222	Buildings and Works Associated with the Extension of an Existing Cellar Door and Winery, Use of a Function Centre and Extension to Existing Licenced Area and Alteration of Access to a Road Zone	NOD - Delegate	10-Aug-2015	Objectors - 1
656/2015	28 Osborne Avenue, NORTH GEELONG VIC 3215	Construction of Two (2) Dwellings and a Three (3) Lot Subdivision	NOD - Delegate	4-Aug-2015	Objectors - 1

Cr E Kontelj moved, Cr Ellis seconded –

That the meeting be closed to the public.

Carried.

The Meeting was closed to the public at 8.30pm

A record of the proceedings of this section of the meeting is contained in a Confidential Minute Book.

The Meeting was opened to the public at 8.53pm

By resolution of Council it was determined that the decision made 'In Committee' in relation to the Malop Street Acquisition be made public.

Resolution

That Council resolves to:

- 1) prepare and exhibit a Planning Scheme Amendment to apply a Public Acquisition Overlay to 28 Malop Street, Geelong;**
- 2) request the Minister for Planning to authorise the preparation and exhibition of the Amendment.**

As there was no further business the meeting closed at 8.54pm. Tuesday, 15 September 2015.

Signed: _____
Chairperson

Date of Confirmation: _____