

Maddocks Delegations and Authorisations

S5 Instrument of Delegation to Chief Executive Officer

Murrindindi Shire Council

Instrument of Delegation

to

The Chief Executive Officer

Instrument of Delegation

In exercise of the power conferred by s 11(1) of the *Local Government Act 2020 (the Act)* and all other powers enabling it, the Murrindindi Shire Council (**Council**) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on 25 August 2021
2. the delegation
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2 is subject to any conditions and limitations set out in the Schedule;
 - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.4 remains in force until Council resolves to vary or revoke it.

DATED this day of 2021

THE COMMON SEAL OF THE MURRINDINDI)
SHIRE COUNCIL was hereunto affixed in the)
presence of:)

Mayor

Councillor

SCHEDULE

The power to

1. determine any issue;
2. take any action; or
3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

Conditions and Limitations

The delegate must not determine the issue, take the action or do the act or thing

1. if the issue, action, act or thing is an issue, action, act or thing which involves
 - 1.1 entering into a contract exceeding the value of \$150,000 for goods and services or \$200,000 for works
 - 1.2 making any expenditure that exceeds \$150,000 for good and services or \$200,000 for works (unless it is expenditure made under a contract already entered into or is expenditure which Council is, by or under legislation, required to make in which case it must not exceed \$150,000 for good and services or \$200,000 for works);
 - 1.3 appointing an Acting Chief Executive Officer for a period exceeding 28 days;
 - 1.4 electing a Mayor or Deputy Mayor;
 - 1.5 granting a reasonable request for leave under s 35 of the Act;
 - 1.6 making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer;
 - 1.7 approving or amending the Council Plan;
 - 1.8 adopting or amending any policy that Council is required to adopt under the Act;
 - 1.9 adopting or amending the Governance Rules;
 - 1.10 appointing the chair or the members to a delegated committee;
 - 1.11 making, amending or revoking a local law;
 - 1.12 approving the Budget or Revised Budget;
 - 1.13 approving the borrowing of money;
 - 1.14 subject to section 181H(1)(b) of the *Local Government Act 1989*, declaring general rates, municipal charges, service rates and charges and specified rates and charges;

2. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;
3. 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;
4. 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
 - 4.1 policy; or
 - 4.2 strategyadopted by Council;
5. 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 s 11(2)(a)-(n) (inclusive) of the Act or otherwise; or
6. 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.

S6. Instrument of Delegation – Members of Staff

Murrindindi Shire Council

Instrument of Delegation

to

Members of Council Staff

Instrument of Delegation

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

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;

2. record that references in the Schedule are as follows:

“CAM” means Coordinator Assets Management

“CEH” means Coordinator Environmental Health

“CEO” means Chief Executive Officer

“CCM” means Complex Case Manager

“CP” means Coordinator Planning

“CPD” means Coordinator Project Delivery

“DA&D” means Director Assets & Development

“DCE” means Director Community Engagement

“DC&SS” means Director Corporate & Shared Services

“EHO” means Environmental Health Officer

“MCA” means Manager Community Assets

“MDS” means Manager Development Services

“MG&R” means Manager Governance & Risk

“SP” means Senior Planner

“PO” means Planning Officer

3. declares that:

- 3.1 this Instrument of Delegation is authorised by a **resolution** of Council passed on **23 June 2021** and

- 3.2 the delegation:

- 3.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;

- 3.2.2 remains in force until varied or revoked;

- 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and



- 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
- 3.3 the delegate must not determine the issue, take the action or do the act or thing:
 - 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
 - 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategy
 adopted by Council;
 - 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
 - 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

DATED this day of 2021

THE COMMON SEAL OF THE MURRINDINDI)
SHIRE COUNCIL was hereunto affixed in the)
presence of:)

Chief Executive Officer

Councillor

SCHEDULE

INDEX

DOMESTIC ANIMALS ACT 1994	1
FOOD ACT 1984	1
HERITAGE ACT 1995	6
LOCAL GOVERNMENT ACT 1989	6
PLANNING AND ENVIRONMENT ACT 1987	7
RESIDENTIAL TENANCIES ACT 1997	41
ROAD MANAGEMENT ACT 2004	43
PLANNING AND ENVIRONMENT REGULATIONS 2015	53
PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016	54
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010	55
RESIDENTIAL TENANCIES REGULATIONS 2021	57
ROAD MANAGEMENT (GENERAL) REGULATIONS 2016	57
ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015	59



DOMESTIC ANIMALS ACT 1994			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s.41A(1)	power to declare a dog to be a menacing dog	CEO, DA&D, MDS	

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19(2)(a)	power to direct by written order that the food premises be put into a clean and sanitary condition	EHO	If section 19(1) applies
s.19(2)(b)	power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	EHO	If section 19(1) applies
s.19(3)	power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	EHO	If section 19(1) applies Only in relation to temporary food premises or mobile food premises
s.19(4)(a)	power to direct that an order made under section 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	EHO	If section 19(1) applies
s.19(6)(a)	duty to revoke any order under section 19 if satisfied that an order has been complied with	CEO, DA&D, MDS, CEH, EHO	If section 19(1) applies
s.19(6)(b)	duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	CEO, DA&D, MDS, CEH, EHO	If section 19(1) applies

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19AA(2)	power to direct, by written order, that a person must take any of the actions described in (a)-(c).	EHO	where Council is the registration authority
s.19AA(4)(c)	power to direct, in an order made under s.19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	EHO	Note: the power to direct the matters under s.19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution
s.19AA(7)	duty to revoke order issued under s.19AA and give written notice of revocation, if satisfied that that order has been complied with	CEO, DA&D, MDS, CEH, EHO	where Council is the registration authority
s.19CB(4)(b)	power to request copy of records	EHO	where Council is the registration authority
s.19E(1)(d)	power to request a copy of the food safety program	EHO	where Council is the registration authority
s.19GB	power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	EHO	where Council is the registration authority
s.19M(4)(a) & (5)	power to conduct a food safety audit and take actions where deficiencies are identified	EHO	where Council is the registration authority
s.19NA(1)	power to request food safety audit reports	EHO	where Council is the registration authority
s.19U(3)	power to waive and vary the costs of a food safety audit if there are special circumstances	EHO	
s.19UA	power to charge fees for conducting a food safety assessment or inspection	EHO	except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39.

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19W	power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	EHO	where Council is the registration authority
s.19W(3)(a)	power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	EHO	where Council is the registration authority
s.19W(3)(b)	power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	EHO	where Council is the registration authority
---	power to register, renew or transfer registration	EHO	where Council is the registration authority refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see section 58A(2))
s 36A	Power to accept an application for registration or notification using online portal	EHO	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	CEO, DA&D, MDS, EHO	Where Council is the registration authority
s.38AA(5)	power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	EHO	where Council is the registration authority
s.38AB(4)	power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under subsection (1)	EHO	where Council is the registration authority
s.38A(4)	power to request a copy of a completed food safety program template	EHO	where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.38B(1)(a)	duty to assess the application and determine which class of food premises under section 19C the food premises belongs	EHO	where Council is the registration authority
s.38B(1)(b)	duty to ensure proprietor has complied with requirements of section 38A	EHO	where Council is the registration authority
s.38B(1)(c)	duty to inspect premises	EHO	where Council is the registration authority
s.38B(2)	duty to be satisfied of the matters in section 38B(2)(a)-(b)	EHO	where Council is the registration authority
s.38D(1)	duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39	EHO	where Council is the registration authority
s.38D(2)	duty to be satisfied of the matters in section 38D(2)(a)-(d)	EHO	where Council is the registration authority
s.38D(3)	power to request copies of any audit reports	EHO	where Council is the registration authority
s.38E(2)	power to register the food premises on a conditional basis	EHO	where Council is the registration authority; not exceeding the prescribed time limit defined under subsection (5).
s.38E(4)	duty to register the food premises when conditions are satisfied	EHO	where Council is the registration authority
s.38F(3)(b)	power to require proprietor to comply with requirements of this Act	EHO	where Council is the registration authority
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	EHO	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 38G(2)	Power to require the proprietor of the food premises to comply with any requirement of the Act	EHO	Where Council is the registration authority
s.39A	power to register, renew or transfer food premises despite minor defects	EHO	where Council is the registration authority only if satisfied of matters in subsections (2)(a)-(c)
s.40(2)	power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	EHO	
s.40C(2)	power to grant or renew the registration of food premises for a period of less than 1 year	EHO	where Council is the registration authority
s.40D(1)	power to suspend or revoke the registration of food premises	EHO	where Council is the registration authority
s 40F	Power to cancel registration of food premises	EHO	Where Council is the registration authority
s.43F(6)	duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	EHO	where Council is the registration authority
s.43F(7)	power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	EHO	where Council is the registration authority
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	EHO	where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
HERITAGE ACT 1995			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.116	power to sub-delegate Executive Director's functions, duties or powers	CEO, DA&D, MDS	must first obtain Executive Director's written consent Council can only sub-delegate if the instrument of delegation from the Executive Director authorises sub-delegation

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 185L(4)	Power to declare and levy a cladding rectification charge	CEO ¹	

¹ The only member of staff who can be a delegate in Column 3 is the CEO.

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.4B	power to prepare an amendment to the Victorian Planning Provisions	CEO, DA&D, MDS	if authorised by the Minister
s.4G	function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	CEO, DA&D, MDS, CP, CCM, SP	
s.4H	duty to make amendment to Victorian Planning Provisions available in accordance with public availability requirements	CEO, DA&D, MDS, CP, CCM, SP	
s.4I	duty to keep Victorian Planning Provisions and other documents available in accordance with public availability requirements	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.8A(2)	power to prepare amendment to the planning scheme where the Minister has given consent under s.8A	CEO, DA&D, MDS	
s. 8A(3)	power to apply to Minister to prepare an amendment to the planning scheme	CEO, DA&D, MDS	
s.8A(5)	function of receiving notice of the Minister's decision	CEO, DA&D, MDS, CP, CCM	
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	CEO, DA&D	
s.8B(2)	power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	CEO, DA&D, MDS	
s.12(3)	power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	CEO, DA&D, MDS, CP, CCM	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.12A(1)	duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under section 19 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	CEO, DA&D, MDS	
s.12B(1)	duty to review planning scheme	CEO, DA&D, MDS	
s.12B(2)	duty to review planning scheme at direction of Minister	CEO, DA&D, MDS	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	CEO, DA&D, MDS, CP, CCM	
s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.17(1)	duty of giving copy amendment to the planning scheme	CEO, DA&D, MDS, CP, CCM	
s.17(2)	duty of giving copy s.173 agreement	CEO, DA&D, MDS, CP, CCM	
s.17(3)	duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	CEO, DA&D, MDS, CP, CCM	
s.18	duty to make amendment etc. available in accordance with the public availability requirements	CEO, DA&D, MDS, CP, CCM	
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	CEO, DA&D, MDS	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19	function of receiving notice of preparation of an amendment to a planning scheme	CEO, DA&D, MDS, CP, CCM, SP	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
s.20(1)	power to apply to Minister for exemption from the requirements of section 19	CEO, DA&D, MDS	
s.21(2)	duty to make submissions available in accordance with public availability requirements	CEO, DA&D, MDS, CP, CCM	
s.21A(4)	duty to publish notice in accordance with section	CEO, DA&D, MDS, CP, CCM, SP	
s.22	duty to consider all submissions	CEO, DA&D, MDS, CP, CCM, SP, PO	except submissions which request a change to the items in s.22(5)(a) and (b)
s.23(1)(b)	duty to refer submissions which request a change to the amendment to a panel	CEO, DA&D, MDS, CP, CCM, SP	
s.23(2)	power to refer to a panel submissions which do not require a change to the amendment	CEO, DA&D, MDS, CP, CCM, SP	
s.24	function to represent Council and present a submission at a panel hearing (including a hearing referred to in section 96D)	CEO, DA&D, MDS, CP, CCM, SP	
s.26(1)	power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	CEO, DA&D, MDS, CP, CCM, SP	
s.26(2)	duty to keep report of panel available for in accordance with public availability requirements	CEO, DA&D, MDS, CP, CCM	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.27(2)	power to apply for exemption if panel's report not received	CEO, DA&D, MDS	
s.28(1)	duty to notify the Minister if abandoning an amendment	CEO, DA&D, MDS, CP, CCM	Note: the power to make a decision to abandon an amendment cannot be delegated
s.28(2)	Duty to publish notice of the decision on Internet site	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.30(4)(a)	duty to say if amendment has lapsed	CEO, DA&D, MDS, CP, CCM	
s.30(4)(b)	duty to provide information in writing upon request	CEO, DA&D, MDS, CP, CCM	
s.32(2)	duty to give more notice if required	CEO, DA&D, MDS, CP, CCM	
s.33(1)	duty to give more notice of changes to an amendment	CEO, DA&D, MDS, CP, CCM	
s.36(2)	duty to give notice of approval of amendment	CEO, DA&D, MDS, CP, CCM, SP	
s.38(5)	duty to give notice of revocation of an amendment	CEO, DA&D, MDS, CP, CCM, SP	
s.39	function of being a party to a proceeding commenced under section 39 and duty to comply with determination by VCAT	CEO, DA&D, MDS, CP, CCM	
s.40(1)	function of lodging copy of approved amendment	CEO, DA&D, MDS, CP, CCM, SP, PO	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	CEO, DA&D, MDS, CP, CCM, SP, PO	
S41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.42	duty to make copy of planning scheme available in accordance with the public availability requirements	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.46AAA	duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	CEO, DA&D	where Council is a responsible public entity and is a planning authority note: this provision is not yet in force, and will commence on the day on which the initial Yarra Strategic Plan comes into operation. It will affect a limited number of Councils
s.46AS(ac)	power to request the Victorian Planning Authority to provide advice on any matter relating to land in Victoria or an objective of planning in Victoria	CEO, DA&D, MDS	
s.46AW	function of being consulted by the Minister	CEO, DA&D, MDS	where Council is a responsible public entity
s.46AX	function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy power to endorse the draft Statement of Planning Policy	CEO, DA&D, MDS	where Council is a responsible public entity
s.46AZC(2)	duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	CEO	where Council is a responsible public entity

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46AZK	duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	CEO, DA&D, MDS	where Council is a responsible public entity
s.46GI(2)(b)(i)	power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	CEO, DA&D, MDS	where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
s.46GJ(1)	function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	CEO, DA&D, MDS	
s.46GK	duty to comply with a Minister's direction that applies to Council as the planning authority	CEO, DA&D, MDS	
s.46GN(1)	duty to arrange for estimates of values of inner public purpose land	CEO, DA&D, MDS	
s.46GO(1)	duty to give notice to owners of certain inner public purpose land	CEO, DA&D, MDS	
s.46GP	function of receiving a notice under s.46GO	CEO, DA&D, MDS	where Council is the collecting agency
s.46GQ	function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	CEO, DA&D, MDS	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GR(1)	duty to consider every submission that is made by the closing date for submissions included in the notice under s.46GO	CEO, DA&D, MDS	
s.46GR(2)	power to consider a late submission duty to consider a late submission if directed to do so by the Minister	CEO, DA&D, MDS	
s.46GS(1)	power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s.46GQ	CEO, DA&D, MDS	
s.46GS(2)	duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	CEO, DA&D, MDS	
s.46GT(2)	duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	CEO, DA&D, MDS	
s.46GT(4)	function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	CEO, DA&D, MDS	
s.46GT(6)	function of receiving, from the valuer-general, written notice of a determination under s.46GT(5)	CEO, DA&D, MDS	
s.46GU	duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP, CCM plan area of the plan unless the criteria in s.46GU(1)(a) and (b) are met	CEO, DA&D, MDS	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GV(3)	function of receiving the monetary component and any land equalisation amount of the infrastructure contribution power to specify the manner in which the payment is to be made	CEO, DA&D, MDS	where Council is the collecting agency
s.46GV(3)(b)	power to enter into an agreement with the applicant	CEO, DA&D, MDS	where Council is the collecting agency
s.46GV(4)(a)	function of receiving the inner public purpose land in accordance with s.46GV(5) and (6)	CEO, DA&D, MDS	where Council is the development agency
s.46GV(4)(b)	function of receiving the inner public purpose land in accordance with s.46GV(5) and (6)	CEO, DA&D, MDS	where Council is the collecting agency
s.46GV(7)	duty to impose the requirements set out in s.46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP, CCM plan area	CEO, DA&D, MDS	
s.46GV(9)	power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	CEO, DA&D, MDS	where Council is the collecting agency
s.46GX(1)	power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	CEO, DA&D, MDS	where Council is the collecting agency
s.46GX(2)	duty, before accepting the provision of works, services or facilities by an applicant under s.46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	CEO, DA&D, MDS	where Council is the collecting agency

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GY(1)	duty to keep proper and separate accounts and records	CEO, DA&D, MDS	where Council is the collecting agency
s.46GY(2)	duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	CEO, DA&D, MDS	where Council is the collecting agency
s.46GZ(2)(a)	duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	CEO, DA&D, MDS	where Council is the collecting agency under an approved infrastructure contributions plan this duty does not apply where Council is that planning authority
s.46GZ(2)(a)	function of receiving the monetary component	CEO, DA&D, MDS	where the Council is the planning authority this duty does not apply where Council is also the collecting agency
s.46GZ(2)(b)	duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan as responsible for those works, services or facilities	CEO, DA&D, MDS	where Council is the collecting agency under an approved infrastructure contributions plan this provision does not apply where Council is also the relevant development agency
s.46GZ(2)(b)	function of receiving the monetary component	CEO, DA&D, MDS	where Council is the development agency under an approved infrastructure contributions plan this provision does not apply where Council is also the collecting agency

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GZ(4)	duty to use any land equalisation amounts to pay land credit amounts under s.46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s.46GZ(5)	CEO, DA&D, MDS	where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZ(5)	duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	CEO, DA&D, MDS	where Council is the collecting agency under an approved infrastructure contributions plan this provision does not apply where Council is also the relevant development agency
s.46GZ(5)	function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	CEO, DA&D, MDS	where Council is the development agency specified in the approved infrastructure contributions plan this provision does not apply where Council is also the collecting agency
s.46GZ(7)	duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s.46GW	CEO, DA&D, MDS	where Council is the collecting agency under an approved infrastructure contributions plan

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GZ(9)	duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	CEO, DA&D, MDS	if any inner public purpose land is vested in Council under the <i>Subdivision Act 1988</i> or acquired by Council before the time it is required to be provided to Council under s.46GV(4) where Council is the collecting agency under an approved infrastructure contributions plan this duty does not apply where Council is also the development agency
s.46GZ(9)	function of receiving the fee simple in the land	CEO, DA&D, MDS	where Council is the development agency under an approved infrastructure contributions plan this duty does not apply where Council is also the collecting agency
s.46GZA(1)	duty to keep proper and separate accounts and records	CEO, DA&D, MDS	where Council is a development agency under an approved infrastructure contributions plan
s.46GZA(2)	duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	CEO, DA&D, MDS	where Council is a development agency under an approved infrastructure contributions plan
s.46GZB(3)	duty to follow the steps set out in s.46GZB(3)(a) – (c)	CEO, DA&D, MDS	where Council is a development agency under an approved infrastructure contributions plan

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GZB(4)	duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	CEO, DA&D, MDS	if the VPA is the collecting agency under an approved infrastructure contributions plan where Council is a development agency under an approved infrastructure contributions plan
s.46GZD(2)	duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s.46GZD(2)(a) and (b)	CEO, DA&D, MDS	where Council is the development agency under an approved infrastructure contributions plan
s.46GZD(3)	duty to follow the steps set out in s.46GZD(3)(a) and (b)	CEO, DA&D, MDS	where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZD(5)	duty to make payments under s.46GZD(3) in accordance with ss.46GZD(5)(a) and 46GZD(5)(b)	CEO, DA&D, MDS	where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZE(2)	duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	CEO, DA&D, MDS	where Council is the development agency under an approved infrastructure contributions plan this duty does not apply where Council is also the collecting agency
s.46GZE(2)	function of receiving the unexpended land equalisation amount	CEO, DA&D, MDS	where Council is the collecting agency under an approved infrastructure contributions plan this duty does not apply where Council is also the development agency

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GZE(3)	duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s.46GZE(3)(a) and (b)	CEO, DA&D, MDS	where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZF(2)	duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	CEO, DA&D, MDS	where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)	CEO, DA&D, MDS	where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	s.46GZF(3)(a) function of receiving proceeds of sale	CEO, DA&D, MDS	where Council is the collection agency under an approved infrastructure contributions plan this provision does not apply where Council is also the development agency
s.46GZF(4)	duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP, CCM plan area and pay each current owner a portion of the proceeds in accordance with s.46GZF(5)	CEO, DA&D, MDS	where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZF(6)	duty to make the payments under s.46GZF(4) in accordance with s.46GZF(6)(a) and (b)	CEO, DA&D, MDS	where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZH	power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	CEO, DA&D, MDS	where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZI	duty to prepare and give a report to the Minister at the times required by the Minister	CEO, DA&D, MDS	where Council is a collecting agency or development agency

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GZK	power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	CEO, DA&D, MDS	where Council is a collecting agency or development agency
s.46LB(3)	duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s.46LB (2)	CEO, DA&D, MDS	
s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	CEO, DA&D, MDS, CP, CCM	
s.46N(2)(c)	function of determining time and manner for receipt of development contributions levy	CEO, DA&D, MDS, CP, CCM	
s.46N(2)(d)	power to enter into an agreement with the applicant regarding payment of development infrastructure levy	CEO, DA&D, MDS, CP, CCM	
s.46O(1)(a) & (2)(a)	power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	CEO, DA&D, MDS, CP, CCM	
s.46O(1)(d) & (2)(d)	power to enter into agreement with the applicant regarding payment of community infrastructure levy	CEO, DA&D, MDS, CP, CCM	
s.46P(1)	power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured	CEO, DA&D, MDS, CP, CCM	
s.46P(2)	power to accept provision of land, works, services or facilities in part or full payment of levy payable	CEO, DA&D, MDS	
s.46Q(1)	duty to keep proper accounts of levies paid	CEO, DA&D, MDS, CP, CCM	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46Q(1A)	duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	CEO, DA&D, MDS, CP, CCM	
s.46Q(2)	duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc.	CEO, DA&D, MDS, CP, CCM	
s.46Q(3)	power to refund any amount of levy paid if it is satisfied the development is not to proceed	CEO, DA&D, MDS, CP, CCM	only applies when levy is paid to Council as a 'development agency'
s.46Q(4)(c)	duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal Council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s.46Q(4)(a)	CEO, DA&D, MDS, CP, CCM	must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s.46Q(4)(d)	duty to submit to the Minister an amendment to the approved development contributions plan	CEO, DA&D, MDS	must be done in accordance with Part 3
s46Q(4)(e)	duty to expend that amount on other works etc.	CEO, DA&D, MDS	with the consent of, and in the manner approved by, the Minister
s.46QC	power to recover any amount of levy payable under Part 3B	CEO, DA&D, MDS, CP, CCM	
s.46QD	duty to prepare report and give a report to the Minister	CEO, DA&D, MDS	where Council is a collecting agency or development agency

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	CEO, DA&D, MDS, CP, CCM	
s.46Y	duty to carry out works in conformity with the approved strategy plan	CEO, DA&D, MDS, CP, CCM	
s.47	power to decide that an application for a planning permit does not comply with that Act	CEO, DA&D, MDS, CP, CCM, SP	
s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	CEO, DA&D, MDS, CP, CCM, SP	
s.49(2)	duty to make register available for inspection in accordance with public availability requirements	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.50(4)	duty to amend application	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.50(5)	power to refuse to amend application	CEO, DA&D, MDS, CP, CCM	
s.50(6)	duty to make note of amendment to application in register	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.50A(1)	power to make amendment to application	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.50A(4)	duty to note amendment to application in register	CEO, DA&D, MDS, CP, CCM, SP, PO	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.51	duty to make copy of application available for inspection in accordance with public availability requirements	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.52(1)(b)	duty to give notice of the application to other municipal Councils where appropriate	CEO, DA&D, MDS, CP, CCM, SP	
s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.52(1)(ca)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.52(1)(cb)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.52(3)	power to give any further notice of an application where appropriate	CEO, DA&D, MDS, CP, CCM, SP	
s.53(1)	power to require the applicant to give notice under section 52(1) to persons specified by it	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.53(1A)	power to require the applicant to give the notice under section 52(1AA)	CEO, DA&D, MDS, CP, CCM, SP, PO	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.54(1)	power to require the applicant to provide more information	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.54(1A)	duty to give notice in writing of information required under section 54(1)	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.54(1B)	duty to specify the lapse date for an application	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.54A(3)	power to decide to extend time or refuse to extend time to give required information	CEO, DA&D, MDS, CP, CCM	
s.54A(4)	duty to give written notice of decision to extend or refuse to extend time und section 54A(3)	CEO, DA&D, MDS, CP, CCM	
s.55(1)	duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	CEO, DA&D, MDS	
s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.57(5)	Duty to make available for inspection a copy of all objections available in accordance with the public availability requirements	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.57A(4)	duty to amend application in accordance with applicant's request, subject to section 57A(5)	CEO, DA&D, MDS, CP, CCM	
s.57A(5)	power to refuse to amend application	CEO, DA&D, MDS	After advertising

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.57A(6)	duty to note amendments to application in register	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.57B(1)	duty to determine whether and to whom notice should be given	CEO, DA&D, MDS, CP, CCM, SP	
s.57B(2)	duty to consider certain matters in determining whether notice should be given	CEO, DA&D, MDS, CP, CCM, SP	
s.57C(1)	duty to give copy of amended application to referral authority	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.58	duty to consider every application for a permit	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.58A	power to request advice from the Planning Application Committee	CEO, DA&D, MDS	
s.60	duty to consider certain matters	CEO, DA&D, MDS, CP, CCM, SP, PO	
s60(1A)	power to consider certain matters before deciding on application	CEO, DA&D, MDS, CP, CCM, SP, PO,	
s.60(1B)	duty to consider number of objectors in considering whether use or development may have significant social effect	CEO, DA&D, MDS, CP, CCM, SP, PO	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	CEO, DA&D, MDS, CP, CCM, SP	the permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i> The power to refuse a permit application, or to determine an application for which two or more objections have been lodged (and not withdrawn) is not delegated
s.61(2)	duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	CEO, DA&D, MDS, CP, CCM	
s.61(3)(a)	duty not to decide to grant a permit to use coastal Crown land without Minister's consent	CEO, DA&D, MDS, CP, CCM, SP	
s.61(3)(b)	duty to refuse to grant the permit without the Minister's consent	CEO, DA&D, MDS, CP, CCM, SP	
s.61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	CEO, DA&D, MDS, CP, CCM	
s.62(1)	duty to include certain conditions in deciding to grant a permit	CEO, DA&D, MDS, CP, CCM	
s.62(2)	power to include other conditions	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.62(4)	duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	CEO, DA&D, MDS, CP, CCM, SP, PO	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.62(5)(b)	power to include a permit condition that specified works be provided on or to the land or paid for in accordance with section 173 agreement	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.62(6)(a)	duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss.46N(1), 46GV(7) or 62(5)	CEO, DA&D, MDS, CP, CCM, SP	
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)	CEO, DA&D, MDS, CP, CCM, SP	
s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	CEO, DA&D, MDS, CP, CCM, SP	
s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	CEO, DA&D, MDS, CP, CCM, SP, PO	this provision applies also to a decision to grant an amendment to a permit - see section 75
s.64(3)	duty not to issue a permit until after the specified period	CEO, DA&D, MDS, CP, CCM, SP, PO	this provision applies also to a decision to grant an amendment to a permit - see section 75
s.64(5)	duty to give each objector a copy of an exempt decision	CEO, DA&D, MDS, CP, CCM, SP, PO	this provision applies also to a decision to grant an amendment to a permit - see section 75

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.64A	duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	CEO, DA&D, MDS, CP, CCM, SP, PO	this provision applies also to a decision to grant an amendment to a permit - see section 75A
s.65(1)	duty to give notice of refusal to grant permit to applicant and person who objected under section 57	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.66(1)	duty to give notice under section 64 or section 65 and copy permit to relevant determining referral authorities	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.66(2)	duty to give a recommending referral authority notice of its decision to grant a permit	CEO, DA&D, MDS, CP, CCM, SP, PO	if the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s.66(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	CEO, DA&D, MDS, CP, CCM, SP, PO	if the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s.66(6)	duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	CEO, DA&D, MDS, CP, CCM, SP	if the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.69(1)	function of receiving application for extension of time of permit	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.69(1A)	function of receiving application for extension of time to complete development	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.69(2)	power to extend time (or to refuse to extend time)	CEO, DA&D, MDS, CP, CCM	
s.70	duty to make copy permit available in accordance with public availability requirements	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.71(1)	power to correct certain mistakes	CEO, DA&D, MDS, CP, CCM, SP	
s.71(2)	duty to note corrections in register	CEO, DA&D, MDS, CP, CCM, SP	
s.73	power to decide to grant amendment subject to conditions	CEO, DA&D, MDS, CP, CCM, SP	
s.74	duty to issue amended permit to applicant if no objectors	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.76A(1)	duty to give relevant determining referral authorities copy of amended permit and copy of notice	CEO, DA&D, MDS, CP, CCM, SP, PO	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	CEO, DA&D, MDS, CP, CCM, SP, PO	if the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s.76A(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	CEO, DA&D, MDS, CP, CCM, SP, PO	if the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s.76A(6)	duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under section 64 or 76	CEO, DA&D, MDS, CP, CCM, SP, PO	if the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s.76D	duty to comply with direction of Minister to issue amended permit	CEO, DA&D, MDS, CP, CCM, SP	
s.83	function of being respondent to an appeal	CEO, DA&D, MDS, CP, CCM, SP	
s.83B	duty to give or publish notice of application for review	CEO, DA&D, MDS, CP, CCM, SP	
s.84(1)	power to decide on an application at any time after an appeal is lodged against failure to grant a permit	CEO, DA&D, MDS	
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	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.84(3)	duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	CEO, DA&D, MDS, CP, CCM, SP, PO	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.84(6)	duty to issue permit on receipt of advice within 3 working days	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.84AB	power to agree to confining a review by the Tribunal	CEO, DA&D, MDS	
s.86	duty to issue a permit at order of Tribunal within 3 working days	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.87(3)	power to apply to VCAT for the cancellation or amendment of a permit	CEO, DA&D, MDS	
s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	CEO, DA&D, MDS, CP, CCM, SP	
s.91(2)	duty to comply with the directions of VCAT	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.91(2A)	duty to issue amended permit to owner if Tribunal so directs	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under section 90	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.93(2)	duty to give notice of VCAT order to stop development	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.95(3)	function of referring certain applications to the Minister	CEO, DA&D, MDS, CP, CCM	
s.95(4)	duty to comply with an order or direction	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.96(1)	duty to obtain a permit from the Minister to use and develop its land	CEO, DA&D, MDS, CP, CCM	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	CEO, DA&D, MDS, CP, CCM	
s.96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment	CEO, DA&D, MDS	
s.96C	power to give notice, to decide not to give notice, to publish notice and to exercise any other power under section 96C	CEO, DA&D, MDS, CP, CCM, SP	
s.96F	duty to consider the panel's report under section 96E	CEO, DA&D, MDS, CP, CCM, POS	
s.96G(1)	power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under section 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	CEO, DA&D, MDS, CP, CCM	
s.96H(3)	power to give notice in compliance with Minister's direction	CEO, DA&D, MDS, CP, CCM, SP	
s.96J	power to issue permit as directed by the Minister	CEO, DA&D, MDS, CP, CCM, SP	
s.96K	duty to comply with direction of the Minister to give notice of refusal	CEO, DA&D, MDS, CP, CCM, SP	
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	CEO, DA&D, MDS, CP, CCM, SP	
s.97C	power to request Minister to decide the application	CEO, DA&D, MDS	
s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	CEO, DA&D, MDS, CP, CCM, SP, PO	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.97G(3)	function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	CEO, DA&D, MDS, CP, CCM, SP	
s.97G(6)	duty to make a copy of permits issued under section 97F available in accordance with public availability requirements	CEO, DA&D, MDS, CP, CCM, SP, PO	
s.97L	duty to include Ministerial decisions in a register kept under section 49	CEO, DA&D, MDS, CP, CCM, SP	
s.97MH	duty to provide information or assistance to the Planning Application Committee	CEO, DA&D, MDS, CP, CCM	
s.97MI	duty to contribute to the costs of the Planning Application Committee or subcommittee	CEO, DA&D, MDS	
s.97O	duty to consider application and issue or refuse to issue certificate of compliance	CEO, DA&D, MDS, CP, CCM	
s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	CEO, DA&D, MDS, CP, CCM, SP	
s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	CEO, DA&D, MDS, CP, CCM, POS	
s.97Q(4)	duty to comply with directions of VCAT	CEO, DA&D, MDS, CP, CCM, SP	
s.97R	duty to keep register of all applications for certificate of compliance and related decisions	CEO, DA&D, MDS, CP, CCM, SP	
s.98(1)&(2)	function of receiving claim for compensation in certain circumstances	CEO, DA&D, MDS	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	CEO, DA&D, MDS	
s.101	function of receiving claim for expenses in conjunction with claim	CEO, DA&D, MDS	
s.103	power to reject a claim for compensation in certain circumstances	CEO, DA&D, MDS	
s.107(1)	function of receiving claim for compensation	CEO, DA&D, MDS	
s.107(3)	power to agree to extend time for making claim	CEO, DA&D, MDS	
s.114(1)	power to apply to the VCAT for an enforcement order	CEO, DA&D, MDS	
s.117(1)(a)	function of making a submission to the VCAT where objections are received	CEO, DA&D, MDS	
s.120(1)	power to apply for an interim enforcement order where section 114 application has been made	CEO, DA&D, MDS	
s.123(1)	power to carry out work required by enforcement order and recover costs	CEO, DA&D, MDS	
s.123(2)	power to sell buildings, materials, etc salvaged in carrying out work under section 123(1)	CEO, DA&D, MDS	except Crown Land
s.129	function of recovering penalties	CEO, DA&D, MDS, CP, CCM	
s.130(5)	power to allow person served with an infringement notice further time	CEO, DA&D, MDS, CP, CCM	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.149A(1)	power to refer a matter to the VCAT for determination	CEO, DA&D, MDS	
s.149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	CEO, DA&D, MDS	
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)	CEO, DA&D, MDS	where Council is the relevant planning authority
s.171(2)(f)	power to carry out studies and commission reports	CEO, DA&D, MDS	
s.171(2)(g)	power to grant and reserve easements	CEO, DA&D, MDS	
s.172C	power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	CEO, DA&D, MDS	where Council is a development agency specified in an approved infrastructure contributions plan
s.172D(1)	power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s.46GV(4)	CEO, DA&D, MDS	where Council is a collecting agency specified in an approved infrastructure contributions plan
s.172D(2)	power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s.46GV(4)	CEO, DA&D, MDS	where Council is the development agency specified in an approved infrastructure contributions plan
s.173(1)	power to enter into agreement covering matters set out in section 174	CEO, DA&D	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.173(1A)	power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	CEO, DA&D	where Council is the relevant responsible authority
---	power to decide whether something is to the satisfaction of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	CEO, DA&D, MDS, CP, CCM	
---	power to give consent on behalf of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority	CEO, DA&D, MDS, CP, CCM	
s.177(2)	power to end a section 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CEO, DA&D	
s.178	power to amend a s.173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CEO, DA&D	
s.178A(1)	function of receiving application to amend or end an agreement	CEO, DA&D, MDS, CP, CCM, SP	
s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	CEO, DA&D, MDS, CP, CCM, SP	
s.178A(4)	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	CEO, DA&D, MDS, CP, CCM, SP	
s.178A(5)	power to propose to amend or end an agreement	CEO, DA&D, MDS, CP, CCM, SP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement	CEO, DA&D, MDS, CP, CCM, SP	
s.178B(2)	duty to consider certain matters when considering proposal to end an agreement	CEO, DA&D, MDS, CP, CCM, SP	
s.178C(2)	duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	CEO, DA&D, MDS, CP, CCM, SP	
s.178C(4)	function of determining how to give notice under s.178C(2)	CEO, DA&D, MDS, CP, CCM, SP	
s.178E(1)	duty not to make decision until after 14 days after notice has been given	CEO, DA&D, MDS, CP, CCM, SP	
s.178E(2)(a)	power to amend or end the agreement in accordance with the proposal	CEO, DA&D, MDS	If no objections are made under s.178D Must consider matters in s.178B
s.178E(2)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	CEO, DA&D, MDS	If no objections are made under s.178D Must consider matters in s.178B
s.178E(2)(c)	power to refuse to amend or end the agreement	CEO, DA&D, MDS	If no objections are made under s.178D Must consider matters in s.178B
s.178E(3)(a)	power to amend or end the agreement in accordance with the proposal	CEO, DA&D, MDS	After considering objections, submissions and matters in s.178B

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178E(3)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	CEO, DA&D, MDS	After considering objections, submissions and matters in s.178B
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	CEO, DA&D, MDS	After considering objections, submissions and matters in s.178B
s.178E(3)(d)	power to refuse to amend or end the agreement	CEO, DA&D, MDS	After considering objections, submissions and matters in s.148B
s.178F(1)	duty to give notice of its decision under s.178E(3)(a) or (b)	CEO, DA&D, MDS, CP, CCM, SP	
s.178F(2)	duty to give notice of its decision under s.178E(2)(c) or (3)(d)	CEO, DA&D, MDS, CP, CCM, SP	
s.178F(4)	duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	CEO, DA&D, MDS, CP, CCM, SP	
s.178G	duty to sign amended agreement and give copy to each other party to the agreement	CEO, DA&D, MDS	
s.178H	power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	CEO, DA&D, MDS	
s.178I(3)	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	CEO, DA&D, MDS, CP, CCM, SP	
s.179(2)	duty to make available a copy of each agreement in accordance with public availability requirements	CEO, DA&D, MDS, CP, CCM, SP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.181	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	CEO, DA&D, MDS, CP, CCM, SP	
s.181(1A)(a)	power to apply to the Registrar of Titles to record the agreement	CEO, DA&D, MDS, CP, CCM, SP	
s.181(1A)(b)	duty to apply to the Registrar of Titles, without delay, to record the agreement	CEO, DA&D, MDS, CP, CCM, SP	
s.182	power to enforce an agreement	CEO, DA&D, MDS	
s.183	duty to tell Registrar of Titles of ending/amendment of agreement	CEO, DA&D, MDS, CP, CCM, SP	
s.184F(1)	power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	CEO, DA&D, MDS	
s.184F(2)	duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	CEO, DA&D, MDS, CP, CCM, SP	
s.184F(3)	duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	CEO, DA&D, MDS, CP, CCM, SP	
s.184F(5)	function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	CEO, DA&D, MDS, CP, CCM, SP	
s.184G(2)	duty to comply with a direction of the Tribunal	CEO, DA&D, MDS, CP, CCM, SP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.184G(3)	duty to give notice as directed by the Tribunal	CEO, DA&D, MDS, CP, CCM, SP	
s.198(1)	function to receive application for planning certificate	CEO, DA&D, MDS, CP, CCM, SP	
s.199(1)	duty to give planning certificate to applicant	CEO, DA&D, MDS, CP, CCM, SP	
s.201(1)	function of receiving application for declaration of underlying zoning	CEO, DA&D, MDS, CP, CCM	
s.201(3)	duty to make declaration	CEO, DA&D, MDS, CP, CCM	
-	power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	CEO, DA&D, MDS, CP, CCM	
	power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	CEO, DA&D, MDS, CP, CCM, SP	
	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	CEO, DA&D, MDS, CP, CCM, SP	
		CEO, DA&D, MCA, CAM, CPD	Development Plan to be considered by Council
-	power to give written authorisation in accordance with a provision of a planning scheme	CEO, DA&D, MDS, CP, CCM, SP	
s.201UAB(1)	function of providing the Victorian Planning Authority with information relating to any land within municipal district	CEO, DA&D, MDS, CP, CCM	
s.201UAB(2)	duty to provide the Victorian Planning Authority with information requested under subsection (1) as soon as possible	CEO, DA&D, MDS, CP, CCM	

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 91ZU(1)	Power to give a renter a notice to vacate rented premises	CEO, DA&D	Where Council is a public statutory authority engaged in the provision of housing
s 91ZZC(1)	Power to give a renter a notice to vacate rented premises	CEO, DA&D	Where Council is a public statutory authority authorised to acquire land compulsorily for its purposes
s 91ZZE(1)	Power to give a renter a notice to vacate rented premises	CEO, DA&D	Where Council is a public statutory authority engaged in the provision of housing
s 91ZZE(3)	Power to publish Council's criteria for eligibility for the provision of housing	CEO, DA&D	Where Council is a public statutory authority engaged in the provision of housing
s.142D	function of receiving notice regarding an unregistered rooming house	CEO, DA&D, MDS, CEH, EHO	
s.142G(1)	duty to enter required information in Rooming House Register for each rooming house in municipal district	CEO, DA&D, MDS, CEH, EHO	
s. 142G(2)	power to enter certain information in the Rooming House Register	CEO, DA&D, MDS, CEH, EHO	

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.142I(2)	power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	CEO, DA&D, MDS, CEH, EHO	
s 206AZA(2)	Function of receiving written notification	CEO, DA&D, MDS, CEH, EHO	
s 207ZE(2)	Function of receiving written notification	CEO, DA&D, MDS, CEH, EHO	
s 311A(2)	Function of receiving written notification	CEO, DA&D, MDS, CEH, EHO	
s 317ZDA(2)	Function of receiving written notification	CEO, DA&D, MDS, CEH, EHO	
s.518F	power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	CEO, DA&D, MDS, CEH, EHO	
s.522(1)	power to give a compliance notice to a person	CEO, DA&D, MDS, CEH, EHO	
s.525(2)	power to authorise an officer to exercise powers in section 526 (either generally or in a particular case)	CEO, DA&D, MDS, CEH, EHO	
s.525(4)	duty to issue identity card to authorised officers	CEO, DA&D, MDS, CEH, EHO	
s.526(5)	duty to keep record of entry by authorised officer under section 526	CEO, DA&D, MDS, CEH, EHO	
s.526A(3)	function of receiving report of inspection	CEO, DA&D, MDS, CEH, EHO	

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.527	power to authorise a person to institute proceedings (either generally or in a particular case)	CEO, DA&D, MDS, CEH, EHO	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.11(1)	power to declare a road by publishing a notice in the Government Gazette	CEO, DA&D, MCA	obtain consent in circumstances specified in section 11(2)
s.11(8)	power to name a road or change the name of a road by publishing notice in Government Gazette	CEO, DA&D, DCE, DC&SS, MCA, MDS, CP, CCM	
s.11(9)(b)	duty to advise Registrar	CEO, DA&D, MCA, MDS, CP, CCM, CAM, CPD	
s.11(10)	duty to inform Secretary to Department Environment, Land, Water and Planning of declaration etc.	CEO, DA&D, MCA, MDS, CAM, CPD, CP, CCM	clause subject to section 11(10A)
s.11(10A)	duty to inform Secretary to Department Environment, Land, Water and Planning or nominated person	CEO, DA&D, MCA, MDS, CAM, CPD, CP, CCM	where Council is the coordinating road authority
s.12(2)	power to discontinue road or part of a road	CEO, DA&D, MCA, MDS	were Council is the coordinating road authority
s.12(4)	Duty to publish, and provide copy, notice of proposed discontinuance	CEO, DA&D, MCA, MDS, CAM, CPD, CP, CCM	power of coordinating road authority where it is the discontinuing body unless subsection (11) applies

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.12(5)	duty to consider written submissions received within 28 days of notice	CEO, DA&D, MCA, MDS	duty of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(6)	function of hearing a person in support of their written submission	CEO, DA&D, MCA, MDS, CAM, CPD, CP, CCM	function of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(7)	duty to fix day, time and place of meeting under subsection (6) and to give notice	CEO, DA&D, DC&SS, MCA, MDS, CAM, CPD, CP, CCM	duty of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(10)	duty to notify of decision made	CEO, DA&D, MCA, MDS, CAM, CPD, CP, CCM	duty of coordinating road authority where it is the discontinuing body does not apply where an exemption is specified by the regulations or given by the Minister
s.13(1)	power to fix a boundary of a road by publishing notice in Government Gazette	CEO, DA&D, MDS, MCA	power of coordinating road authority and obtain consent under section 13(3) and section 13(4) as appropriate
s.14(4)	function of receiving notice from the Head, Transport for Victoria	CEO, DA&D, MCA, CAM, CPD	
s.14(7)	power to appeal against decision of the Head, Transport for Victoria	CEO, DA&D	
s.15(1)	power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	CEO, DA&D	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.15(1A)	power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	CEO, DA&D	
s.15(2)	duty to include details of arrangement in public roads register	CEO, DA&D, MCA, CAM, CPD	
s.16(7)	power to enter into an arrangement under section 15	CEO, DA&D, MCA	
s.16(8)	duty to enter details of determination in public roads register	CEO, DA&D, MCA, CAM, CPD	
s.17(2)	duty to register public road in public roads register	CEO, DA&D, MCA, CAM, CPD	where Council is the coordinating road authority
s.17(3)	power to decide that a road is reasonably required for general public use	CEO, DA&D, MCA, CAM, CPD	where Council is the coordinating road authority
s.17(3)	duty to register a road reasonably required for general public use in public roads register	CEO, DA&D, MCA, CAM, CPD	where Council is the coordinating road authority
s.17(4)	power to decide that a road is no longer reasonably required for general public use	CEO, DA&D, MCA, CAM, CPD	where Council is the coordinating road authority
s.17(4)	duty to remove road no longer reasonably required for general public use from public roads register	CEO, DA&D, MCA, CAM, CPD	where Council is the coordinating road authority
s.18(1)	power to designate ancillary area	CEO, DA&D, MCA, CAM, CPD	where Council is the coordinating road authority, and obtain consent in circumstances specified in section 18(2)
s.18(3)	duty to record designation in public roads register	CEO, DA&D, MCA, CAM, CPD	where Council is the coordinating road authority
s.19(1)	duty to keep register of public roads in respect of which it is the coordinating road authority	CEO, DA&D, MCA, CAM, CPD	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19(4)	duty to specify details of discontinuance in public roads register	CEO, DA&D, MCA, CAM, CPD	
s.19(5)	duty to ensure public roads register is available for public inspection	CEO, DA&D, MCA, CAM, CPD	
s.21	function of replying to request for information or advice	CEO, DA&D, MCA, CAM, CPD	obtain consent in circumstances specified in section 11(2)
s.22(2)	function of commenting on proposed direction	CEO, DA&D, MCA	
s.22(4)	duty to publish a copy or summary of any direction made under section 22 by the Minister in its annual report.	CEO, DA&D, DC&SS, MCA	
s.22(5)	duty to give effect to a direction under this section.	CEO, DA&D, MCA, CAM, CPD	
s.40(1)	duty to inspect, maintain and repair a public road.	CEO, DA&D, MCA, CAM, CPD, CRPM	
s.40(5)	power to inspect, maintain and repair a road which is not a public road	CEO, DA&D, MCA, CAM, CPD	
s.41(1)	power to determine the standard of construction, inspection, maintenance and repair	CEO, DA&D, MCA, CAM, CPD	
s.42(1)	power to declare a public road as a controlled access road	CEO, DA&D	power of coordinating road authority and Schedule 2 also applies

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.42(2)	power to amend or revoke declaration by notice published in Government Gazette	CEO, DA&D	power of coordinating road authority and Schedule 2 also applies
s.42A(3)	Duty to consult with VicRoads Head, Transport for Victoria and Minister for Local Government before road is specified	CEO, DA&D, MCA, CAM, CPD	where Council is the coordinating road authority if road is a municipal road or part thereof
s.42A(4)	power to approve Minister's decision to specify a road as a specified freight road	CEO, DA&D, MCA	where Council is the coordinating road authority if road is a municipal road or part thereof and where road is to be specified a freight road
s.48EA	duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	CEO, DA&D, MCA, CAM, CPD	where Council is the responsible road authority, infrastructure manager or works manager
s.48M(3)	function of consulting with the relevant authority for purposes of developing guidelines under section 48M	CEO, DA&D, MCA, CAM, CPD	
s.49	power to develop and publish a road management plan	CEO, DA&D, MCA	
s.51	power to determine standards by incorporating the standards in a road management plan	CEO, DA&D, MCA	
s.53(2)	power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	CEO, DA&D, MCA, CAM, CPD	
s.54(2)	duty to give notice of proposal to make a road management plan	CEO, DA&D, MCA, CAM, CPD	
s.54(5)	duty to conduct a review of road management plan at prescribed intervals	CEO, DA&D, MCA	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.54(6)	power to amend road management plan	CEO, DA&D, MCA	
s.54(7)	duty to incorporate the amendments into the road management plan	CEO, DA&D, MCA, CAM, CPD	
s.55(1)	duty to cause notice of road management plan to be published in Government Gazette and newspaper	CEO, DA&D, MCA, CAM, CPD	
s.63(1)	power to consent to conduct of works on road	CEO, DA&D, MCA, CAM, CPD, DE	where Council is the coordinating road authority
s.63(2)(e)	power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	CEO, DA&D, MCA, CAM, CPD,	where Council is the infrastructure manager
s.64(1)	duty to comply with clause 13 of Schedule 7	CEO, DA&D, MCA	where Council is the infrastructure manager or works manager
s.66(1)	power to consent to structure etc	CEO, DA&D, MCA, CAM, CPD	where Council is the coordinating road authority
s.67(2)	function of receiving the name & address of the person responsible for distributing the sign or bill	CEO, DA&D, MCA, CAM, CPD	where Council is the coordinating road authority
s.67(3)	power to request information	CEO, DA&D, MCA, CAM, CPD	where Council is the coordinating road authority
s.68(2)	power to request information	CEO, DA&D, MCA, CAM, CPD	where Council is the coordinating road authority
s.71(3)	power to appoint an authorised officer	CEO, DA&D	
s.72	duty to issue an identity card to each authorised officer	CEO, DA&D, DC&SS, MG&R, CCC	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.85	function of receiving report from authorised officer	CEO, DA&D, MCA	
s.86	duty to keep register re section 85 matters	CEO, DA&D, MCA, CAM, CPD	
s.87(1)	function of receiving complaints	CEO, DA&D, MCA, CAM, CPD	
s.87(2)	duty to investigate complaint and provide report	CEO, DA&D, MCA, CAM, CPD	
s.112(2)	power to recover damages in court	CEO, DA&D	
s.116	power to cause or carry out inspection	CEO, DA&D, MCA, CAM, CPD, CRPM	
s.119(2)	function of consulting with the Head, Transport for Victoria	CEO, DA&D, MCA, CAM, CPD	
s.120(1)	power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	CEO, DA&D, MCA	
s.120(2)	duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in section 120(1)	CEO, DA&D, MCA	
s.121(1)	power to enter into an agreement in respect of works	CEO, DA&D, MCA	
s.122(1)	power to charge and recover fees	CEO, DA&D, MCA	
s.123(1)	power to charge for any service	CEO, DA&D, MCA	
Schedule 2 Clause 2(1)	power to make a decision in respect of controlled access roads	CEO, DA&D, MCA	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 2 Clause 3(1)	duty to make policy about controlled access roads	CEO, DA&D, MCA	
Schedule 2 Clause 3(2)	power to amend, revoke or substitute policy about controlled access roads	CEO, DA&D, MCA	
Schedule 2 Clause 4	function of receiving details of proposal from the Head, Transport for Victoria	CEO, DA&D, MCA, CAM, CPD	
Schedule 2 Clause 5	duty to publish notice of declaration	CEO, DA&D, MCA, CAM, CPD	
Schedule 7, Clause 7(1)	duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	CEO, DA&D, MCA, CAM, CPD	where Council is the infrastructure manager or works manager
Schedule 7, Clause 8(1)	duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	CEO, DA&D, MCA, CAM, CPD	where Council is the infrastructure manager or works manager
Schedule 7, Clause 9(1)	duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	CEO, DA&D, MCA	where Council is the infrastructure manager or works manager responsible for non-road infrastructure
Schedule 7, Clause 9(2)	duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	CEO, DA&D, MCA, CAM, CPD	where Council is the infrastructure manager or works manager

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7, Clause 10(2)	where Schedule 7 Clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	CEO, DA&D, MCA, CAM, CPD	where Council is the infrastructure manager or works manager
Schedule 7 Clause 12(2)	power to direct infrastructure manager or works manager to conduct reinstatement works	CEO, DA&D, MCA, CAM, CPD	where Council is the coordinating road authority
Schedule 7 Clause 12(3)	power to take measures to ensure reinstatement works are completed	CEO, DA&D, MCA, CAM, CPD	where Council is the coordinating road authority
Schedule 7 Clause 12(4)	duty to ensure that works are conducted by an appropriately qualified person	CEO, DA&D, MCA, CAM, CPD	where Council is the coordinating road authority
Schedule 7 Clause 12(5)	power to recover costs	CEO, DA&D, MCA	where Council is the coordinating road authority
Schedule 7, Clause 13(1)	duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to Schedule 7, Clause 13(2)	CEO, DA&D, MCA, CAM, CPD	where Council is the works manager
Schedule 7 Clause 13(2)	power to vary notice period	CEO, DA&D, MCA	where Council is the coordinating road authority
Schedule 7, Clause 13(3)	duty to ensure works manager has complied with obligation to give notice under Schedule 7, Clause 13(1)	CEO, DA&D, MCA, CAM, CPD	where Council is the infrastructure manager
Schedule 7 Clause 16(1)	power to consent to proposed works	CEO, DA&D, MCA,	where Council is the coordinating road authority
Schedule 7 Clause 16(4)	duty to consult	CEO, DA&D, MCA, CAM, CPD	where Council is the coordinating road authority, responsible authority or infrastructure manager

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 16(5)	power to consent to proposed works	CEO, DA&D, MCA	where Council is the coordinating road authority
Schedule 7 Clause 16(6)	power to set reasonable conditions on consent	CEO, DA&D, MCA	where Council is the coordinating road authority
Schedule 7 Clause 16(8)	power to include consents and conditions	CEO, DA&D, MCA	where Council is the coordinating road authority
Schedule 7 Clause 17(2)	power to refuse to give consent and duty to give reasons for refusal	CEO, DA&D, MCA	where Council is the coordinating road authority
Schedule 7 Clause 18(1)	power to enter into an agreement	CEO, DA&D, MCA	where Council is the coordinating road authority
Schedule 7 Clause 19(1)	power to give notice requiring rectification of works	CEO, DA&D, MCA, CAM, CPD	where Council is the coordinating road authority
Schedule 7 Clause 19(2) & (3)	power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	CEO, DA&D, MCA	where Council is the coordinating road authority
Schedule 7 Clause 20(1)	power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	CEO, DA&D, MCA, CAM, CPD	where Council is the coordinating road authority
Schedule 7A Clause 2	power to cause street lights to be installed on roads	CEO, DA&D, MCA, CAM, CPD	power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
Schedule 7A Clause 3(1)(d)	duty to pay installation and operation costs of street lighting - where road is not an arterial road	CEO, DA&D, MCA	where Council is the responsible road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7A Clause 3(1)(e)	duty to pay installation and operation costs of street lighting – where road is a service road on an arterial road and adjacent areas	CEO, DA&D, MCA	where Council is the responsible road authority
Schedule 7A Clause (3)(1)(f),	duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with clauses 3(2) and 4	CEO, DA&D, MCA	duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal Council (re: operating costs)

PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r. 6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	CEO, DA&D, MDS	where Council is not the planning authority and the amendment affects land within its municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	CEO, DA&D, MDS	
r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	CEO, DA&D, MDS, CP, CCM, SP	where Council is the responsible authority

PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
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	CEO, DA&D, MDS, CP, CCM, SP	where Council is not the responsible authority but the relevant land is within Council's municipal district
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	CEO, DA&D, MDS	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.

PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r.19	power to waive or rebate a fee relating to an amendment of a planning scheme	CEO, DA&D, MDS	
r.20	power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	CEO, DA&D	
r.21	duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r.19 or 20	CEO, DA&D, MDS	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.7	function of entering into a written agreement with a caravan park owner	CEO, DA&D, MDS, CEH, EHO	
r.11	function of receiving application for registration	CEO, DA&D, MDS, CEH, EHO	
r.13(1)	duty to grant the registration if satisfied that the caravan park complies with these regulations	CEO, DA&D, MDS, CEH, EHO	
r.13(2)	duty to renew the registration if satisfied that the caravan park complies with these regulations	CEO, DA&D, MDS, CEH, EHO	
r.13(2)	power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	CEO, DA&D, MDS, CEH, EHO	
r.13(4) & (5)	duty to issue certificate of registration	CEO, DA&D, MDS, CEH, EHO	
r.15(1)	function of receiving notice of transfer of ownership	CEO, DA&D, MDS, CEH, EHO	
r.15(3)	power to determine where notice of transfer is displayed	CEO, DA&D, MDS, CEH, EHO	
r.16(1)	duty to transfer registration to new caravan park owner	CEO, DA&D, MDS, CEH, EHO	
r.16(2)	duty to issue a certificate of transfer of registration	CEO, DA&D, MDS, CEH, EHO	
r.17(1)	power to determine the fee to accompany applications for registration or applications for renewal of registration	CEO, DA&D, MDS, CEH, EHO	
r.18	duty to keep register of caravan parks	CEO, DA&D, MDS, CEH, EHO	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.19(4)	power to determine where the emergency contact person's details are displayed	CEO, DA&D, MDS, CEH, EHO	
r.19(6)	power to determine where certain information is displayed	CEO, DA&D, MDS, CEH, EHO	
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	CEO, DA&D, MDS, CEH, EHO	
r.22A(2)	duty to consult with relevant emergency services agencies	CEO, DA&D, MDS, CEH, EHO	
r.23	power to determine places in which caravan park owner must display a copy of emergency procedures	CEO, DA&D, MDS, CEH, EHO	
r.24	power to determine places in which caravan park owner must display copy of public emergency warnings	CEO, DA&D, MDS, CEH, EHO	
r.25(3)	duty to consult with relevant floodplain management authority	CEO, DA&D, MDS, MCA	
r.26	duty to have regard to any report of the relevant fire authority	CEO, DA&D, MDS, MCA	
r.28(c)	power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	CEO, DA&D, MDS, MCA	
r.39	function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	CEO, DA&D, MDS, CEH, EHO	
r.39(b)	power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	CEO, DA&D, MDS, MCA	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.40(4)	function of receiving installation certificate	CEO, DA&D, MDS, CEH, EHO	
r.42	power to approve use of a non-habitable structure as a dwelling or part of a dwelling	CEO, DA&D, MDS	
Schedule 3 clause 4(3)	power to approve the removal of wheels and axles from unregistrable movable dwelling	CEO, DA&D, MDS, CEH, EHO	

RESIDENTIAL TENANCIES REGULATIONS 2021			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 4 cl 3(a)(iii)	Power to approve any other system	CEO, DA&D, MDS, CEH, EHO	

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.8(1)	duty to conduct reviews of road management plan	CEO, DA&D, MCA	
r. .9(2)	duty to produce written report of review of road management plan and make report available	CEO, DA&D, MCA, CAM, CPD	

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	CEO, DA&D, MCA, CAM, CPD	where Council is the coordinating road authority
r.10	duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under section 41 of the Act	CEO, DA&D, MCA, CAM, CPD	
r.13(1)	Duty to publish notice of amendments to road management plan	CEO, DA&D, MCA, CAM, CPD	where Council is the coordinating road authority
r.13(3)	duty to record on road management plan the substance and date of effect of amendment	CEO, DA&D, MCA, CAM, CPD	
r.16(3)	power to issue permit	CEO, DA&D, MCA	where Council is the coordinating road authority
r.18(1)	power to give written consent re damage to road	CEO, DA&D, MCA	where Council is the coordinating road authority
r.23(2)	power to make submission to Tribunal	CEO, DA&D, MCA	where Council is the coordinating road authority
r.23(4)	power to charge a fee for application under section 66(1) Road Management Act	CEO, DA&D, MCA, MDS	where Council is the coordinating road authority
r.25(1)	power to remove objects, refuse, rubbish or other material deposited or left on road	CEO, DA&D, MCA, CAM, CPD CRPM	where Council is the responsible road authority
r.25(2)	power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	CEO, DA&D	where Council is the responsible road authority
r. 25(5)	power to recover in the Magistrates' Court, expenses from person responsible	CEO, DA&D, DC&SS, MCA	

ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.15	power to exempt a person from requirement under clause 13(1) of Schedule 7 of the Act to give notice as to the completion of those works	CEO, DA&D, MCA, MDS	where Council is the coordinating road authority and where consent given under section 63(1) of the Act
r.22(2)	power to waive whole or part of fee in certain circumstances	CEO, DA&D, MCA, MDS	where Council is the coordinating road authority

Title:	Chief Executive Officer Employment and Remuneration Policy
Type:	Council
Adopted:	25 August 2021 (TBC)
Document No:	21/10361
Attachments:	

Acknowledgement of Country

Council acknowledges the traditional custodians of the land comprising the Murrindindi Shire Council area, and those of our neighbouring municipalities. We pay respect to Elders past and present and celebrate and respect their continuing culture and connection to the land.

1. Purpose

Murrindindi Shire Council's Chief Executive Officer (CEO) Employment and Remuneration policy sets out Council's approach to managing CEO performance and remuneration in accordance with Section 45 of the Local Government Act 2020.

2. Rationale

This policy is a requirement of the *Local Government Act 2020* and outlines the way in which the Council will be supported to fulfil its obligations regarding the CEO's employment and under the Act.

3. Scope

This Policy covers the following matters which the Council is responsible for, under the Act or as a requirement of this Policy:

- (a) the recruitment and appointment of the Chief Executive Officer;
- (b) approving the Contract of Employment entered into between the Council and the Chief Executive Officer;
- (c) the appointment of an Acting Chief Executive Officer;
- (d) the provision of independent professional advice in relation to the matters dealt with in the Policy;
- (e) the monitoring of the Chief Executive Officer's performance;
- (f) an annual review;
- (g) determining the Chief Executive Officer's remuneration.

4. Definitions

Reference Term	Definition
Act	Local Government Act 2020
Chief Executive Officer or CEO	Chief Executive Officer
Committee	CEO Employment and Remuneration Committee
Contract of Employment	The contract of employment between the CEO and Murrindindi Shire Council, including any schedules and attachments
Council	Murrindindi Shire Council

Responsible Officer: Manager Governance & Risk

Adopted: 2021-08-25 (TBC)

TRIM Reference: 21/10361

Reference Term	Definition
Councillor	Individuals holding the office of a member of Murrindindi Shire Council and as defined by the Act
Council Officer	The Chief Executive Officer and employees of Council who are appointed by the Chief Executive Officer
Executive Recruitment Consultant	A consultant with specialist expertise in sourcing and evaluating candidates for Senior Executive positions
Independent Person/Member	A suitably qualified and experienced HR professional who is not a Councillor or Officer of a Council, who is appointed as a member of the CEO Employment and Remuneration Committee and provides independent advice to the Council and Committee
KPI/s	Key Performance Indicator/s or performance criteria
Mayor	Mayor of Murrindindi Shire Council
Performance Plan	A performance plan, which includes Key Performance Indicators, to monitor the performance of the Chief Executive Officer
Public Sector Wages Determination	Any Determination that is currently in effect under section 21 of the Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019 in relation to remuneration bands for executives employed in public service bodies.
Recruitment Policy	The Recruitment Policy adopted by the CEO under section 48(2) of the Act
Remuneration Package	The total gross remuneration package paid to the Chief Executive Officer, pursuant to the Contract of Employment.

5. Policy

This CEO Employment and Remuneration Policy (Policy) outlines the specific aims and key accountabilities Council, including the CEO Employment and Remuneration Committee (Committee) appointed by Council, and the Chief Executive Officer in relation to the CEO's employment.

5.1. The key accountabilities and aims of the Council in relation to this policy are to:

- 5.1.1. establish the Committee;
- 5.1.2. provide processes for the recruitment of a natural person, and their appointment, to the position of CEO;
- 5.1.3. draft and approve the Contract of Employment entered into between the Council and the CEO;
- 5.1.4. seek and be guided by independent professional advice in relation to the matters dealt with in the Policy;
- 5.1.5. provide processes for determining and reviewing the CEO's Remuneration Package;
- 5.1.6. provide processes for the monitoring of the CEO's performance including setting the Performance Plan and conducting an annual review;
- 5.1.7. determine, as required, any variations to the Remuneration Package and terms and conditions of employment of the CEO;

Responsible Officer: Manager Governance & Risk

Adopted: 2021-08-25 (TBC)

TRIM Reference: 21/10361

- 5.1.8. provide processes for the appointment of an Acting Chief Executive Officer

- 5.2. The key accountabilities and aims of the CEO in relation to this policy are to:
 - 5.2.1. work collaboratively with the Committee in determining the Performance Plan on an annual basis;
 - 5.2.2. actively participate in the performance appraisal process as required by the Committee;
 - 5.2.3. make use of constructive feedback from Councillors and Committee Members in relation to performance appraisal;
 - 5.2.4. undertake professional development on an as needed basis, or as part of the Performance Plan; and
 - 5.2.5. promptly draw the Committee's attention to any situation where any variation of the Performance Plan may be required in light of the current circumstances.

6. CEO Employment and Remuneration Committee

- 6.1. The Council will establish the Committee which will act as an advisory committee to the Council.
- 6.2. The Committee must include at least three Councillors and an independent person, appointed by the Council, who is entitled to be remunerated for their services.
- 6.3. The Council may also appoint a suitable Officer to provide administrative tasks on behalf of the Committee i.e., taking of the Committee meeting minutes.
- 6.4. The Committee is to be chaired by:
 - (a) a Councillor appointed by the Council; or
 - (b) if the Councillor so appointed is not present, a Councillor who is present at the meeting and is appointed by members of the Committee who are present at the meeting.
- 6.5. The Committee is to hold meetings as often as is necessary in order to:
 - (a) prepare relevant documentation including Council reports and contractual documents for the approval of the Council;
 - (b) conduct and maintain appropriate records regarding the CEO's performance plan and performance reviews; and
 - (c) review the Remuneration Package and conditions of employment of the CEO.
- 6.6. The Committee will provide a report to Council following each meeting.
- 6.7. The Committee will determine the meeting procedures at the first meeting of the Committee, which will include:
 - (a) how often the Committee will meet;
 - (b) quorum and attendance; and
 - (c) the taking of the minutes of the Committee meetings.

Responsible Officer: Manager Governance & Risk

Adopted: 2021-08-25 (TBC)

TRIM Reference: 21/10361

7. Independent advice

- 7.1. The independent person appointed to the Committee is responsible for providing independent professional advice in relation to the matters dealt with under this Policy.
- 7.2. The Council will determine:
 - (a) the term of appointment of the independent person; and
 - (b) the remuneration of the independent person.
- 7.3. The Council or the Committee may obtain independent professional advice in relation to any matters dealt with this policy, including but not limited to, the CEO's annual performance review and CEO recruitment.
- 7.4. The Independent person must not carry out the duties of the Executive Recruitment Consultant, as outlined in this policy, and where known, must declare any conflicts of interest when appointing the Executive Recruitment Consultant.

8. Recruitment of CEO

- 8.1. The Committee will seek the services of an Executive Recruitment Consultant to run the recruitment process. The appointment of an Executive Recruitment Consultant will be made by resolution of the Council.
- 8.2. The Committee will liaise with the appointed Consultant on all recruitment related matters.
- 8.3. The Committee will establish and manage the process to recruit the CEO, ensuring that the Council can select the best available candidate from a short list of preferred candidates (with or without a recommendation from the Committee).
- 8.4. The Committee will require the Executive Recruitment Consultant to conduct the recruitment process, including (but not limited to) the following actions:
 - (a) Compilation of a detailed brief from the Council on the position requirements and the ideal candidate;
 - (b) Preparation of a detailed schedule outlining the end to end process;
 - (c) Development of an advertising strategy to attract suitable candidates;
 - (d) Assist Council to conduct first and second round interviews to determine a shortlist of candidates;
 - (e) Conducting the relevant pre-employment checks, including psychometric assessments and probity checks
 - (f) Conducting reference checks on the preferred candidate;
 - (g) Liaising with the Governance and Risk team to issue the contract of employment for the new CEO;
 - (h) In conjunction with the Communications Department, preparing the communications for the Council to announce the appointment of the new CEO; and
 - (i) Assisting the Governance and Risk Department to on-board the new CEO (where required).

- 8.5. The Committee must have regard to the Council's Recruitment Policy when considering the recruitment of the position of CEO to:
- (a) ensure that the recruitment decision is based on merit;
 - (b) supports transparency in the recruitment process and the public advertising of the position;
 - (c) have regard to gender equity, diversity, and inclusiveness.

9. Appointment of the CEO

- 9.1. Council will receive a report from the Committee on the completion of its role in the recruitment process.
- 9.2. Council will proceed to decide on a preferred candidate, with the support of the Committee to negotiate and finalise the Contract of Employment. In order to progress with the offer of employment in a timely manner, the preferred candidate may be offered employment, subject to the resolution of Council.
- 9.3. The Committee will provide a recommendation to Council on the provisions to be contained in the proposed Contract of Employment.
- 9.4. The appointment of the CEO must be made by a resolution of the Council.

10. Reappointment of the CEO

- 10.1. Within 6 months prior to the expiry of the current CEO's Contract of Employment, the Committee will provide a recommendation to Council on:
- (a) whether the CEO should be reappointed under a new Contract of Employment;
 - (b) if the recommendation is to reappoint the CEO, the proposed provisions of the further Contract of Employment.
- 10.2. Any reappointment of the current CEO must be made by a resolution of the Council.

11. Contract of Employment

- 11.1. The Contract of Employment is to be read in conjunction with this Policy (but the terms of the Policy are not incorporated into the Contract of Employment).
- 11.2. The Contract of Employment will, at a minimum, outline the following:
- (a) the employment term, which must not exceed 5 years under section 44(2) of the Act;
 - (b) the responsibilities and duties of the position including compliance with legislative requirements and Council's Code of Conduct;
 - (c) conflict of interest requirements;
 - (d) the CEO's Remuneration Package and other entitlements;
 - (e) any legislative and contractual obligations, including those during and continuing after appointment;
 - (f) applicable leave entitlements;
 - (g) dispute resolution procedures;
 - (h) processes for managing unsatisfactory performance;

- (i) processes for early termination of contract, including notice of termination provisions. The notice of termination by the Council is restricted to a maximum of six [6] months;
 - (j) any other matters required to be contained in the Contract of Employment by the Regulations.
- 11.3. The Contract of Employment may only be varied by a resolution of the Council and accepted by the CEO, recorded in a deed of variation

12. Remuneration and Expenses

- 12.1. The Remuneration Package provided to the CEO will form part of the Committee's annual review, having regard to (in accordance with section 45(3) of the Act):
- (a) any statement of policy issued by the Government of Victoria which is in force with respect to its wages policy (or equivalent); and
 - (b) any Public Sector Wages Determination.
- 12.2. As contained in the Victorian Public Sector Commission's 'Victorian Public Entity Executive Handbook', the following key principles are listed to guide decision-making in executive remuneration to ensure consistency with other public entities:
- (a) be fair and reasonable
 - (b) Executive remuneration decisions should have regard to Victoria's fiscal and economic conditions
 - (c) Executive remuneration should be competitive. Remuneration should be set at a competitive level for the relevant market and sector, so as to attract and retain talented people.
 - (d) Executive remuneration should reflect the non-financial benefits of public sector employment
 - (e) Executive remuneration arrangements should be robust and transparent
- 12.3. Remuneration will be reviewed on an annual basis, in accordance with the CEO's Performance Plan and contractual requirements. Changes to the CEO's Remuneration may only be varied by a resolution of the Council
- 12.4. The Council will meet expenses incurred by the CEO in relation to:
- (a) membership and subscription fees payable to professional associations which are reasonably necessary in order to carry out duties;
 - (b) reasonable costs incurred where attending conferences, seminars, or other networking functions; and
 - (c) reasonable costs incurred in performance of required duties.

13. Performance monitoring

- 13.1. The Council will adopt an annual Performance Plan for the CEO, which will include Key Performance Indicators (KPIs). The Performance Plan must be developed collaboratively between the CEO and the Committee and should be used for ongoing performance monitoring throughout the performance year.
- 13.2. The Performance Plan must be made or varied by a resolution of the Council.
- 13.3. The CEO is to provide progress reports to the Committee on a bi-annual basis.

Responsible Officer: Manager Governance & Risk

Adopted: 2021-08-25 (TBC)

TRIM Reference: 21/10361

- 13.4. The Committee may meet with the CEO following each progress report to discuss the matters contained in the progress report.
- 13.5. Following the initial three (3) months of the CEO's term, a workshop with Councillors and the CEO should be coordinated, in which:
 - (a) the CEO can prepare and present an overview of their findings during their initial employment period, and highlight any projections or forecasts of relevance to the Council during their tenure;
 - (b) the Councillors can provide feedback to the CEO on their perspective of the CEO's performance during the initial employment period; and
 - (c) the Council and CEO can agree to projects and priorities for inclusion in the CEO's Performance Plan.
- 13.6. Notwithstanding the performance review process, the Committee and/or the Council may monitor the CEO's performance on an ongoing basis.

14. Annual review

- 14.1. In preparation for Council's review, the Committee is required to submit an annual review report to the Council which includes recommendations on the following:
 - (a) Whether the CEO has met the KPIs set in the Performance Plan and to what extent these have been achieved;
 - (b) whether any KPIs or other criteria should be varied under the Performance Plan;
 - (c) whether the Remuneration Package should be varied; and
 - (d) any other necessary matters.
- 14.2. The Committee will submit the Annual Review Report to Council only after meeting with the CEO to discuss the Committee's proposed recommendations.
- 14.3. The Council shall, after receipt of the Annual Review Report, review the recommendations in the Annual Review Report and advise the CEO of the outcomes of the review process, following a resolution made by Council.
- 14.4. The Committee will review the CEO's Remuneration Package in accordance with the CEO's Contract of Employment and in line with the remuneration principles contained in the Victorian Public Sector Commission's 'Victorian Public Entity Executive Handbook'. Aspects to have regard to include:
 - (a) The extent of an increase over the preceding 12 months in the Consumer Price Index (All Groups, Melbourne) as issued by the Australian Statistician;
 - (b) Market rates for comparable positions;
 - (c) The acquisition and satisfactory utilisation of new or enhanced skills by the CEO if beneficial to or required by the Council.
 - (d) If the executive has been recently appointed or has recently had an ad hoc remuneration review
 - (e) Any increase to the Remuneration Package being inclusive of, and may be offset against, any wage increase awarded to employees under any Industrial Instrument.

Any variation to the CEO's Remuneration must be made by a resolution of the Council.

Responsible Officer: Manager Governance & Risk

Adopted: 2021-08-25 (TBC)

TRIM Reference: 21/10361

15. Suspension and/or Termination by Council

15.1. Various situations may arise that may lead the Council to suspend and/or terminate the CEO's employment, or a termination by agreement, or a redundancy, or the CEO may notify Council of their desire to terminate the agreement. The relevant contractual arrangements regarding suspension, redundancy and/or termination of the CEO's employment will apply, depending on the circumstances.

16. Acting CEO

- 16.1. The Council must appoint an Acting CEO when there is a vacancy in the position of CEO or in situations where the CEO is unable to perform their duties as Chief Executive Officer.
- 16.2. The appointment of the Acting CEO must be made by a resolution of the Council unless the Acting CEO is appointed for a period not exceeding 28 days, in which case the CEO may appoint an Acting CEO under delegation from Council as per section 11(3) of the Act.
- 16.3. The Committee may advise the Council on the selection and appointment process of an Acting CEO, particularly where the appointment period exceeds three (3) months.
- 16.4. The Committee will advise Council on the remuneration and conditions of employment for the Acting CEO.

17. Related Policies, Strategies and Legislation

- Local Government Act 2020
- Equal Opportunity Act 2010
- Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019
- Human Rights Charter
- Local Government Inspectorate: Managing the employment cycle of a Council CEO - December 2019
- Victorian Public Sector Commission's 'Victorian Public Entity Executive Handbook'
- Recruitment Policy

18. Council Plan

This policy supports the Council Plan strategic objective "Our Promise" and specifically Goal 7 "Support a skilled, engaged and flexible workforce that can respond to changing needs".

19. Management and Review

This Policy will be reviewed within 6 months of its adoption by Council.

This Policy will thereafter be reviewed at least every two (2) years by the Committee and within six (6) months of each Council election. Any proposed changes will be made by a resolution of the Council.

20. Consultation

No external consultation was required in the adoption of this Policy

21. Human Rights Charter

This policy has been developed with consideration of the requirements under the Charter of Human Rights and Responsibilities.

22. Gender Impact Assessment

This policy has been developed/reviewed with consideration of the criteria which inspires equality under the [Gender Equality Act 2020](#).

23. Appendix A – CEO Employment and Remuneration Committee Terms of Reference

These Terms of Reference (TOR) should be read in conjunction with Council's CEO Employment and Remuneration Policy. The TOR outline the purpose of the Committee, its functions, the appointment process for committee members including the independent member and the responsibilities of the Committee.

1. Purpose

The purpose of the Chief Executive Officer Employment and Remuneration Committee (Committee) is to assist the Council in fulfilling its responsibilities concerning Chief Executive Officer (CEO) employment matters, being:

- the recruitment, appointment and re-appointment (where applicable) of the Chief Executive Officer
- determining the Chief Executive Officer's Performance Plan (Plan)
- assessing the Chief Executive Officer's performance against set performance criteria in the Plan
- determining the remuneration of the Chief Executive Officer.

The Committee will be an advisory committee to the Council.

2. Duties and Functions

The Committee has the following duties and functions:

- To make recommendations to Council on employment matters relating to the CEO or the person appointed to act as the CEO, including the following:
 - the engagement of an Executive Recruitment Consultant to run the recruitment process
 - liaise with the appointed Consultant on all recruitment related matters.
 - establish and manage the process to recruit the CEO, ensuring that the Council can select the best available candidate from a short list of preferred candidates (with or without a recommendation from the Committee).
 - the appointment of an acting CEO when the position is vacant for a period greater than four weeks
 - any extension of the appointment of the Chief Executive Officer as per Council's CEO Employment and Remuneration Policy
 - remuneration and conditions of appointment of the CEO
 - performance criteria and performance review methodology developed by the Committee for the CEO.
 - the outcome of annual performance reviews of the CEO.
- Assessment of the CEO's performance against set criteria at regular performance reviews
- To consider suitable candidates for the position of the independent member of the Committee and to make a recommendation to Council for the appointment of the independent member, where the incumbent resigns from their position on the Committee or is not reappointed by the Council.

Responsible Officer: Manager Governance & Risk

Adopted: 2021-08-25 (TBC)

TRIM Reference: 21/10361

3. Composition

The Committee will comprise:

- an independent member
- at least 3 Councillors appointed by Council, one of which will be appointed as Chair of the Committee.

3.1. Appointment process for Councillors

Within 2 months of the adoption of the CEO Employment and Remuneration Policy, Council will meet and resolve to appoint 3 Councillors to the Committee. Selection will be based on interest, availability and the skills to meet the requirements of a Committee Member, as outlined in the CEO Employment and Remuneration Policy and appended Terms of Reference.

4. Independent Member

4.1. Role of the independent member

The role of the independent member is to:

- participate in all Committee meetings
- provide advice to the CEO Employment and Remuneration Committee
- facilitate the development of the draft performance criteria and performance review methodology (in consultation with the Committee and the Chief Executive Officer)
- provide benchmarking and advice to the Committee on an appropriate remuneration for the CEO, based on:
 - any statement of policy issued by the Government of Victoria which is in force with respect to its wages policy (or equivalent); and
 - any Public Sector Wages Determination
 - The extent of an increase over the preceding 12 months in the Consumer Price Index (All Groups, Melbourne) as issued by the Australian Statistician;
 - Market rates for comparable positions;
 - The acquisition and satisfactory utilisation of new or enhanced skills by the CEO if beneficial to or required by the Council.
 - If the executive has been recently appointed or has recently had an ad hoc remuneration review

4.2. Qualities and qualifications

The independent member will have the following key competencies:

- demonstrated human resource management experience and leadership (specifically in the areas of recruitment, benchmarking, performance management and reviews and professional development of executive level staff)
- experience in senior roles in business and/or the public sector
- experience working with boards or other governance bodies.

4.3. Appointment timeframe

The independent member will be appointed for up to a two-year term with an option to be reappointed for a further two, one-year term extensions, by resolution of Council.

Responsible Officer: Manager Governance & Risk

Adopted: 2021-08-25 (TBC)

TRIM Reference: 21/10361

4.4. Appointment process

Where there is an impending vacancy in the Independent Member position, or it becomes vacant, expressions of interest will be sought.

The Murrindindi Shire Council Governance and Risk Department will make a recommendation to the Committee on the appointment of an independent chairperson.

The Committee will consider suitable candidates and make a recommendation to Council on the appointment of the preferred candidate.

The independent member will be impartial with appropriate experience.

The independent member cannot be a Councillor or member of Council staff.

4.5. Remuneration

The Independent Member will be remunerated as follows:

- a sitting fee per meeting, together with reimbursement of travel costs (where applicable) in line with the relevant ATO tables. The fee to be paid has regard for the specific roles and responsibilities of the independent member as set out in this policy;
- the fee will be paid to the Independent Member immediately following his/her attendance at each of the four scheduled committee meetings; and
- an additional fee will be paid to the Independent Member for every meeting of the Committee attended over and above the four meetings required each year.

4.6. Confidentiality

The Independent Member is required to sign a confidentiality agreement as part of their terms of engagement. An Independent Member must not intentionally or recklessly disclose information that the person knows or should reasonably know is confidential information.

4.7. Support

The Independent Member may seek support from the Manager Governance and Risk, particularly in matters which relate to Council policy or processes which interact with the employment matters of the CEO. Further, the Independent Member may seek support to obtain clarity on the CEO Employment and Remuneration Policy or in matters where the Committee wishes to seek legal advice/support.

5. Quorum

The independent member and at least two other Councillor members, constitute a quorum.

If a quorum is not present within 30 minutes after the scheduled meeting commencement time, the meeting will be rescheduled.

Where the independent member has not yet been appointed, the Councillor members of the Committee may meet to consider suitable candidates for the position of the independent member and make a recommendation to Council.

6. Voting

Each member of the Committee will have one vote. Decision-making will be by a show of hands.

For a motion to be successful, it must be carried by the majority of members present at the meeting.

Where there are an equal number of votes for and against, the Chair will have the casting vote.

Note that as an Advisory Committee, decisions made by the Committee relate to the duties of the Committee and resolutions can only be made by the Council.

7. Frequency of meetings

The schedule of meetings will be determined by the Committee.

An Unscheduled Meeting of the Committee may be called by:

- resolution of the Committee
- the Chair of the Committee
- the Council, where the Chair is incapable of calling the special meeting.

8. Reporting

The business of the Committee shall be recorded in proper minutes. It is anticipated all meetings and records of the Committee will be confidential. The Committee Chair will arrange for the signing and appropriate distribution of the meeting minutes.

Consideration will be given to whether information referred by the Committee to Council can be released to the public following resolution.

9. Support

The Chair, Mayor and Chief Executive Officer will agree how best to provide appropriate secretariat support, including:

- giving appropriate notice of meetings
- circulation of meeting documentation
- taking of, and the distribution of, the minutes for each meeting
- tracking the decisions of the Committee
- keeping appropriate records of the meeting documentation, including the signed minutes.

10. Non-Committee Member responsibilities

Councillors who are not directly appointed to a Committee Member position within the Committee will engage with the Committee at Council meetings and in particular, where matters are raised for resolution by Council. These matters may include:

- Appointment and re-appointment (if applicable) of the CEO
- Appointment of an Acting CEO

Responsible Officer: Manager Governance & Risk

Adopted: 2021-08-25 (TBC)

TRIM Reference: 21/10361

- Appointment and re-appointment (if applicable) of the Independent Member of the Committee
- Contract of Employment conditions of the CEO
- The KPI's and Performance Plan of the CEO
- CEO Employment and Remuneration Policy review

11. Review

These terms of reference may be reviewed at any time by the Committee or Council however, changes can only be made by resolution of Council.

This document will thereafter be reviewed at least every two years by the Committee and within six months of each Council election, in line with the CEO Employment and Remuneration Policy review. Any proposed changes will be made by a resolution of the Council.

Statement A

Murrindindi Shire Council
Income Statement
For the period ended 30th June 2021

NOTE	(1)					(2)			%
	Original Budget	March Revised Budget	Annual Revised Budget	Forecast Adjustment	YTD Budgets	Actual	YTD Budget V Actual Variance	YTD Budget V Actual Variance	
	2020/21	2020/21	2020/21	2020/21	30/06/2021	30/06/2021	30/06/2021	2020/21	
	\$	\$	\$	\$	\$	\$	\$	%	
Revenue									
Rates & Charges	1	21,500,932	21,562,446	21,562,446	-	21,562,446	21,529,679	(32,767)	-0.2%
Special Charge	2	-	27,000	27,000	-	27,000	-	(27,000)	-100.0%
Statutory fees and fines	3	1,181,634	1,178,457	1,199,457	21,000	1,199,457	1,213,451	13,994	1.2%
User fees	4	1,491,760	908,914	908,914	-	908,914	1,132,560	223,646	24.6%
Grants - Operating	5	6,924,717	8,703,237	8,778,237	75,000	8,778,237	8,474,378	(303,859)	-3.5%
Grants -Capital	6	2,135,391	4,246,183	4,619,405	373,222	4,619,405	2,772,824	(1,846,581)	-40.0%
Contributions - Cash	7	54,449	297,970	330,662	32,692	330,662	320,179	(10,483)	-3.2%
Contributions - Non Cash	8	600,000	600,000	600,000	-	600,000	1,162,796	562,796	93.8%
Reimbursements	9	331,418	337,983	337,983	-	337,983	236,352	(101,631)	-30.1%
Other revenue	10	1,046,798	788,749	788,749	-	788,749	947,071	158,322	20.1%
Total Revenue		35,267,099	38,650,939	39,152,853	501,914	39,152,853	37,789,290	(1,363,563)	-3.48%
Expenses									
Employee Benefits	11	14,180,222	15,503,568	15,568,568	65,000	15,568,568	15,447,157	(121,411)	-0.8%
Materials and Services	12	11,186,110	14,003,477	14,050,273	46,796	14,050,273	12,646,985	(1,403,288)	-10.0%
Depreciation and amortisation	13	9,013,876	8,759,048	8,759,048	-	8,759,048	8,989,960	230,912	2.6%
Bad and Doubtful Debts	14	-	160,000	160,000	-	160,000	169,785	9,785	6.1%
Other Expense	15	316,886	356,886	356,886	-	356,886	441,791	84,905	23.8%
Finance Costs (Interest)	16	24,909	24,909	22,906	(2,003)	22,906	22,906	-	0.0%
Total Expenses		34,722,003	38,807,888	38,917,681	109,793	38,917,681	37,718,584	(1,199,097)	-3.08%
Subtotal		545,096	(156,949)	235,172	392,121	235,172	70,706	(164,466)	-69.9%
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	17	(600,000)	(622,047)	(622,047)	-	(622,047)	(1,400,647)	(778,600)	125.17%
Increase Landfill Provision	18	-	-	-	-	-	(1,561,454)	(1,561,454)	
Surplus (deficit) for the period		(54,904)	(778,996)	(386,875)	392,121	(386,875)	(2,891,395)	(2,504,520)	647.37%

Statement B

Murrindindi Shire Council
Balance Sheet
as at 30th June 2021
(1)

	Original Budget 2020/21	March Revised Budget 2020/21	Annual Revised Budget 2020/21	Forecast Adjustment	YTD Budget 30/06/2021	Actual 30/06/2021	(2) Budget V Actual Variance 30/06/2021	%
	\$	\$	\$		\$	\$	\$	
Assets								
Current assets								
Cash and cash equivalents	31,332,461	31,358,119	31,058,538	(299,581)	31,058,538	10,981,779	(20,076,759)	-65%
Trade and other receivables	3,259,000	3,906,329	3,906,329	-	3,906,329	3,581,232	(325,097)	-8%
Other financial assets	-	-	-	-	-	30,300,000	30,300,000	100%
Accrued Income	200,000	60,000	60,000	-	60,000	43,632	(16,368)	0%
Prepayments	175,000	175,000	175,000	-	175,000	157,746	(17,254)	0%
Inventories	30,000	30,000	30,000	-	30,000	37,805	7,805	26%
Total current assets	34,996,461	35,529,448	35,229,867	(299,581)	35,229,867	45,102,194	9,872,327	28%
Non current assets								
Intangible Assets	1,688,440	1,945,096	1,945,096	-	1,945,096	1,948,577	3,481	0%
Property & Plant & Equipment	356,919,301	358,770,393	359,161,613	391,220	359,161,613	352,858,758	(6,302,855)	-2%
Receivables	5,000	5,000	5,000	-	5,000	1,481	(3,519)	
Total non-current assets	358,612,741	360,720,489	361,111,709	391,220	361,111,709	354,808,816	(6,302,893)	-2%
Total assets	393,609,202	396,249,937	396,341,576	91,639	396,341,576	399,911,010	3,569,434	1%
Liabilities								
Current liabilities								
Trade and other payables	2,948,153	2,948,153	2,948,153	-	2,948,153	2,308,647	(639,506)	-22%
Trust funds and deposits	1,025,666	1,025,666	1,025,666	-	1,025,666	1,349,443	(323,777)	-32%
Grants in Advance	-	225,000	225,000	-	225,000	4,683,431	(4,458,431)	-1982%
Provisions - Employee Entitlements	3,360,000	3,218,000	3,218,000	-	3,218,000	3,459,711	(241,711)	-8%
Interest-bearing loans and borrowings	141,489	141,489	-	(141,489)	-	-	-	
Total Current Liabilities	7,475,308	7,558,308	7,416,819	(141,489)	7,416,819	11,801,232	(4,384,413)	-59%
Non-Current Liabilities								
Provisions - Employee Entitlements	280,000	280,000	280,000	-	280,000	233,427	(46,573)	-17%
Provisions - Other	5,700,000	5,700,000	5,700,000	-	5,700,000	7,279,485	(1,579,485)	-28%
Interest-bearing loans and borrowings	158,991	158,991	-	(158,991)	-	-	-	
Total Non Current Liabilities	6,138,991	6,138,991	5,980,000	(158,991)	5,980,000	7,512,912	(1,532,912)	-26%
TOTAL LIABILITIES	13,614,299	13,697,299	13,396,819	(300,480)	13,396,819	19,314,144	(5,917,325)	-44%
NET ASSETS	379,994,903	382,552,638	382,944,757	392,119	382,944,757	380,596,866	(2,347,891)	-1%
Equity								
Accumulated Surplus	135,274,966	133,003,069	133,021,067	17,998	133,021,067	131,560,478	(1,460,589)	-1%
Surplus for the Year	(54,904)	(778,996)	(386,875)	392,121	(386,875)	(2,891,395)	(2,504,520)	647%
Asset Revaluation Reserve	227,542,254	231,594,638	231,594,638	-	231,594,638	231,751,265	156,627	0%
Other Reserves	17,232,587	18,733,927	18,715,927	(18,000)	18,715,927	20,176,518	1,460,591	8%
TOTAL EQUITY	379,994,903	382,552,638	382,944,757	392,119	382,944,757	380,596,866	(2,347,891)	-1%

Statement C

Murrindindi Shire Council
Cash Flow Statement
For the period ended 30th June 2021

	Original Budget 2020/21 Inflows/ (Outflows) \$	March Revised Budget 2020/21 Inflows/ (Outflows) \$	Annual Revised Budget 2020/21 Inflows/ (Outflows) \$	(1)	YTD Budget 30/06/2021 Inflows/ (Outflows) \$	Actual 30/06/2021 Inflows/ (Outflows) \$	(2)
				Forecast Adjustment			Budget V Actual Variance 30/06/2021 \$
Cash Flow From Operating Activities							
Rates & Charges	21,604,547	21,529,596	21,529,596	-	21,529,596	21,706,288	176,692
Statutory fees and fines	1,153,634	1,185,147	1,206,147	(21,000)	1,206,147	1,203,384	(2,763)
User fees	1,668,990	755,999	755,999	-	755,999	826,948	70,949
Grants - operating	6,924,717	9,402,950	9,477,950	(75,000)	9,477,950	8,474,378	(1,003,572)
Grants - capital	2,135,391	3,991,617	4,364,839	(373,222)	4,364,839	7,950,593	3,585,754
Contributions - monetary	54,449	297,970	330,662	(32,692)	330,662	320,179	(10,483)
Other Income	746,315	839,782	839,782	-	839,782	870,178	30,396
Interest Received	699,748	381,426	381,426	-	381,426	426,852	45,426
Net GST Refund/Payment	933,277	1,268,802	1,273,482	(4,680)	1,273,481	1,116,515	(156,966)
Net receipt trust funds and deposits	(62,300)	(456,616)	(456,616)	-	(456,616)	(132,839)	323,777
Payments to suppliers	(12,555,138)	(15,671,703)	(15,723,179)	51,476	(15,723,179)	(14,542,684)	1,180,495
Payments to employees	(14,076,579)	(15,559,400)	(15,624,400)	65,000	(15,624,400)	(15,553,603)	70,797
Other Payments	(348,575)	(392,575)	(392,575)	-	(392,575)	(485,970)	(93,396)
Net cash flow provided by operating activities	8,878,476	7,572,995	7,963,113	(390,118)	7,963,112	12,180,218	4,217,107
Cash flow from investing activities							
Payment for property, plant and equipment, infrastructure & Intangible assets	(11,681,781)	(17,083,773)	(17,474,995)	391,222	(17,474,995)	(10,609,159)	6,865,836
Proceeds from sale of property, plant and equipment, infrastructure	247,000	959,777	959,777	-	959,777	103,227	(856,550)
Net cash used in investing activities	(11,434,781)	(16,123,996)	(16,515,218)	391,222	(16,515,218)	(10,505,932)	6,009,286
Cash flows from financing activities							
Finance costs	(27,149)	(27,148)	(25,145)	(2,003)	(25,145)	(28,298)	(3,153)
Repayment of interest bearing loans and borrowings	(178,076)	(178,077)	(478,557)	300,480	(478,556)	(478,556)	-
Net cash provided by (used in) financing activities	(205,225)	(205,225)	(503,702)	298,477	(503,701)	(506,854)	(3,153)
Net increase/(decrease) in cash and cash equivalents	(2,761,530)	(8,756,227)	(9,055,808)	299,581	(9,055,807)	1,167,432	10,223,240
Cash and cash equivalents at the beginning of the financial year	34,093,991	40,114,346	40,114,346	-	40,114,346	40,114,346	-
Cash and cash equivalents at the end of the financial year	31,332,461	31,358,120	31,058,539	299,581	31,058,539	41,281,779	10,223,240

ATTACHMENT 1 - CAPITAL WORKS - MONTHLY REPORT - June

Project Status	Name	Locality	Ward	% Complete	Original Budget	Current Revised Budget	Actual	Committed	Actuals & Committed	Recommended Carry forward into next financial year.	Savings non-complete projects (Non Grant funded)	Approved budget demand (new projects and existing check budget column)
	Sealed Road Program/ Bituminous Sealing Program											
	Sealed Roads - Renewal & Major Patching			100%	\$ 103,000.00	\$ 407,991.00	\$ 437,813.00	\$ 55,307.00	\$ 493,120.00	\$ 55,178.00	\$ -	\$ 85,000.00
	Main street Utah place Eildon LRCI 2	Eildon	Eildon	20%								\$ -
	High St and Centre Av Intersection, Eildon	Eildon	Eildon	100%								
	Tenth St, Eildon	Eildon	Eildon	20%				\$ 53,717.00				
	Marr Ct, Eildon	Eildon	Eildon	20%								
	Maintongoon Rd, Maintongoon	Alexandra	Red Gate	100%								
	Green St, intersection of Johnston St, Alexandrandra	Alexandra	Red Gate	100%								
	Break O'Day Rd, Glenburn, 2,125m	Glenburn	King Parrot	100%								
	Shamrock Street, Alexandra	Alexandra	Red Gate	100%								
	Ninth Street, Eildon	Eildon	Eildon	100%								
	Lyrebird Drive, Kinglake	Kinglake	Kinglake	100%								
	Sealed Roads - Renewal (Reseals)			100%	\$ 1,095,000.00	\$ 1,095,000.00	\$ 1,092,766.00	\$ 15,833.00	\$ 1,108,599.00	\$ 16,234.00	\$ -	\$ 14,000.00
	Gravel Road Resheeting Program			30%	\$ 1,280,000.00	\$ 1,567,070.00	\$ 563,340.00	\$ 1,002,511.00	\$ 1,565,851.00	\$ 1,003,730.00	\$ -	
	Burgess Rd, Yarck2570m	Yarck	Koriella	100%								
	Hewletts Rd, Caveat, 2055m	Caveat	Koriella	100%								
	Middle Creek Rd, Gobur, 7639m	Kanumbra/Gobur/Yarck	Koriella	100%								
	Shoulder Resheeting			100%	\$ 67,000.00	\$ 79,400.00	\$ 11,900.00	\$ -	\$ 11,900.00	\$ -	\$ 67,500.00	\$ -
	Roads - Major Maintenance			60%	\$ 400,000.00	\$ 490,463.00	\$ 438,522.00	\$ 8,074.00	\$ 446,596.00	\$ 51,941.00	\$ -	
	Level 1 Projects									\$ -		
	Kinglake Streetscape (G893 & G899)	Kinglake	Kinglake	20%	\$ 1,349,000.00	\$ 1,660,715.00	\$ 359,895.00	\$ 1,147,129.00	\$ 1,507,024.00	\$ 1,300,820.00	\$ -	
	Kinglake Public Toilet Renovation - All Ability Unisex Toilets	Kinglake	Kinglake	100%	\$ -	\$ 110,000.00	\$ 71,162.00	\$ 364.00	\$ 71,526.00	\$ -	\$ 38,838.00	
	Kinglake Shelter and BBQ in Library garden grounds	Kinglake	Kinglake	100%	\$ -	\$ 40,000.00	\$ 160.00	\$ 29,817.00	\$ 29,977.00	\$ 39,840.00	\$ -	
	Eildon Play space Stage 1 Schematic Design	Eildon	Eildon	35%	\$ -	\$ 338,444.00	\$ 87,995.00	\$ 256,210.00	\$ 344,205.00	\$ 255,449.00	\$ -	\$ 5,000.00
	Alexandra Youth Precinct, detailed design (Rotary Park)	Alexandra	Red Gate	100%	\$ -	\$ 56,242.00	\$ 74,428.00	\$ 5,375.00	\$ 79,803.00	\$ 5,068.00	\$ -	\$ 23,254.00
	Kinglake West/Pheasant Creek Streetscape - Stage 1 design	Kinglake West	King Parrot	50%	\$ -	\$ 30,000.00	\$ 26,002.00	\$ 8,755.00	\$ 34,757.00	\$ 8,998.00	\$ -	\$ 5,000.00
	Other Road Projects			0%								
	Sealing Unsealed Road Entrances			0%	\$ -	\$ 111,991.00	\$ 75,008.00	\$ 45,685.00	\$ 120,693.00	\$ 36,983.00	\$ -	
	Bower St Entry & Realignment Stage 2, Kinglake	Kinglake	Kinglake	10%	\$ -	\$ 50,000.00	\$ 2,429.00	\$ 45,685.00	\$ 48,114.00	\$ 47,571.00	\$ -	
	Wilhelmina Falls Road - Stage 2	Murrindindi	Koriella	100%	\$ -	\$ 61,991.00	\$ 63,071.00	\$ -	\$ 63,071.00	\$ -	\$ -	\$ 1,080.00
	Sealed Road - Upgrades			0%						\$ -		
	Mountain Home Road Improvement, Kinglake -Stage 1 (Design)	Kinglake	Kinglake	100%	\$ 25,000.00	\$ 26,740.00	\$ 31,788.00	\$ -	\$ 31,788.00	\$ -	\$ -	\$ 5,048.00
	Mt Pleasant Rd Entry Realignment and Sealing, Alexandra - Stage 2 (Construction)	Alexandra	Red Gate	100%	\$ 170,000.00	\$ 160,000.00	\$ 153,035.00	\$ -	\$ 153,035.00	\$ -	\$ -	\$ -
	Kinglake West Primary School Service Road / Drop-off Area Improvement (Design and Construction)	Kinglake West	King Parrot	100%	\$ 175,000.00	\$ 175,000.00	\$ 187,643.00	\$ 655.00	\$ 188,298.00	\$ -	\$ -	\$ 12,643.00
	Kinglake West memorial carpark - Stage 2 (Landscaping & traffic island)	Kinglake West	King Parrot	100%	\$ -	\$ 68,700.00	\$ 89,475.00	\$ -	\$ 89,475.00	\$ -	\$ -	\$ 20,775.00
	Marysville - Murchison Street works	Marysville	Cathedral	75%	\$ -	\$ 59,030.00	\$ 46,472.00	\$ 10,640.00	\$ 57,112.00	\$ 12,558.00	\$ -	
	Murchison Carpark - Landscaping works	Marysville	Cathedral	100%	\$ -	\$ 26,546.00	\$ 35,532.00	\$ 1,645.00	\$ 37,177.00	\$ -	\$ -	\$ 8,986.00
	Bridge Program			0%	\$ 50,000.00	\$ 275,761.00	\$ 257,653.00	\$ 8,515.00	\$ 266,168.00	\$ 18,108.00	\$ -	
	Dropmore Bridge - Renewal	Molesworth	Koriella	100%	\$ -	\$ 181,761.00	\$ 171,794.00	\$ -	\$ 171,794.00	\$ -	\$ 9,967.00	
	Cheviot Tunnel Bridge #297 - Stage 2	Molesworth	Koriella	100%	\$ -	\$ 10,000.00	\$ 9,800.00	\$ -	\$ 9,800.00	\$ -	\$ 200.00	
	Dyes Lane Bridge - Renewal	Buxton	Cathedral	95%	\$ -	\$ 34,000.00	\$ 28,016.00	\$ -	\$ 28,016.00	\$ -	\$ 5,984.00	

ATTACHMENT 1 - CAPITAL WORKS - MONTHLY REPORT - June

Project Status	Name	Locality	Ward	% Complete	Original Budget	Current Revised Budget	Actual	Committed	Actuals & Committed	Recommended Carry forward into next financial year.	Savings non-complete projects (Non Grant funded)	Approved budget demand (new projects and existing check budget column)
	Fannings Bridge - Load Upgrade	Glenburn	King Parrot	100%	\$ -	\$ 91,654.00	\$ 94,364.00	\$ -	\$ 94,364.00	\$ -		\$ 2,710.00
	Yea Caravan Park Bridge Renewal - Stage 1 Investigation & Design	Yea	Cheviot	100%	\$ 50,000.00	\$ 50,000.00	\$ 48,044.00	\$ 8,515.00	\$ 56,559.00	\$ 7,956.00		\$ 6,000.00
	Break O'day Rd Bridge (Pincombes) Upgrade (Stage 1 Design only)	Glenburn	King Parrot	100%	\$ 60,000.00	\$ 36,820.00	\$ 40,277.00	\$ -	\$ 40,277.00	\$ -	\$ -	\$ 3,457.00
	Path Program			0%						\$ -		
	Renewal - Pathways			100%	\$ 370,000.00	\$ 367,705.00	\$ 358,235.00	\$ -	\$ 358,235.00	\$ -	\$ 9,470.00	\$ -
	Riverside Dve N side, Alexandra, 170m	Eildon	Eildon	100%	\$ -	\$ 7,192.00	\$ 26,169.00	\$ -	\$ 26,169.00	\$ -	\$ -	
	Path Upgrade			0%	\$ 289,000.00	\$ 382,500.00	\$ 172,149.00	\$ 159,826.00	\$ 331,975.00	\$ 210,351.00	\$ -	
	Yea High St disabled parking upgrade	Yea	Cheviot	100%	\$ -	\$ 7,249.00	\$ -	\$ 7,249.00	\$ 7,249.00	\$ 7,249.00	\$ -	
	Yea Station St disabled parking upgrade - public toilets	Yea	Cheviot	85%	\$ -	\$ 25,251.00	\$ 8,401.00	\$ -	\$ 8,401.00	\$ 12,010.00	\$ 4,840.00	
	Disability Access Parking and Pathway - Yea Council offices	Yea	Cheviot	100%	\$ -	\$ 50,000.00	\$ 55,840.00	\$ -	\$ 55,840.00	\$ -	\$ -	\$ 5,840.00
	Footpath Extension - Falls Road - Gallipoli Park to Goulds Terrace, Marysville Stage 1 (Design & Construction) Stage 1	Marysville	Cathedral	12%	\$ 100,000.00	\$ 100,000.00	\$ 37,271.00	\$ -	\$ 37,271.00	\$ 62,729.00	\$ -	
	Footpath extension and connection - Williams Street and Station Street, Alexandra (Design & Construction)	Alexandra	Red Gate	15%	\$ 189,000.00	\$ 189,000.00	\$ 50,967.00	\$ -	\$ 50,967.00	\$ 182,033.00	\$ -	\$ 44,000.00
	Footpath extension and connection - Halls Street - West side Downey St to Cooper St 450m (Design & Construction)	Alexandra	Red Gate	100%	\$ -	\$ 11,000.00	\$ 19,671.00	\$ -	\$ 19,671.00	\$ -	\$ -	\$ 8,671.00
	Kerb & Channel Program			0%						\$ -		
	Renewal			0%	\$ -	\$ 295,000.00	\$ 256,851.00	\$ 16,199.00	\$ 273,050.00	\$ 38,149.00	\$ -	
	Tenth St & Ninth St, Eildon, 564m	Eildon	Eildon	99%	\$ -	\$ 185,000.00	\$ 148,042.00	\$ 16,199.00	\$ 164,241.00	\$ 30,228.00	\$ 6,730.00	
	Fitzroy Ct, Alexandra, 150m	Alexandra	Red Gate	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	New									\$ -	\$ -	
	Kerb & Channel - Bayley St between Nihil and Cooper, Alexandra	Alexandra	Red Gate	100%	\$ -	\$ 110,000.00	\$ 108,809.00	\$ -	\$ 108,809.00	\$ -	\$ 1,191.00	
	Stormwater Network			0%	\$ 35,000.00	\$ 57,966.00	\$ 37,610.00	\$ 9,020.00	\$ 46,630.00	\$ 20,356.00	\$ -	
	Renewal programs - Drainage Pit Cover	Various	Various	100%	\$ 35,000.00	\$ 57,966.00	\$ 21,282.00	\$ -	\$ 21,282.00	\$ 35,684.00	\$ 1,000.00	
	Drainage Upgrade - Trouble Spots				\$ -	\$ 122,000.00	\$ 119,179.00	\$ 34,698.00	\$ 153,877.00	\$ 2,821.00	\$ -	
	Thornton Drainage Upgrade Stage 1 & 2	Thornton	Eildon	80%	\$ -	\$ 87,000.00	\$ 83,141.00	\$ 34,698.00	\$ 117,839.00	\$ 34,000.00	\$ -	\$ 30,141.00
	Community Facility						\$ -	\$ -	\$ -	\$ -		
	Irrigation upgrade High Street, Yea	Yea	Cheviot	100%	\$ -	\$ 75,100.00	\$ 78,037.00	\$ 1,843.00	\$ 79,880.00	\$ -	\$ -	\$ 2,937.00
	Switchboard compliance works - Stage 1	Various	Various	100%	\$ -	\$ 46,015.00	\$ 29,081.00	\$ -	\$ 29,081.00	\$ -	\$ 16,934.00	
	Asbestos management works	Shire Wide	Shire Wide	100%	\$ -	\$ 50,000.00	\$ 24,801.00	\$ 5,071.00	\$ 29,872.00	\$ 25,199.00	\$ -	
	Kinglake Memorial Reserve Facility Improvement (Construction)	Kinglake Central	Kinglake	100%	\$ 40,000.00	\$ 40,000.00	\$ 16,856.00	\$ -	\$ 16,856.00	\$ -	\$ 23,144.00	
	Yea Pool Shade (Design & Construct)	Yea	Cheviot	100%	\$ 45,000.00	\$ 15,000.00	\$ 10,233.00	\$ -	\$ 10,233.00	\$ -	\$ 4,767.00	
	Buxton Recreation Reserve - Pathway/Access track	Buxton	Cathedral	100%	\$ 15,000.00	\$ 7,000.00	\$ 6,350.00	\$ -	\$ 6,350.00	\$ -	\$ 650.00	
	Kinglake Ranges Neighbourhood House - Playground roof	Kinglake	Kinglake	100%	\$ 25,000.00	\$ 19,000.00	\$ 14,635.00	\$ -	\$ 14,635.00	\$ -	\$ 4,365.00	
	Buxton Recreation Reserve - Toilet Renewal	Buxton	Cathedral	100%	\$ 60,000.00	\$ 60,000.00	\$ 45,384.00	\$ -	\$ 45,384.00	\$ -	\$ 14,616.00	
	Yea Recreation Reserve Clubrooms - Installation of BiFold Door (Design & Construction)	Yea	Cheviot	100%	\$ 40,000.00	\$ 25,000.00	\$ 19,084.00	\$ -	\$ 19,084.00	\$ -	\$ 5,916.00	
	Yea Recreation Reserve - Irrigation works Renewal/Upgrade	Yea	Cheviot	100%	\$ -	\$ 29,000.00	\$ 40,561.00	\$ -	\$ 40,561.00	\$ -	\$ -	\$ 11,561.00
	Kinglake Memorial Reserve - New Bore	Kinglake Central	Kinglake	30%	\$ 60,000.00	\$ 60,000.00	\$ 2,116.00	\$ 23,100.00	\$ 25,216.00	\$ 37,884.00	\$ 20,000.00	
	Thornton Recreation Reserve Oval Fencing and Coach Box (Construction)	Thornton	Eildon	100%	\$ 35,000.00	\$ 35,000.00	\$ 35,118.00	\$ -	\$ 35,118.00	\$ -	\$ -	\$ 118.00
	Kinglake Memorial Reserve - Public Toilet (Design & Construction)	Kinglake Central	Kinglake	100%	\$ 350,000.00	\$ 241,260.00	\$ 112,161.00	\$ -	\$ 112,161.00	\$ 28,000.00	\$ 102,000.00	
	Strath Creek Pioneer Reserve Tennis Court Demolition	Strath Creek	Cheviot	0%	\$ 75,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0
	Corporate Buildings									\$ -		
	Marysville Community Centre - Installation of Emergency Generator	Marysville	Cathedral	100%	\$ 30,000.00	\$ 30,000.00	\$ 23,630.00	\$ -	\$ 23,630.00	\$ -	\$ 6,370.00	\$ -
	Flowerdale Early Learning Centre - Playground Turf renewal Works	Flowerdale	Cheviot	100%	\$ -	\$ 21,000.00	\$ 22,344.00	\$ -	\$ 22,344.00	\$ -	\$ -	\$ 1,344.00
	Alexandra Operations Centre - Supply & Install Emergency (Backup) Generator	Alexandra	Red Gate	100%	\$ 30,000.00	\$ 30,218.00	\$ 30,218.00	\$ -	\$ 30,218.00	\$ -	\$ -	
	Alexandra Shire Hall - Sound & Lighting Systems	Alexandra	Red Gate	100%	\$ 85,000.00	\$ 108,000.00	\$ 104,795.00	\$ 1,472.00	\$ 106,267.00	\$ -	\$ 3,205.00	\$ -
	Alexandra Shire Hall - Kitchen	Alexandra	Red Gate	100%	\$ -	\$ 1,882.00	\$ 1,454.00	\$ -	\$ 1,454.00	\$ -	\$ 428.00	
	Swimming Pools - Annual Program			100%								
	Marysville Swimming Pool Renewal Works	Marysville	Cathedral	100%	\$ 479,000.00	\$ 412,556.00	\$ 202,305.00	\$ 12,329.00	\$ 214,634.00	\$ -	\$ 210,251.00	

ATTACHMENT 1 - CAPITAL WORKS - MONTHLY REPORT - June

Project Status	Name	Locality	Ward	% Complete	Original Budget	Current Revised Budget	Actual	Committed	Actuals & Committed	Recommended Carry forward into next financial year.	Savings non-complete projects (Non Grant funded)	Approved budget demand (new projects and existing check budget column)
	Swimming Pool Solar Hot Water (Design & Construction)	Eildon	Eildon	100%	\$ 45,000.00	\$ 45,000.00	\$ 22,276.00	\$ -	\$ 22,276.00	\$ -	\$ 22,724.00	
	Waste Management			50%								
	Landfill											
	Landfill Capping Design Cell 1A - Alexandra - Stage 1	Alexandra	Red Gate	5%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Alexandra Landfill - Cell development and design	Alexandra	Red Gate	0%	\$ 75,000.00	\$ 75,000.00	\$ -	\$ -	\$ -	\$ 75,000.00	\$ -	
	Alexandra Landfill - Tip Truck for Landfill	Alexandra	Red Gate	100%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Closed Landfills - Rehabilitation of Yea RRC	Ghin Ghin	Koriella	100%	\$ -	\$ 21,500.00	\$ 12,500.00	\$ 8,682.00	\$ 21,182.00	\$ 8,682.00	\$ 318.00	
	Alexandra Landfill - Construction of Cap for Cells 1 E and 1BC	Alexandra	Red Gate	0%	\$ 1,750,781.00	\$ 50,781.00	\$ -	\$ 400.00	\$ 400.00	\$ 50,781.00		
	Leachate Pond Works	Alexandra	Red Gate	0%	\$ 15,000.00	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 15,000.00		
	Landfill Plant	Alexandra	Red Gate	100%	\$ 15,000.00	\$ 15,000.00	\$ 11,250.00	\$ -	\$ 11,250.00	\$ -	\$ 3,750.00	
	Level 1 Project									\$ -		
	Closed Landfills - Rehabilitation of Eildon RRC	Eildon	Eildon	95%	\$ -	\$ 1,021,500.00	\$ 530,173.00	\$ 257,434.00	\$ 787,607.00	\$ 29,827.00	\$ 461,500.00	
	Resource Recovery Centres									\$ -		
	Level 1 Project									\$ -		
	New - Resource Recovery Centre - Fire Prevention Infrastructure - Alexandra	Alexandra	Red Gate	45%	\$ -	\$ 75,000.00	\$ 21,209.00	\$ 31,619.00	\$ 52,828.00	\$ 53,791.00	\$ -	
	New - Resource Recovery Centre - Fire Prevention Infrastructure - Eildon	Eildon	Eildon	5%	\$ -	\$ 15,000.00	\$ -	\$ 10,955.00	\$ 10,955.00	\$ 15,000.00	\$ -	
	New - Resource Recovery Centre - Fire Prevention Infrastructure - Yea	Yea	Cheviot	5%	\$ -	\$ 15,000.00	\$ -	\$ 13,227.00	\$ 13,227.00	\$ 15,000.00	\$ -	
	New - Resource Recovery Centre - Fire Prevention Infrastructure - Kinglake	Kinglake	Kinglake	5%	\$ -	\$ 95,000.00	\$ 24,243.00	\$ 30,235.00	\$ 54,478.00	\$ 70,757.00	\$ -	
	New - Resource Recovery Centre - Fire Prevention Infrastructure - Marysville	Marysville	Cathedral	5%	\$ -	\$ 15,000.00	\$ -	\$ 13,227.00	\$ 13,227.00	\$ 15,000.00	\$ -	
	New - Resource Recovery Centre - Yea - design and project development stage (Multi Year project)	Yea	Cheviot	100%	\$ 150,000.00	\$ 204,970.00	\$ 56,389.00	\$ 8,398.00	\$ 64,787.00	\$ -	\$ 148,581.00	
	Resource Recovery Centre - E-Waste Infrastructure (Yea)	Yea	Cheviot	100%	\$ -	\$ 95,942.00	\$ 88,334.00	\$ -	\$ 88,334.00	\$ -	\$ 7,608.00	
	Auxiliary Works - Roads & Stormwater Upgrades	Alexandra	Red Gate	100%	\$ 45,000.00	\$ 45,000.00	\$ 34,571.00	\$ -	\$ 34,571.00	\$ 10,429.00		
	Sealing and Hardstand at RRC's	Various	Various	100%	\$ -	\$ 25,000.00	\$ 22,356.00	\$ 1,136.00	\$ 23,492.00	\$ -	\$ 2,644.00	
	Offices Fences & Bin bays	Various	Various	100%	\$ -	\$ 45,000.00	\$ 11,098.00	\$ -	\$ 11,098.00	\$ 33,902.00		
	Signage and Info Boards	Various	Various	100%	\$ -	\$ 7,000.00	\$ -	\$ -	\$ -	\$ -	\$ 7,000.00	\$ -
	Recycling Infrastructure	Various	Various	5%	\$ 105,000.00	\$ 105,000.00	\$ 10,543.00	\$ -	\$ 10,543.00	\$ 94,457.00	\$ -	
	Resource Recovery Centres and landfill - New Trailer/Float	Various	Various	100%	\$ 65,000.00	\$ 56,800.00	\$ 55,099.00	\$ -	\$ 55,099.00	\$ -	\$ 1,701.00	
	Corporate Facilities			0%						\$ -		
	Yea Saleyards - Supply & Install Emergency (Back Up) Generator	Yea	Cheviot	100%	\$ -	\$ 31,663.00	\$ 31,663.00	\$ -	\$ 31,663.00	\$ -	\$ -	
	Yea Saleyards - Security Cameras	Yea	Cheviot	15%	\$ -	\$ 43,000.00	\$ -	\$ 39,091.00	\$ 39,091.00	\$ 41,000.00	\$ 2,000.00	
	Yea Saleyards - Security Fence	Yea	Cheviot	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	New Yea Saleyards Project - Auctioneers walkway	Yea	Cheviot	100%	\$ -	\$ 13,388.00	\$ 13,388.00	\$ -	\$ 13,388.00	\$ -	\$ -	\$ -
	Yea Saleyards - Prepare and Seal Drainage & Level B-Double Approaches	Yea	Cheviot	5%	\$ -	\$ 4,032.00	\$ 3,171.00	\$ -	\$ 3,171.00	\$ -	\$ 861.00	
	Yea Saleyards - Decontamination facility (design/Invest)	Yea	Cheviot	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

ATTACHMENT 1 - CAPITAL WORKS - MONTHLY REPORT - June

Project Status	Name	Locality	Ward	% Complete	Original Budget	Current Revised Budget	Actual	Committed	Actuals & Committed	Recommended Carry forward into next financial year.	Savings non-complete projects (Non Grant funded)	Approved budget demand (new projects and existing check budget column)
	Yea Saleyards Development - WiFi Link Booster	Yea	Cheviot	95%	\$ -	\$ 3,870.00	\$ 8,377.00	\$ 2,745.00	\$ 11,122.00	\$ 2,493.00	\$ -	\$ 7,000.00
	Yea Saleyards Development - Plant & Equipment	Yea	Cheviot	50%	\$ 90,000.00	\$ 1,000.00	\$ -	\$ 675.00	\$ 675.00	\$ 675.00	\$ 325.00	
	Corporate resources			0%						\$ -		
	IT System Development (Hardware Renewal & Fibre Alex/Kinglake offices)			100%	\$ 116,000.00	\$ 181,806.00	\$ 135,020.00	\$ 17,750.00	\$ 152,770.00	\$ -	\$ 46,786.00	
	Software Allocation			100%	\$ -	\$ 96,750.00	\$ 114,300.00	\$ 1,500.00	\$ 115,800.00	\$ -	\$ -	\$ 17,550.00
	Books (Adult)			100%	\$ 72,000.00	\$ 72,000.00	\$ 78,503.00	\$ -	\$ 78,503.00	\$ -	\$ -	\$ 6,503.00
	Books (Junior)			100%	\$ 28,000.00	\$ 28,255.00	\$ 28,000.00	\$ -	\$ 28,000.00	\$ -	\$ 255.00	
	Passenger vehicles			90%	\$ 427,000.00	\$ 651,642.00	\$ 430,249.00	\$ 211,268.00	\$ 641,517.00	\$ 221,393.00	\$ -	
	Major Plant & Machinery			85%	\$ 594,000.00	\$ 1,879,105.00	\$ 1,276,649.00	\$ 465,576.00	\$ 1,742,225.00	\$ 602,456.00	\$ -	
	Special projects			0%			\$ -	\$ -	\$ -	\$ -		
	Yea Fossil Pathway	Yea	Cheviot	95%	\$ -	\$ 55,634.00	\$ 55,731.00	\$ 5,466.00	\$ 61,197.00	\$ 5,903.00	\$ -	\$ 6,000.00
	Vegetation Projects	Various	Various	100%	\$ -	\$ -	\$ 3,115.00	\$ -	\$ 3,115.00	\$ -	\$ -	\$ 3,115.00
	Alexandra Scout Hall works	Alexandra	Red Gate	100%	\$ -	\$ 22,633.00	\$ 22,583.00	\$ -	\$ 22,583.00	\$ -	\$ 50.00	
	Moveable pound yards and ramp	Alexandra	Red Gate	100%	\$ -	\$ 4,780.00	\$ 4,780.00	\$ -	\$ 4,780.00	\$ -	\$ -	
	Yea Caravan Park (Fire system improvements)	Yea	Cheviot	100%	\$ -	\$ 87,958.00	\$ 88,920.00	\$ -	\$ 88,920.00	\$ -	\$ -	\$ 962.00
	Marysville Caravan Park - Camp Kitchen	Marysville	Cathedral	100%	\$ -	\$ 31,585.00	\$ 36,791.00	\$ -	\$ 36,791.00	\$ -	\$ -	\$ 5,206.00
	Floating cities Eildon (Boat Ramp & Washdown Bay)	Eildon	Eildon	95%	\$ -	\$ 646,777.00	\$ 689,724.00	\$ 19,810.00	\$ 709,534.00	\$ -	\$ -	\$ 42,947.00
	Yea High Street Road Safety Improvements (RRV)	Yea	Cheviot	100%	\$ -	\$ 823,889.00	\$ 852,814.00	\$ 6,765.00	\$ 859,579.00	\$ -	\$ -	\$ 28,925.00
	Back Eildon Road Route Improvement (RRV)	Eildon	Eildon	100%	\$ -	\$ 41,003.00	\$ 75,251.00	\$ -	\$ 75,251.00	\$ -	\$ -	\$ 34,248.00
	Rubicon Road Route Improvement (RRV)	Rubicon	Eildon	100%	\$ -	\$ 150,775.00	\$ 191,240.00	\$ -	\$ 191,240.00	\$ -	\$ -	\$ 40,465.00
	King Parrot Creek Road Improvement (RRV)	Kerrisdale	Cheviot	100%	\$ -	\$ 274,919.00	\$ 166,729.00	\$ -	\$ 166,729.00	\$ -	\$ 108,190.00	
	Rubicon village effluent project	Rubicon	Eildon	80%	\$ 225,000.00	\$ 428,527.00	\$ 358,839.00	\$ 42,172.00	\$ 401,011.00	\$ 69,688.00	\$ -	
	NEW PROJECTS			0%						\$ -		
	Main Street Utah Place Pavement Rahab - LRCI 2	Eildon	Eildon	5%	\$ -	\$ -	\$ 3,110.00	\$ -	\$ 3,110.00	\$ -	\$ -	\$ -
	Eildon Swimming pool liner renewal LRCI 2	Eildon	Eildon	5%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Kinglake Glenburn Rd - Drainage Upgrade LRCI 2	Kinglake	Kinglake	5%	\$ -	\$ -	\$ 284.00	\$ 18,182.00	\$ 18,466.00	\$ -	\$ -	
	Kinglake West memorial carpark - Tree Sculpture	Kinglake West	King Parrot	15%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00	\$ -	\$ 30,000.00
	Mt Kitchener Rd Drainage & Kerb Upgrade LRCI 2	Marysville	Red Gate	5%	\$ -	\$ -	\$ 6,798.00	\$ 11,108.00	\$ 17,906.00	\$ -	\$ -	\$ -
	Permanent outdoor space - Seats & Power supply in Yea	Alexandra	Red Gate	15%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Alexandra Library Shade sale	Alexandra	Red Gate	100%	\$ -	\$ 20,000.00	\$ 13,565.00	\$ -	\$ 13,565.00	\$ -	\$ 6,435.00	\$ -
	Snobs Creek Road - Widening (Road Safety)	Eildon	Eildon	5%	\$ -	\$ -	\$ 268.00	\$ 38,570.00	\$ 38,838.00	\$ -	\$ -	\$ -
	Break O'day Rd Bridge (Pincombes) Upgrade (Stage 2 Construction)	Glenburn	King Parrot	0%	\$ -	\$ -	\$ -	\$ 4,339.00	\$ 4,339.00	\$ -	\$ -	\$ -
	McDonalds Bridge Renewal - Yarck Rd Gobur	Gobur	Koriella	5%	\$ -	\$ -	\$ 1,823.00	\$ 4,339.00	\$ 6,162.00	\$ -	\$ -	\$ -
	Yea Caravan Park Bridge Renewal - Stage 2 Construction	Yea	Cheviot	0%	\$ -	\$ -	\$ 561.00	\$ 1,364.00	\$ 1,925.00	\$ -	\$ -	\$ -
	Marysville Mobile library Parking Upgrade	Marysville	Cathedral	95%	\$ -	\$ -	\$ 9,508.00	\$ -	\$ 9,508.00	\$ 3,000.00	\$ -	\$ 12,508.00
	Alexandra Shire Office - Refurbishment	Alexandra	Red Gate	100%	\$ -	\$ 69,000.00	\$ 69,648.00	\$ 3,560.00	\$ 73,208.00	\$ -	\$ 3,560.00	\$ 4,208.00
	185 Grant Street Drainage Renewal & Upgrade	Alexandra	Red Gate	100%	\$ -	\$ 35,000.00	\$ 36,037.00	\$ -	\$ 36,037.00	\$ -	\$ -	\$ 1,037.00
	Kinglake Memorial Tennis Courts LRCI 1	Kinglake Central	Kinglake	100%	\$ -	\$ 32,000.00	\$ 31,357.00	\$ -	\$ 31,357.00	\$ -	\$ 643.00	
	Kinglake Memorial Tennis Courts LRCI 2	Kinglake Central	Kinglake	100%	\$ -	\$ 32,000.00	\$ 17,009.00	\$ -	\$ 17,009.00	\$ -	\$ 14,991.00	

ATTACHMENT 1 - CAPITAL WORKS - MONTHLY REPORT - June

Project Status	Name	Locality	Ward	% Complete	Original Budget	Current Revised Budget	Actual	Committed	Actuals & Committed	Recommended Carry forward into next financial year.	Savings non-complete projects (Non Grant funded)	Approved budget demand (new projects and existing check budget column)
	Kinglake Memorial Cricket Nets LRCI 1	Kinglake Central	Kinglake	100%	\$ -	\$ 15,000.00	\$ 21,634.00	\$ -	\$ 21,634.00	\$ -	\$ -	\$ 6,634.00
	Tumbling Waters - Toilet Renewal LRCI 1	Thornton	Eildon	100%	\$ -	\$ 70,000.00	\$ 61,608.00	\$ 4,000.00	\$ 65,608.00		\$ 8,392.00	
	Yea Railway Reserve Playground - spinner LRCI 1	Yea	Cheviot	50%	\$ -	\$ 14,000.00	\$ 12,196.00	\$ -	\$ 12,196.00	\$ -	\$ 1,804.00	
	Marshbank, Craigie and Smith Streets (Part Sealing) LRCI 1	Yea	Cheviot	5%	\$ -	\$ 80,000.00	\$ 39,449.00	\$ -	\$ 39,449.00	\$ 40,551.00	\$ -	
	Marshbank Street (Part Sealing)	Yea	Cheviot	5%	\$ -	\$ 80,000.00	\$ 16,019.00	\$ -	\$ 16,019.00	\$ -	\$ -	
	Craigie Street (Part Sealing)	Yea	Cheviot	5%	\$ -	\$ -	\$ 2,905.00	\$ -	\$ 2,905.00	\$ -	\$ -	
	Smith Street (Part Sealing)	Yea	Cheviot	5%	\$ -	\$ -	\$ 16,948.00	\$ -	\$ 16,948.00	\$ -	\$ -	
	Road Safety Audit - Gordons Bridge Road, Castella LRCI 1	Castella	Kinglake	100%	\$ -	\$ 91,200.00	\$ 72,158.00	\$ -	\$ 72,158.00	\$ -	\$ 19,042.00	
	Road Safety Audit - Brooks Cutting Road, Alexandra LRCI 1	Alexandra	Red Gate	90%	\$ -	\$ 115,200.00	\$ 49,789.00	\$ 91,451.00	\$ 141,240.00	\$ 91,451.00	\$ -	\$ 26,040.00
	Buxton Reserve - Path Lighting LRCI 1	Buxton	Cathedral	100%	\$ -	\$ 30,000.00	\$ 25,298.00	\$ -	\$ 25,298.00	\$ -	\$ 4,702.00	
	Urban Access Improvements Annual Program - Accessibility Issues (Alexandra Focus) LRCI 1	Alexandra	Red Gate	100%	\$ -	\$ 45,000.00	\$ 37,347.00	\$ 3,636.00	\$ 40,983.00	\$ -	\$ 7,653.00	
	Footpath extension and connection - Bayley Street, Alexandra LRCI 1	Alexandra	Red Gate	100%	\$ -	\$ 50,872.00	\$ 61,402.00	\$ -	\$ 61,402.00	\$ -	\$ 9,470.00	\$ 20,000.00
	Sealing Mary and Anne St, Yea LRCI 1	Yea	Cheviot	10%	\$ -	\$ 220,000.00	\$ 25,107.00	\$ 329,867.00	\$ 354,974.00	\$ 334,893.00	\$ -	\$ 140,000.00
	Watsons Road Kinglake West Footpath LRCI 1	Pheasant Creek	King Parrot	100%	\$ -	\$ 210,000.00	\$ 201,369.00	\$ -	\$ 201,369.00	\$ -	\$ 8,631.00	
	Yea Pioneer Reserve (Pathway Seating) LRCI 1	Yea	Cheviot	100%	\$ -	\$ 8,000.00	\$ 6,416.00	\$ -	\$ 6,416.00	\$ -	\$ 1,712.00	\$ 128.00
	Alexandra Swimming Pool LRCI 1	Alexandra	Red Gate	5%	\$ -	\$ 102,000.00	\$ -	\$ -	\$ -	\$ 102,000.00		
	Fire Tank Replacement program	Various	Various	100%	\$ 40,000.00	\$ 40,000.00	\$ 36,120.00	\$ 884.00	\$ 37,004.00	\$ -	\$ 3,880.00	
	Eildon Boat Ramp washout repair (Maintenance ledger)	Eildon	Eildon	100%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Yea Netball Courts - Renewal works	Yea	Cheviot	25%	\$ -	\$ 20,000.00	\$ 3,841.00	\$ 12,061.00	\$ 15,902.00	\$ 12,908.00	\$ 3,251.00	\$ -
	Yea Recreation reserve - Oval lighting upgrade	Yea	Cheviot	30%	\$ -	\$ 392,000.00	\$ 38,219.00	\$ 182,518.00	\$ 220,737.00	\$ 230,781.00	\$ 123,000.00	
	Yea Cemetery Expansion - Detailed design	Yea	Cheviot	100%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Special Charge Schemes				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Pendlebury Street Kerb (Rose to Coster), Alexandra (special Charge scheme)	Alexandra	Red Gate	0%	\$ -	\$ 53,000.00	\$ -	\$ -	\$ -	\$ -	\$ 53,000.00	

Totals	\$ 10,694,781.00	\$ 18,656,525.00	\$ 12,250,072.00	\$ 4,592,122.00	\$ 16,842,194.00	\$ 5,537,177.00	\$ 1,603,987.00	\$ 731,041.00
Totals of non reserve project.	\$ 8,384,000.00	\$ 16,441,536.00	\$ 11,189,997.00	\$ 4,174,298.00	\$ 15,364,295.00	\$ 5,005,383.00	\$ 967,699.00	\$ 717,873.00

	Actuals		Actuals & Committed		Reserve Savings/Demand
	Original	Revised	Original	Revised	
Full	122.70%	70.34%	165.64%	94.95%	\$ 633,102.00
Non-Reserve	136.45%	69.58%	186.24%	94.97%	-\$ 3,814.00
			Anticipated Budget non reserve Difference	\$ 249,826.00	Waste
			Anticipated Overall Difference	\$ 872,946.00	Saleyards
					Caravan parks
					Non reserve Confirmed Variance
					-\$ 6,168.00