



*South Gippsland
Shire Council*

SOUTH GIPPSLAND SHIRE COUNCIL

INSTRUMENT OF DELEGATION

**S7 INSTRUMENT OF SUB-DELEGATION FROM CEO TO
COUNCIL STAFF**

03 NOVEMBER 2025

South Gippsland Shire Council

Instrument of Sub-Delegation

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

- 1. delegate each duty and/or function and/or power respectively described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position respectively described in column 3 of the Schedule;
- 2. record that references in the Schedule are as outlines below in Positions;
- 3. record that on the coming into force of this Instrument of Sub-Delegation each delegation under the Instrument of Sub-Delegation dated 10 April 2025 and executed by Allison Jones is revoked;
- 4. declare that this Instrument of Sub-Delegation -
 - 4.1 comes into force immediately upon its execution;
 - 4.2 remains in force until varied or revoked;
 - 4.3 is subject to any conditions and limitations set out in paragraph 5, and in the Schedule; and
 - 4.4 must be read in accordance with any guidelines or policies which Council from time to time adopts; and
- 5. declare that the delegate must not determine the issue, take the action or do the act or thing if:
 - 5.1 the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or
 - 5.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategyadopted by Council; or
 - 5.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of ss 11(2)(a) – (n) and 47(2) (inclusive) of the Act or otherwise.

This Instrument of Sub-Delegation is dated 3 November 2025 and is made by the Chief Executive Officer under authority of an instrument of delegation authorised by Resolution of Council made on 20 August 2025.

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

DocuSigned by:
Allison Jones
60E1E8AC8EC2411...

3/11/2025 | 16:53 AEDT

Witness

DocuSigned by:
Rhys Matulis
3F535425C9264C0...

3/11/2025 | 16:54 AEDT

Date:

Delegation Sources

- Unclaimed Money Act 2008
- Aboriginal Heritage Act 2006
- Associations Incorporation Reform Act 2012
- Audit Act 1994
- Building Act 1993
- Catchment and Land Protection Act 1994
- Child Wellbeing and Safety Act 2005
- Children Youth and Families Act 2005
- Children's Services Act 1996
- Circular Economy (Waste Reduction and Recycling) Act 2021
- Climate Action Act 2017
- Conservation, Forests and Land Act 1987
- Country Fire Authority Act 1958
- Cultural and Recreational Lands Act 1963
- Dangerous Goods Act 1985
- Development Victoria Act 2003
- Disability Act 2006
- Domestic Animals Act 1994
- Domestic Building Contracts Act 1995
- Education and Care Services National Law Act 2010
- Education and Training Reform Act 2006
- Electoral Act 2002
- Electricity Safety Act 1998
- Emergency Management Act 2013
- Environment Protection Act 2017
- Environment Protection Regulations 2021
- Estate Agents Act 1980
- Family Violence Protection Act 2008
- Fences Act 1968
- Filming Approval Act 2014
- Fines Reform Act 2014
- Fire Rescue Victoria Act 1958
- Fire Services Property Levy Act 2012
- Flora and Fauna Guarantee Act 1988
- Food Act 1984
- Freedom of Information Act 1982
- Gambling Regulation Act 2003
- Gender Equality Act 2020
- Graffiti Prevention Act 2007
- Great Ocean Road and Environs Protection Act 2020
- Health Records Act 2001
- Heavy Vehicle National Law 2012

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- Heavy Vehicle National Law Application Act 2013
- Heritage Act 2017
- Housing Act 1983
- Impounding of Livestock Act 1994
- Independent Broad-Based Anti-Corruption Commission Act 2011
- Infringements Act 2006
- Land Act 1958
- Land Acquisition and Compensation Act 1986
- Livestock Disease Control Act 1994
- Liquor Control Reform Act 1998
- Local Government Act 2020
- Local Government Act 1989
- Magistrates' Court Act 1989
- Major Transport Projects Facilitation Act 2009
- Marine and Coastal Act 2018
- Mineral Resources and Extraction Act 1990
- National Parks Act 1975
- Pipelines Act 2005
- Privacy and Data Protection Act 2014
- Professional Engineers Registration Act 2019
- Public Interest Disclosures Act 2012
- Public Health and Wellbeing Act 2008
- Public Records Act 1973
- Residential Tenancies Act 1997
- Road Management Act 2004
- Road Safety Act 1986
- Rooming House Operators Act 2016
- Second Hand Dealers and Pawnbrokers Act 1989
- Service Victoria Act 2018
- Sheriff Act 2009
- Sport and Recreation Act 1972
- Subdivision Act 1988
- Summary Offences Act 1966
- Taxation Administration Act 1997
- Transfer of Land Act 1958
- Transport Integration Act 2010
- Valuation of Land Act 1960
- Victorian Environmental Assessment Council Act 2001
- Victorian Local Government Grants Commission Act 1976
- Victoria State Emergency Service Act 2005
- Victorian Data Sharing Act 2017
- Victorian Inspectorate Act 2011
- Victorian Planning Authority Act 2017

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- Water Act 1989
- Building Regulations 2018
- Country Fire Authority Regulations 2014
- Dangerous Goods (Explosives) Regulations 2022
- Drugs, Poisons and Controlled Substances Regulations 2017
- Electricity Safety (Electric Line Clearance) Interim Regulations 2025
- Infringements Regulations 2016
- Land Acquisition and Compensation Regulations 2021
- Local Government (General) Regulations 2015
- Local Government (Land Information) Regulations 2021
- Local Government (Long Service Leave) Regulations 2021
- Local Government (Planning and Reporting) Regulations 2020
- Occupational Health and Safety Regulations 2017
- Public Health and Wellbeing Regulations 2019
- Public Health and Wellbeing (Prescribed Accommodation) Regulations 2020
- Road Safety Road Rules 2017
- Road Safety (General) Regulations 2019
- Road Safety (Traffic Management) Regulations 2019
- Road Safety (Vehicles) Regulations 2021
- Subdivision (Fees) Regulations 2016
- Subdivision (Procedures) Regulations 2021
- Miscellaneous and Administrative Powers

Positions

| Abbreviation | Position | Name |
|----------------------------------|---------------------------------------|---|
| Asset Planning Officer (APO) | Asset Planning Officer | Geoff Davis |
| Asset Protection Officer (APO) | Asset Protection Officer | Rob Jenner |
| Assurance and Compliance Officer | Assurance and Compliance Officer | Lynn Behmer; Chloe Woodward, Cindy Lee Farras Garcia, Janine Alexander (Casual) |
| BPO | Building Projects Officer (NO LONGER) | Position no longer exists |

South Gippsland Shire Council

| Abbreviation | Position | Name |
|--|---|---|
| Building and Planning Compliance Administration Officer (BAPCAO) | Building and Planning Compliance Administration Officer | Ros Pearce |
| Building and Planning Enforcement Officer (B&PEO) | Building and Planning Enforcement Officer | Leanne Edwards, Stepan Hovanesian |
| Chief Executive Officer (CEO) | Chief Executive Officer | Allison Jones |
| Communications and Engagement Officer (C&EO) | Communications and Engagement Officer | Nicole De Longville (Mat leave), Millie Hendricks |
| Community Safety Officer (CSO) | Community Safety Officer | Josh Campbell, Yvonne Hurst, Aaron Campbell & Hayley Cranston |
| Community Safety Support Officer (CSSO) | Community Safety Support Officer | Kerrie Davidson |
| Coordinator Accounting | Coordinator Accounting | Stephanie Pettau |
| Coordinator Biodiversity (SB) | Coordinator Biodiversity (Supervisor Biodiversity) | Chris Rankin Coordinator Biodiversity (was Supervisor Biodiversity) |
| Coordinator Building and Planning Compliance (B&PCC) | Coordinator Building and Planning Compliance | Stephen Fowkes |
| Coordinator Building and Recreation Assets (CB&R) | Coordinator Building and Recreation Assets | Glenn Wearne |
| Coordinator Buildings (BC) | Coordinator Buildings | Peter Cook |
| Coordinator Children and Family Services (CC&FS) | Coordinator Children and Family Services | Shelley Fixter |

South Gippsland Shire Council

| Abbreviation | Position | Name |
|---|---|-------------------|
| Coordinator Civil Works (CCW) | Coordinator Civil Works | Paul Challis |
| Coordinator Communications, Engagement and Advocacy (CCEA) | Coordinator Communications, Engagement and Advocacy | Christine Legg |
| Coordinator Community Safety (CCSafe) | Coordinator Community Safety | Sarah Male |
| Coordinator Economic Development (CED) | Coordinator Economic Development | Ken Fraser |
| Coordinator Engineering (CENG) | Coordinator Engineering | William Garlepp |
| Coordinator Environmental Health (EHC) | Coordinator Environmental Health | Kristy Kearney |
| Coordinator Governance (CG) | Coordinator Governance | Jodi Cumming |
| Coordinator Health, Safety and Wellbeing (CHS&W) | Coordinator Health, Safety and Wellbeing | Benjamin McDonald |
| Coordinator Human Resources | Coordinator Human Resources | VACANT |
| Coordinator Information Compliance & Data Integrity (CICDI) | Coordinator Information Compliance & Data Integrity | Karina Strybosch |
| Coordinator Office of the Chief Executive Officer (COCEO) | Coordinator Office of the Chief Executive Officer | Avril Piasente |
| Coordinator Operational Support (OBC) | Coordinator Operational Support | Brent Moran |

South Gippsland Shire Council

| Abbreviation | Position | Name |
|---|--|--|
| Coordinator Organisational Development (COD) | Coordinator Organisational Development | Ingrid Leighton |
| Coordinator Parks and Gardens (CP&G) | Coordinator Parks and Gardens | Steve Missen |
| Coordinator Procurement and Assurance (CR&P) | Coordinator Procurement and Assurance | Vera Burns |
| Coordinator Property (CP) | Coordinator Property | Andrea Wrigley |
| Coordinator Routine Maintenance (CRM) | Coordinator Routine Maintenance | Andrew Hofman |
| Coordinator Statutory Planning (Stat Plan Coord) | Coordinator Statutory Planning | Tahnae McCormack |
| Coordinator Strategic Planning (Strat Plan Coord) | Coordinator Strategic Planning | Ken Griffiths |
| Coordinator Sustainability (CS) | Coordinator Sustainability | Geoffrey McKinnon |
| Coordinator Technology Operations (CTO) | Coordinator Technology Operations | Ray Farr |
| Corporate Accountant | Corporate Accountant | Scott Horkings |
| Corporate Reporting and Council Business Officer (CR&CBO) | Corporate Reporting and Council Business Officer | Jodi Cumming |
| Environmental Health Officer (EHO) | Environmental Health Officer | Shane Parker, Lynda Kee, Alyche Anastasi |
| Environmental Projects Officer (EPO) | Environmental Projects Officer | Eric Neville |

South Gippsland Shire Council

| Abbreviation | Position | Name |
|---|--|-------------------------------------|
| Executive Assistant (EA) | Executive Assistant | Kathryn Bates, Sarah Miles |
| Executive Director EC | Executive Director Empowering Communities | Lucas Gardiner |
| Executive Director IS | Executive Director Infrastructure Sustainability | David Fice |
| Executive Director SI | Executive Director Strategy & Integrity | Tony Peterson |
| Executive Manager CC | Executive Manager Culture and Capability | Michelle Jorgensen |
| Finance Business Partner (FBP) | Finance Business Partner | Anneliese Anderson & Scott Horkings |
| Financial Accountant (FA) | Financial Accountant | VACANT |
| Governance Officer (GOVO) | Governance Officer | Ally (Allison) Low |
| Health, Safety and Wellbeing Business Partner (HSWBP) | Health, Safety and Wellbeing Business Partner | Brad Close |
| Human Resources & Return to Work Support Officer | Human Resources & Return to Work Support Officer | Virginia Hall |
| IMCS | Infrastructure Maintenance Construction Supervisor (REMOVE) | Bradley Anderson |
| Immunisation Administration Officer (IAO) | Immunisation Administration Officer | Leanne Wilkinson |
| Immunisation Nurse (IN) | Immunisation Nurse | Georgia Brown |

South Gippsland Shire Council

| Abbreviation | Position | Name |
|---|---|----------------------|
| IMS | Infrastructure Maintenance Supervisor | Christopher McFadden |
| Infrastructure Accountant (IA) | Infrastructure Accountant | Janine Alexander |
| Lead Immunisation Nurse (LIN) | Lead Immunisation Nurse | Suzanne Gardiner |
| LLCLO | Local Laws Community Liaison Officer (REMOVE) | Vacant |
| Manager Community Health and Safety (MCHSafety) | Manager Community Health and Safety | Lyndal Peterson |
| Manager Community, Customer and Visitor (MCCV) | Manager Community, Customer and Visitor | Sophie Dixon |
| Manager Digital and Technology (MD&T) | Manager Digital and Technology | Simon Dean |
| Manager Financial Strategy (MFS) | Manager Financial Strategy | Taryn Macfarlane |
| Manager Governance and Integrity (MGI) | Manager Governance and Integrity | Rhys Matulis |
| Manager Infrastructure Delivery (MID) | Manager Infrastructure Delivery | Jareth Goss |
| Manager Infrastructure Maintenance (MIM) | Manager Infrastructure Maintenance | Wendy Ollington |
| Manager Infrastructure Planning (MIP) | Manager Infrastructure Planning | Catherine Reiske |
| Manager Open Space and Environment (MOS&E) | Manager Open Space and Environment | Nina Barry-Macaulay |

South Gippsland Shire Council

| Abbreviation | Position | Name |
|---|--|--------------------|
| Manager People and Culture (MP&C) | Manager People and Culture | Vicki Poxon |
| Manager Planning and Building Services (MPBS) | Manager Planning and Building Services | Nicholas Moore |
| Manager Regional Partnerships (MRP) | Manager Regional Partnerships | Christine Legg |
| Maternal and Child Health Team Leader (M&CHTL) | Maternal and Child Health Team Leader | Amy Williams |
| Mayoral and Councillor Support Officer | Mayoral and Councillor Support Officer | Janice Pouw |
| MBS | Municipal Building Surveyor (REMOVE) | Stephen Scimonello |
| NAR Administration Officer (NAR Admin Off) | NAR Administration Officer | Melissa Minchella |
| No delegate | No delegate | N/A |
| Not applicable | Not applicable | Not applicable |
| Not Delegated | Not delegated | |
| Payroll Support Officer (PAYO) | Payroll Support Officer | Vacant |
| Payroll Team Leader (PAYTL) | Payroll Team Leader | Melissa Orgill |
| PCA | People and Culture Advisor | Amy Ketteridge |
| Planning & Building Administration Officer (PBAO) | Planning & Building Administration Officer | Brett Wagenaar |

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| Abbreviation | Position | Name |
|--|--|---|
| Planning Liaison Officer (PLA) | Planning Liaison Officer | Caitlin Goodwin (Mat Leave), Katelyn Balfour, Vanessa Carson |
| Planning Officer (Plan Off) | Planning Officer | Carla Witherow |
| Planning Technical Officer (PTO) | Planning Technical Officer | Tom Robb |
| Principal Planner (PPL) | Principal Planner | Sebastian Lorenzo |
| Procurement Officer (PO) | Procurement Officer | Chloe Hillam |
| Rates and Valuations Administration Officer (R&VAO) | Rates and Valuations Administration Officer | Rachel De Luca, Olivia Skillern |
| SAM | Supervisor Area Maintenance (VACANT) | Denis Manners (VACANT) |
| Senior Community Safety Officer (SCSO) | Senior Community Safety Officer | Mitchell Fievez (Mat Leave), Rodney Banks |
| Senior Customer Service Officer (Sen CSO) | Senior Customer Service Officer | Georgia Pattison |
| Senior Emergency Management Officer (SEMO) | Senior Emergency Management Officer | James Bremner |
| Senior Rates and Valuation Officer (Sen RVO) | Senior Rates and Valuation Officer | John Hall |
| Senior Revenue Officer (SRO) | Senior Revenue Officer | Aileen Clark |
| Senior Risk & FOI Officer | Senior Risk & FOI Officer | Jade Harry |
| Senior Statutory Planning Officer (Sen Stat Plan Off) | Senior Statutory Planning Officer | Amy Wagenaar, Robyn Begg |

South Gippsland Shire Council

| Abbreviation | Position | Name |
|--|--|--|
| Senior Strategic Planning Officer (Sen Strat Plan Off) | Senior Strategic Planning Officer | Chantal Lenthall |
| SenValuer | Senior Valuer (REMOVE) | Vacant |
| Social Planning Officer (SPO) | Social Planning Officer | Peter Sleeman |
| Statutory Planning Officer (Stat Plan Off) | Statutory Planning Officer | Jacob Edmondson |
| Strategic Planning Officer (Strat Plan Off) | Strategic Planning Officer | Skye Radcliffe-Scott, Vera Greeley, John Holland |
| Subdivision Officer (SUB) | Subdivision Officer | Vanessa Carson, Annie Hughes (Maternity Leave) |
| Supervisor Rural Vegetation (SRV) | Supervisor Rural Vegetation | Adrian Coulter |
| Supervisor Sealed Roads (SSR) | Supervisor Sealed Roads | Edward Stanton |
| Supervisor Waste Management (SWM) | Supervisor Waste Management | Peter Roberts |
| Val | Valuer (REMOVE) | Vacant |
| VDO | Volunteer Development Officer (REMOVE) | Kathryn Stuart |
| VEC Registrar | VEC Registrar (REMOVE) | External Contractor |
| WWO | Wastewater Officer (REMOVE) | |

Positions Groups

South Gippsland Shire Council

| Positions Group | Position | Positions |
|-------------------|-------------------|--|
| All Council Staff | All Council Staff | <p>Coordinator Technology Operations (CTO), SAO (Fam Serv) , VEC Registrar, Senior Rates and Valuation Officer (Sen RVO), Payroll Support Officer (PAYO), BPO, Environmental Health Officer (EHO), WWO, Coordinator Building and Planning Compliance (B&PCC), Manager Infrastructure Planning (MIP), Coordinator Civil Works (CCW), Coordinator Projects (PC), Social Planning Officer (SPO), Coordinator Sustainability (CS), Coordinator Property (CP), Coordinator Biodiversity (SB), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Community Safety Officer (CSO), Rates and Valuations Administration Officer (R&VAO), NAR Administration Officer (NAR Admin Off), Senior Revenue Officer (SRO), Coordinator Children and Family Services (CC&FS), Coordinator Buildings (BC), Lead Immunisation Nurse (LIN), Asset Protection Officer (APO), Corporate Accountant, Environmental Projects Officer (EPO), Sustainability Officer (SO), Manager Infrastructure Delivery (MID), Coordinator Civil Assets Strategy (CCAS), Corporate Reporting and Council Business Officer (CR&CBO), RC, PCA, Coordinator Parks and Gardens (CP&G), Coordinator Communications, Engagement and Advocacy (CCEA), Building and Planning Compliance Administration Officer (BAPCAO), Immunisation Administration Officer (IAO), Executive Assistant (EA), Coordinator Office of the Chief Executive Officer (COCEO), VDO, Financial Accountant (FA), Coordinator Accounting , Chief Executive Officer (CEO), Manager People and Culture (MP&C), Executive Director IS, Executive Director EC, Executive Director SI , Health, Safety and Wellbeing Business Partner (HSWBP) , Human Resources & Return to Work Support Officer , Assurance and Compliance Officer, EMCord, Coordinator Human Resources , Asset Planning Officer (APO), Community Safety Support Officer (CSSO), Planning & Building Administration Officer (PBAO), MBS, Senior</p> |

South Gippsland Shire Council

| Positions Group | Position | Positions |
|-----------------|----------|---|
| | | <p>Community Safety Officer (SCSO), GPO, Planning Officer (Plan Off), Senior Customer Service Officer (Sen CSO), Manager Infrastructure Maintenance (MIM), CA&DS, Coordinator Information Compliance & Data Integrity (CICDI), Coordinator Governance (CG), Governance Officer (GOVO), Coordinator Procurement and Assurance (CR&P), Procurement Officer (PO), Senior Risk & FOI Officer , Coordinator Environmental Health (EHC), GBS, Manager Financial Strategy (MFS), Manager Digital and Technology (MD&T), Manager Community, Customer and Visitor (MCCV), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Coordinator Community Safety (CCSafe), Senior Statutory Planning Officer (Sen Stat Plan Off), Supervisor Waste Management (SWM), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Manager Regional Partnerships (MRP), Coordinator Strategic Planning (Strat Plan Coord), Coordinator Building and Recreation Assets (CB&R), Senior Emergency Management Officer (SEMO), Coordinator Economic Development (CED), CAC, Coordinator Organisational Development (COD), Maternal and Child Health Team Leader (M&CHTL), Building and Technical Officer (Planning) (BTO), Manager Open Space and Environment (MOS&E), Supervisor Rural Vegetation (SRV), Coordinator Arts, Culture & Visitor Economy (CAC&VE), Senior Visitor Economy Officer (SVEO), Coordinator Health, Safety and Wellbeing (CHS&W), Communications and Engagement Officer (C&EO), Coordinator Customer Services (Customer Experience) (CSC), Communications Officer (CommsO), Finance Business Partner (FBP), Payroll Team Leader (PAYTL), Coordinator Routine Maintenance (CRM), IMCS, IMS, Coordinator Operational Support (OBC), Supervisor Sealed Roads (SSR), SAM, Asset Systems Officer (ASSETSO), Coordinator Engineering (CENG), Team Leader Technology Support Services (TLTSS), Planning Technical Officer (PTO), MERO, Infrastructure Accountant (IA), Executive Manager CC</p> |

South Gippsland Shire Council

| Positions Group | Position | Positions |
|--|--|---|
| All Executive Directors, Executive Managers and Managers | All Executive Directors, Executive Managers and Managers | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Manager People and Culture (MP&C), Executive Director IS, Executive Director EC, Executive Director SI , Manager Infrastructure Maintenance (MIM), Manager Financial Strategy (MFS), Manager Digital and Technology (MD&T), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSAFETY), Manager Regional Partnerships (MRP), Manager Open Space and Environment (MOS&E), MERO, Executive Manager CC |
| All Executive Directors, Executive Managers, Managers and Coordinators | All Executive Directors, Executive Managers, Managers and Coordinators | Coordinator Technology Operations (CTO), Coordinator Building and Planning Compliance (B&PCC), Manager Infrastructure Planning (MIP), Coordinator Civil Works (CCW), Coordinator Projects (PC), Coordinator Sustainability (CS), Coordinator Property (CP), Coordinator Statutory Planning (Stat Plan Coord), Coordinator Children and Family Services (CC&FS), Coordinator Buildings (BC), Manager Infrastructure Delivery (MID), Coordinator Civil Assets Strategy (CCAS), Coordinator Parks and Gardens (CP&G), Coordinator Communications, Engagement and Advocacy (CCEA), Coordinator Office of the Chief Executive Officer (COCEO), Coordinator Accounting , Chief Executive Officer (CEO), Manager People and Culture (MP&C), Executive Director IS, Executive Director EC, Executive Director SI , Health, Safety and Wellbeing Business Partner (HSWBP) , EMCord, Coordinator Human Resources , Manager Infrastructure Maintenance (MIM), CA&DS, Coordinator Information Compliance & Data Integrity (CICDI), Coordinator Governance (CG), Coordinator Procurement and Assurance (CR&P), Coordinator Environmental Health (EHC), Manager Financial Strategy (MFS), Manager Digital and Technology (MD&T), Manager Community, Customer and Visitor (MCCV), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSAFETY), Manager Regional Partnerships (MRP), CPC, |

South Gippsland Shire Council

| Positions Group | Position | Positions |
|---|--|---|
| | | Coordinator Strategic Planning (Strat Plan Coord), CMP&G, Coordinator Building and Recreation Assets (CB&R), Senior Emergency Management Officer (SEMO), Coordinator Economic Development (CED), Coordinator Organisational Development (COD), Manager Open Space and Environment (MOS&E), Coordinator Arts, Culture & Visitor Economy (CAC&VE), Coordinator Health, Safety and Wellbeing (CHS&W), Coordinator Customer Services (Customer Experience) (CSC), Coordinator Operational Support (OBC), Coordinator Engineering (CENG), MERO, Executive Manager CC |
| All Executive Directors, Executive Managers, Managers, Coordinators, Team Leaders and Supervisors | All Executive Directors, Executive Managers, Managers Coordinators, Team Leaders and Supervisors | Coordinator Technology Operations (CTO), Coordinator Building and Planning Compliance (B&PCC), Manager Infrastructure Planning (MIP), Coordinator Civil Works (CCW), Coordinator Projects (PC), Coordinator Sustainability (CS), Coordinator Property (CP), Coordinator Biodiversity (SB), Coordinator Statutory Planning (Stat Plan Coord), Coordinator Children and Family Services (CC&FS), Coordinator Buildings (BC), Lead Immunisation Nurse (LIN), Manager Infrastructure Delivery (MID), Coordinator Civil Assets Strategy (CCAS), Coordinator Parks and Gardens (CP&G), Coordinator Communications, Engagement and Advocacy (CCEA), Coordinator Office of the Chief Executive Officer (COCEO), Coordinator Accounting , Chief Executive Officer (CEO), Manager People and Culture (MP&C), Executive Director IS, Executive Director EC, Executive Director SI , Health, Safety and Wellbeing Business Partner (HSWBP) , EMCord, Coordinator Human Resources , Manager Infrastructure Maintenance (MIM), CA&DS, Coordinator Information Compliance & Data Integrity (CICDI), Coordinator Governance (CG), Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Coordinator Environmental Health (EHC), Manager Financial Strategy (MFS), Manager Digital and Technology (MD&T), Manager Community, Customer and Visitor (MCCV), Planning Liaison Officer (PLA), Coordinator Community Safety (CCSafe), |

South Gippsland Shire Council

| Positions Group | Position | Positions |
|--------------------|--------------------|--|
| | | Supervisor Waste Management (SWM), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSAFETY), Manager Regional Partnerships (MRP), CPC, Coordinator Strategic Planning (Strat Plan Coord), CMP&G, Coordinator Building and Recreation Assets (CB&R), Senior Emergency Management Officer (SEMO), Coordinator Economic Development (CED), Coordinator Organisational Development (COD), Maternal and Child Health Team Leader (M&CHTL), Manager Open Space and Environment (MOS&E), Supervisor Rural Vegetation (SRV), Coordinator Arts, Culture & Visitor Economy (CAC&VE), Senior Visitor Economy Officer (SVEO), Coordinator Health, Safety and Wellbeing (CHS&W), Coordinator Customer Services (Customer Experience) (CSC), Payroll Team Leader (PAYTL), Coordinator Routine Maintenance (CRM), IMCS, IMS, Coordinator Operational Support (OBC), Supervisor Sealed Roads (SSR), SAM, Coordinator Engineering (CENG), Team Leader Technology Support Services (TLTSS), MERO, Executive Manager CC |
| Intranet Champions | Intranet Champions | Governance Officer (GOVO) |

S7 Instrument of Sub-Delegation from CEO to Council staff

| Unclaimed Money Act 2008 | | | |
|--------------------------|---|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 11(1)(a) | Duty to established a business register of unclaimed money | Financial Accountant (FA), Coordinator Accounting , Manager Financial Strategy (MFS) | Where Council is operating as a business. |
| s 11(1)(b) | Duty to by 31 March each year enter in the business register the prescribed details in relation to unclaimed money held as at 1 March in that year. | Financial Accountant (FA), Coordinator Accounting , Manager Financial Strategy (MFS) | Where Council is operating as a business. |
| s 11(3) | Power to deduct out of unclaimed money payable to an owner an amount in respect of the reasonable expenses of a business in holding unclaimed money and locating the owner. | Financial Accountant (FA), Coordinator Accounting , Manager Financial Strategy (MFS) | Where Council is operating as a business. |

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Unclaimed Money Act 2008

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|--|--|--|
| s 12(1)(a) | Duty to pay to the Registrar an amount equal to all amounts of unclaimed money held on that 1 March less any amounts that have been paid to the owner and any amounts deducted under subsection (3) or section 11(3) | Financial Accountant (FA), Coordinator Accounting , Manager Financial Strategy (MFS) | Where Council is operating as a business. |
| s 12(1)(b) | Duty to lodge a return with the Registrar. | Financial Accountant (FA), Coordinator Accounting , Manager Financial Strategy (MFS) | Where Council is operating as a business. |
| s 29(1) | Power to apply to the Registrar for repayment of an overpayment of unclaimed money. | Financial Accountant (FA), Coordinator Accounting , Manager Financial Strategy (MFS) | <p>Where Council is operating as a business</p> <p>Application must be made within 5 years after the payment of unclaimed money to the Registrar.</p> <p>Application under this section cannot be made for money paid to the Registrar under s 12 or 14 of this Act if the Registrar has previously served a notice of assessment or reassessment on</p> |

South Gippsland Shire Council

| Unclaimed Money Act 2008 | | | |
|--------------------------|---|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | | the business or trustee that relates to the payment that would be the subject of the application. |
| s 43 | Function of being liable to pay interest on the amount payable that remains unpaid if a default occurs | Financial Accountant (FA), Coordinator Accounting , Manager Financial Strategy (MFS) | Where Council is operating as a business. |
| s 48 | Function of being liable to pay a penalty in addition to the amount payable that remains unpaid. | Financial Accountant (FA), Coordinator Accounting , Manager Financial Strategy (MFS) | Where Council is operating as a business. |
| s 53 | Duty to pay the penalty within the period specified for that purpose in a notice of assessment or reassessment. | Financial Accountant (FA), Coordinator Accounting , Manager Financial Strategy (MFS) | Where Council is operating as a business. |

South Gippsland Shire Council

Unclaimed Money Act 2008

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|--|--|---|
| s 56(1) | Power to lodge a written objection with the Registrar. | Financial Accountant (FA), Coordinator Accounting , Manager Financial Strategy (MFS) | Where Council is operating as a business. |

Aboriginal Heritage Act 2006

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|--|---|-----------------------------------|
| Parts 4, 6 and 8 | Powers, functions and duties of a sponsor of a cultural heritage management plan under Parts 4, 6 and 8 of the Aboriginal Heritage Act 2006. | Manager Planning and Building Services (MPBS) | When appropriate. |
| s 74A(1) | Power to enter into an Aboriginal cultural heritage land management agreement with a registered Aboriginal party | Coordinator Statutory Planning (Stat Plan Coord), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL) | |

South Gippsland Shire Council

| Aboriginal Heritage Act 2006 | | | |
|------------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 74E(1) | Duty to give copy of Aboriginal cultural heritage land management agreement to Secretary of the Department of Premier and Cabinet | Coordinator Statutory Planning (Stat Plan Coord), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL) | |

| Associations Incorporation Reform Act 2012 | | | |
|--|---|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 132 | Power to nominate a body to which assets should be returned | Executive Director EC, Executive Director SI | Where a wound up incorporated association has assets consisting of property supplied by Council (which includes the unexpended portion of a grant) |

South Gippsland Shire Council

| Audit Act 1994 | | | |
|----------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 13(1) | Duty to pay, to the Consolidated Fund, an amount determined by the Auditor-General to defray the reasonable costs and expenses incurred by or on behalf of the AuditorGeneral in conducting an audit of the financial statements of the public body and expressing an audit opinion on Council under s 11 | Coordinator Accounting , Executive Director SI , Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |
| s 13(4) | Power to dispute the reasonableness of an amount to be paid | Coordinator Accounting , Executive Director SI , Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |
| s 17(1) | Function of being consulted by the Auditor-General | Coordinator Accounting , Executive Director SI , Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |
| s 18(1) | Function of receiving a final specification of a performance audit | Coordinator Accounting , Executive Director SI , Coordinator Procurement and Assurance | |

South Gippsland Shire Council

| Audit Act 1994 | | | |
|-----------------------|---|---|-----------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |
| s 18(4)(a) | Function of receiving an amended specification | Coordinator Accounting , Executive Director SI , Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |
| s 18(4)(b) | Function of being consulted by the Auditor-General | Coordinator Accounting , Executive Director SI , Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |
| s 23(1) | Power to enter into an agreement with the Auditor-General for the provision of other auditing services | Executive Director SI , Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |

South Gippsland Shire Council

| Audit Act 1994 | | | |
|-----------------------|---|---|-----------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 44 | Function of receiving a written notice and power to give consent to entry | Executive Director SI , Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |
| s 45 | Power to consent to earlier entry | Executive Director SI , Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |
| s 46(1) | Power to request that the Auditor-General, or authorised person, produce proof of identity | Executive Director SI , Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |
| s 47 | Duty to provide all reasonable assistance necessary to each of the people listed in s 47(a) – (c) who attends for the purposes of the Auditor-General, or authorised person, exercising the power to enter and inspect Council's premises | Coordinator Accounting , Executive Director SI , Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |

South Gippsland Shire Council

| Audit Act 1994 | | | |
|-----------------------|--|---|-------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 48 | Power to request that the Auditor-General or authorised person serve an information gathering notice | Executive Director SI , Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |
| s 58(2)(a)(i) & (ii) | Duty to give Council's officer or employee a reasonable opportunity to respond in relation to the adverse material | Coordinator Accounting , Executive Director SI , Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |
| s 65(2) | Duty to give Council's officer or employee a reasonable opportunity to respond in relation to the adverse material | Coordinator Accounting , Executive Director SI , Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |
| s 68(1) | Function of receiving information acquired by the AuditorGeneral | Coordinator Accounting , Executive Director SI , Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | Where Council is a specified entity |

South Gippsland Shire Council

| Building Act 1993 | | | |
|-------------------|---|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 3(1) | Power to appoint municipal building surveyor | Chief Executive Officer (CEO) | <p>The person must be a registered building surveyor (unlimited) as required by s 213</p> <hr/> <p>Chief Executive Officer</p> |
| s 11(2) | Duty to publish notice in a newspaper if regulation under Part 2 ceases to have effect | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 25AD(1) | Function of receiving written notice of the occurrence of each prescribed event and the prescribed information relating to that event | Coordinator Building and Planning Compliance (B&PCC), MBS | |
| s 25BE | Function of receiving the building permit number and the information given to the Victorian Building Authority | Coordinator Building and Planning Compliance (B&PCC), MBS | |

South Gippsland Shire Council

| Building Act 1993 | | | |
|-------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | (Authority) by the relevant building surveyor under s 18AA in relation to the application for the building permit number | | |
| s 29A | Function of giving consent to building permit for demolition in its capacity as responsible authority under the Planning and Environment Act 1987 | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 29B(1) | Duty to give notice where amendment of planning scheme sought in its capacity as responsible authority under the Planning and Environment Act 1987 | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 29B(3) | Duty to give notice where request for amendment withdrawn, refused etc. in its capacity as responsible authority under the Planning and Environment Act 1987 | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), | |

South Gippsland Shire Council

| Building Act 1993 | | | |
|-------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Manager Community Health and Safety (MCHSafety) | |
| s 30 | Function of receiving copy permit, plans and other documents | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 30B | Function of receiving checklist confirming all relevant documents to be provided by building surveyor | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Building Act 1993 | | | |
|-------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 31(1) | Duty to keep register of building permits | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 31(2) | Duty to make register available for inspection | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 32 | Duty to keep documents | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance | |

South Gippsland Shire Council

| Building Act 1993 | | | |
|-------------------|--|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Administration Officer (BAPCAO), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 32A(2) | Duty to provide Development Victoria notice setting out information in s 32A(3) and a copy of any relevant planning permit within 14 days after being given a copy of building permit under s 30(1), in certain circumstances where s 32A(1) applies | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Subject to Council determination of fees schedule. |
| s 66(b)(i) | Function of determining fees | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Subject to Council determination of fees schedule. |
| s 73 | Function of receiving copy permit, plans and other documents | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS, | |

South Gippsland Shire Council

| Building Act 1993 | | | |
|-------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 74(1) | Duty to keep register of occupancy permits, temporary approvals and amendments | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 74(2) | Duty to make register available for inspection | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Building Act 1993 | | | |
|--------------------------|--|--|-----------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 75 | Duty to keep documents | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 80 | Function of receiving notification of appointment | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 80A(3)(a) | Function of receiving written notice of designated building surveyor referred to in s 80A(2) | Coordinator Building and Planning Compliance (B&PCC), MBS | |

South Gippsland Shire Council

| Building Act 1993 | | | |
|-------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 80A(4)(a) | Function of receiving notice of the new designated building surveyor | Coordinator Building and Planning Compliance (B&PCC), MBS | |
| s 80C(4A) | Function of receiving notification of the transfer under 80C(1) | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 80D(6)(b) | Function of receiving notification of functions being transferred from an employee building surveyor or a designated building surveyor in accordance with a direction under s 80D(1) or (2) | Coordinator Building and Planning Compliance (B&PCC), MBS | |
| s 81(2) | Function of receiving notification for work terminated | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance | |

South Gippsland Shire Council

| Building Act 1993 | | | |
|-------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Administration Officer (BAPCAO), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 83F | Function of receiving notice of appointment of manager for private building surveyor's business from the Authority | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 101(2) | Function of receiving copy documents | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Building Act 1993 | | | |
|-------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 120(2)(a) | Function of receiving notification that an order is complied with | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 123(1) | Power to determine whether to recover from the owner the costs of work carried out or action taken under Part 8 Division 3 of the Act by the municipal building surveyor as a debt due to Council pursuant to s 123(1) of the Act | Executive Director EC, Manager Community Health and Safety (MCHSafety) | |
| s 123(2) | Power to determine whether to apply any sum or part of any sum for which a bond or undertaking is deposited with Council under a condition imposed on a permit under s 22 of the Act towards the costs of carrying out work or taking action pursuant to s 123(2) of the Act | Executive Director EC, Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Building Act 1993 | | | |
|-------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 125(1) | Function of receiving copy notice or order | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 125(2) | Function of receiving written notice of the compliance, amendment or cancellation | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 126(1) | Duty to keep register of emergency orders, building notices and building orders | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance | |

South Gippsland Shire Council

| Building Act 1993 | | | |
|-------------------|---|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Administration Officer (BAPCAO), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 126(2) | Duty to make register available for inspection | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 138(5) | Power to appeal to the Building Appeals Board | Executive Director EC, Manager Community Health and Safety (MCHSafety) | Where Council is a 'prescribed reporting authority' |
| s 160(3)(d) | Power to make application to the Building Appeals Board | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), | |

South Gippsland Shire Council

| Building Act 1993 | | | |
|-------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Manager Community Health and Safety (MCHSafety) | |
| s 162(1)(a)(i) | Function of being consulted by the Building Appeals Board | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 162(4)(b) | Function of entering into an agreement when directed by Building Appeals Board | Chief Executive Officer (CEO) | Chief Executive Officer |
| s 164(1) | Power to agree to terminate or vary agreement | Not Delegated | |
| s 164(2) | Power to terminate or vary agreement | Not Delegated | Chief Executive Officer |
| s 164(4) | Power to apply for approval | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), | |

South Gippsland Shire Council

| Building Act 1993 | | | |
|-------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Manager Community Health and Safety (MCHSafety) | |
| s 165(1)(a) | Duty to lodge copy or give notice | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 165(1)(b) | Duty to apply to agreement made in the Register | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 192(1) | Function of consulting with Minister regarding Alpine resorts | Not applicable | |
| s 192A(7) | Function of receiving a copy of the map prepared by the Minister | Coordinator Building and Planning Compliance (B&PCC), MBS | |

South Gippsland Shire Council

| Building Act 1993 | | | |
|-------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 192A(8) | Duty to make a copy of the most recent map available for inspection by members of the public without charge, during business hours, at Council's offices | Coordinator Building and Planning Compliance (B&PCC), MBS | |
| s 214(1) | Power to enter into agreement | Executive Director EC | |
| s 215(1) | Power to enter into agreements with a private building surveyor | Executive Director EC | |
| s 216A | Power to apply to the Minister for exemption | Executive Director EC | |
| s 216C | Power to appoint a municipal building surveyor to carry out certain functions outside of the municipal district | Executive Director EC | |
| s 216D(2) | Duty to establish and maintain a register of swimming pools located in Council's municipal district | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS | |

South Gippsland Shire Council

| Building Act 1993 | | | |
|-------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 216D(5)(a) | Duty to submit, on request, all or any part of the information, record and document recorded in the register to the Authority | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS | |
| s 216D(5)(b) | Duty to submit, on request, all or any part of the information, record and document recorded in the register to any other prescribed person, agency or body | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS | |
| s 222 | Function of receiving order from Minister | Coordinator Building and Planning Compliance (B&PCC), Executive Director EC, MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 230(2) | Duty to keep a register containing the prescribed information relating to the exercise of a power of entry | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), | |

South Gippsland Shire Council

| Building Act 1993 | | | |
|-------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | under Subdivision 5 by any of the authorised persons referred to in s 230(2)(a) and (b) | Building and Planning Compliance Administration Officer (BAPCAO), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 230(7)(a) | Duty to keep the prescribed information relating to each exercise of a power of entry under Subdivision 5 for 10 years after the date of the entry | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 230(7)(b) | Duty to make the register required under s 230(2) available for inspection by the Authority on request, and at a time agreed to between Council and the Authority | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS, Manager Planning and Building Services | |

South Gippsland Shire Council

| Building Act 1993 | | | |
|-------------------|--|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s. 230(7)(c) | duty to provide an extract under s 230(6), if requested | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 232 | Power to receive complaints about the exercise of a power under Part 13 Division 2 by Council's municipal building surveyor, or a person authorised by Council's municipal building surveyor to act on behalf of the municipal building surveyor | Executive Director EC, Manager Community Health and Safety (MCHSafety) | |
| s 234A | Duty to consider the complaint and give a written report to the complainant of the person's consideration of the complaint | Executive Director EC, Manager Planning and Building Services (MPBS), Manager | If the complaint is brought under Part 13 Division 2 of the Act |

South Gippsland Shire Council

| Building Act 1993 | | | |
|-------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Community Health and Safety (MCHSafety) | |
| s 236(7) | Power to consent to remove or deface an order or notice put up under s 236(4) or 236(4A) | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 241(1)&(4) | Power to authorise a person or persons to bring proceedings for a summary offence against Part 3, 4, 5, 7 or 8 of the Act or the building regulations within Council's municipal district pursuant to s 241(1) and 241(4) | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS) | |
| s 242 | Function of receiving funds recovered through prosecution | Coordinator Building and Planning Compliance (B&PCC), MBS, Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Building Act 1993 | | | |
|-------------------|---|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 252(1) | Power to determine whether to apply to the Magistrates' Court for a warrant under s 252 of the Act if a person refuses to vacate a building or land when required to do so by order under the Act pursuant to s 252(1) of the Act | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), MBS, Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 259AB(1) | Function of entering an information sharing arrangement with the Authority | Coordinator Building and Planning Compliance (B&PCC), Executive Director EC, MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Subject to s 259AB(2) Where Council is a relevant agency |
| s 259AB(3) | Power to request and receive information held by the Authority, and power to disclose information to the Authority | Coordinator Building and Planning Compliance (B&PCC), Executive Director EC, MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Only to the extent that the information is reasonably necessary to assist in the exercise of functions under this Act, or the functions of Council Where Council is a relevant agency |

South Gippsland Shire Council

| Building Act 1993 | | | |
|-------------------|---|---|---------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 259AB(4)(a) | Function of being referred, by the Authority, any matter (including any complaint) with respect to building work, plumbing work or architectural services | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is a building regulator |
| s 259AB(4)(b) | Function of receiving from the Authority any matter of a type described in s 259AB(4)(a) | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is a building regulator |
| s 259AB(4)(c) | Function of conducting a joint investigation with the Authority into any matter of a type described in s 259AB(4)(a) | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is a building regulator |
| s 259AB(5) | Power to, despite any other Act or law of the State, refer a matter referred to in s 259AB(4) to the Authority, or to | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), | Where Council is a building regulator |

South Gippsland Shire Council

| Building Act 1993 | | | |
|-------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | conduct an investigation into the matter jointly with the Authority | Manager Community Health and Safety (MCHSafety) | |
| sch 2 cl 1(c)(i) | Function of determining fees | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| sch 2 cl 4(2) | Function of receiving copy application | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| sch 2 cl 4(3) | Function of receiving fees | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Building Act 1993 | | | |
|-------------------|--|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| sch 2 cl 4(4) | Power to fix fees in accordance with cl 4(5) | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| sch 2 cl 4A(2)(b) | Duty to give the owner of the allotment an opportunity to make a submission in respect of the possible detriment | Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the 'reporting authority' |

South Gippsland Shire Council

| Catchment and Land Protection Act 1994 | | | |
|--|--|---|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 22A(4) | Function of receiving a copy of the Minister's declaration | Manager Infrastructure Planning (MIP), Coordinator Sustainability (CS), Coordinator Biodiversity (SB), Manager Open Space and Environment (MOS&E) | |
| s 22B | Duty to prepare a roadside weed and pest animal management plan | Manager Infrastructure Planning (MIP), Coordinator Sustainability (CS), Coordinator Biodiversity (SB), Manager Open Space and Environment (MOS&E) | Where a declaration has been made in respect of Council's municipal district, under s 22A See also s. 22C for the contents of the plan |
| s 22C(3) | Function of determining which additional information to include in a roadside weed and pest animal management plan | Manager Infrastructure Planning (MIP), Coordinator Sustainability (CS), Coordinator Biodiversity (SB), Manager Open Space and Environment (MOS&E) | |

South Gippsland Shire Council

| Catchment and Land Protection Act 1994 | | | |
|--|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 22D | Duty to have regard to matters in s22D(a) - (c) when preparing a roadside weed and pest animal management plan | Manager Infrastructure Planning (MIP), Coordinator Sustainability (CS), Coordinator Biodiversity (SB), Manager Open Space and Environment (MOS&E) | |
| s 22E(1) | Duty to submit proposed roadside weed and pest animal management plan within 120 days of Minister's declaration | Manager Infrastructure Planning (MIP), Coordinator Sustainability (CS), Coordinator Biodiversity (SB), Manager Open Space and Environment (MOS&E) | |
| s 22E(2) | Power to apply in writing to the Minister to request an extension of time to submit the proposed roadside weed and pest animal management plan | Manager Infrastructure Planning (MIP), Coordinator Sustainability (CS), Coordinator Biodiversity (SB), Manager Open Space and Environment (MOS&E) | |
| s 22F | Duty to comply with procedure described in s 22F before preparing roadside weed and pest animal management plan | Manager Infrastructure Planning (MIP), Coordinator Sustainability (CS), Coordinator Biodiversity (SB), | |

South Gippsland Shire Council

| Catchment and Land Protection Act 1994 | | | |
|--|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Manager Open Space and Environment (MOS&E) | |
| s 22G | Duty to comply with request of Minister to provide a revised roadside weed and pest animal management plan | Manager Infrastructure Planning (MIP), Coordinator Sustainability (CS), Coordinator Biodiversity (SB), Manager Open Space and Environment (MOS&E) | |
| s 22H | Function of receiving notice from the Minister of approval of roadside weed and pest animal management plan | Manager Infrastructure Planning (MIP), Coordinator Sustainability (CS), Coordinator Biodiversity (SB), Manager Open Space and Environment (MOS&E) | |
| s 22I(1) | Duty to publish the approved roadside weed and pest animal management plan on Council's website as soon as practicable after plan is approved | Manager Infrastructure Planning (MIP), Coordinator Sustainability (CS), Coordinator Biodiversity (SB), Manager Open Space and Environment (MOS&E) | |

South Gippsland Shire Council

| Catchment and Land Protection Act 1994 | | | |
|--|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 22I(2) | Duty to ensure that copies of the approved roadside weed and pest animal management plan are available for inspection during normal office hours | Manager Infrastructure Planning (MIP), Coordinator Sustainability (CS), Coordinator Biodiversity (SB), Manager Open Space and Environment (MOS&E) | |
| s 22J | Duty to implement measures set out in approved roadside weed and pest animal management plan | Manager Infrastructure Planning (MIP), Coordinator Sustainability (CS), Coordinator Biodiversity (SB), Manager Open Space and Environment (MOS&E) | |
| s 22K(1),(2)&(3) | Power to request, in writing, that the Minister approve a variation of its approved roadside weed and pest animal management plan | Manager Infrastructure Planning (MIP), Coordinator Sustainability (CS), Coordinator Biodiversity (SB), Manager Open Space and Environment (MOS&E) | |
| s 22K(4) | Function of receiving notice of Minister's decision to approve or refuse to approve the request for a variation of roadside weed and pest animal management plan | Manager Infrastructure Planning (MIP), Coordinator Sustainability (CS), Coordinator Biodiversity (SB), | |

South Gippsland Shire Council

| Catchment and Land Protection Act 1994 | | | |
|--|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Manager Open Space and Environment (MOS&E) | |
| s 22L | Function of receiving Minister's request to vary approved roadside weed and pest animal management plan | Manager Infrastructure Planning (MIP), Coordinator Sustainability (CS), Coordinator Biodiversity (SB), Manager Open Space and Environment (MOS&E) | |
| s 22M(1) | Duty to publish a consolidated version of its approved roadside weed and pest animal management plan on its website as soon as practicable after variation under s 22K or 22L | Manager Infrastructure Planning (MIP), Coordinator Sustainability (CS), Coordinator Biodiversity (SB), Manager Open Space and Environment (MOS&E) | |
| s 22M(2) | Duty to ensure that a consolidated version of its approved roadside weed and pest animal management is available for inspection | Manager Infrastructure Planning (MIP), Coordinator Sustainability (CS), Coordinator Biodiversity (SB), Manager Open Space and Environment (MOS&E) | |

South Gippsland Shire Council

| Catchment and Land Protection Act 1994 | | | |
|--|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 22N(2) | Function of receiving notice of Minister's intention to suspend the approval of a roadside weed and pest animal management plan | Manager Infrastructure Planning (MIP), Coordinator Sustainability (CS), Coordinator Biodiversity (SB), Manager Open Space and Environment (MOS&E) | |
| s 22N(2) | Function of submitting to the Minister reasons why the approval of the roadside weed and pest animal management plan should not be suspended | Manager Infrastructure Planning (MIP), Coordinator Sustainability (CS), Coordinator Biodiversity (SB), Manager Open Space and Environment (MOS&E) | |
| s 22N(3) | Function of receiving notice of Minister's decision | Manager Infrastructure Planning (MIP), Coordinator Sustainability (CS), Coordinator Biodiversity (SB), Manager Open Space and Environment (MOS&E) | |
| s 22O(2) | Function of receiving notice of Minister's intention to revoke his or her approval of a roadside weed and pest animal management plan | Manager Infrastructure Planning (MIP), Coordinator Sustainability (CS), Coordinator Biodiversity (SB), | |

South Gippsland Shire Council

| Catchment and Land Protection Act 1994 | | | |
|--|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Manager Open Space and Environment (MOS&E) | |
| s 22O(2)(b) | Function of submitting to the Minister reasons why the approval of the roadside weed and pest animal management plan should not be revoked | Manager Infrastructure Planning (MIP), Coordinator Sustainability (CS), Coordinator Biodiversity (SB), Manager Open Space and Environment (MOS&E) | |
| s 22O(3) | Function of receiving notice of Minister's decision to revoke his or her approval of a roadside weed and pest animal management plan | Manager Infrastructure Planning (MIP), Coordinator Sustainability (CS), Coordinator Biodiversity (SB), Manager Open Space and Environment (MOS&E) | |
| s 22P(1) | Function of receiving request to provide the Minister with specified information or documentation | Manager Infrastructure Planning (MIP), Coordinator Sustainability (CS), Coordinator Biodiversity (SB), Manager Open Space and Environment (MOS&E) | |

South Gippsland Shire Council

| Catchment and Land Protection Act 1994 | | | |
|--|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 22P(2) | Duty to provide Minister with requested information or documentation | Manager Infrastructure Planning (MIP), Coordinator Sustainability (CS), Coordinator Biodiversity (SB), Manager Open Space and Environment (MOS&E) | |
| s 22Q | Duty to provide Minister with a written report setting out the outcomes of the measures set out in the plan within 30 days after the plan ceases to operate | Manager Infrastructure Planning (MIP), Coordinator Sustainability (CS), Coordinator Biodiversity (SB), Manager Open Space and Environment (MOS&E) | |

| Child Wellbeing and Safety Act 2005 | | | |
|-------------------------------------|--|---|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| ss 19 & 23A | Duty to comply with the Child Safe Standards | Coordinator Children and Family Services (CC&FS), | Where Council is a Schedule 1 entity All council staff, who in the course of their duties, supervise or have contact with children between the |

South Gippsland Shire Council

| Child Wellbeing and Safety Act 2005 | | | |
|-------------------------------------|--|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Executive Director EC, All Council Staff | age of 0 to 18, must comply with the Child Safe Standards. |
| s 25 | Function of receiving education, information and advice from the Commission for Children and Young People regarding the Child Safe Standards | Coordinator Children and Family Services (CC&FS) | |
| s 29A(2)(a) | Function of receiving notice of inspection of the relevant premises by an authorised officer | Executive Director EC | |
| s 30 | Duty to comply with notice to provide documents given under s 30(1A) | Executive Director EC | |
| s 31 | Duty to comply with notice to comply given under s 31(1) | Executive Director EC | |
| s 34C | Duty to comply with an adverse publicity order | Executive Director EC | |

South Gippsland Shire Council

Child Wellbeing and Safety Act 2005

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|--|-----------------------|-----------------------------------|
| s 36 | Duty to ensure that the Commission, a sector regulator or authorised person is given any assistance reasonably required to perform functions | Executive Director EC | |
| s 36A | Function of receiving an official warning from the sector regulator | Executive Director EC | |
| s 36B | Function of receiving infringement notice | Executive Director EC | |
| s 36C(1) | Power to make an enforceable undertaking | Executive Director EC | |
| s 36C(3) | Power to withdraw or vary an enforceable undertaking | Executive Director EC | Must be in writing. |
| s 41I | Power to seek review by the sector regulator of decision by the Commission to issue a notice to produce or a notice to comply, or to issue an official warning or to publish information | Executive Director EC | |

South Gippsland Shire Council

| Child Wellbeing and Safety Act 2005 | | | |
|-------------------------------------|--|-----------------------|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 41J | Power to apply to VCAT for a review of the sector regulator to issue a notice to comply or to publish information | Executive Director EC | Must have first exhausted all available avenues for review under s 41I |
| s 41M | Function of being given opportunity to comment on adverse comment or opinion to be included in annual report or further report | Executive Director EC | |
| s 41V | Power to, on Council's own initiative, disclose confidential information, other than excluded information, to another information sharing entity | Executive Director EC | Where Council is an 'information sharing entity' and a 'disclosing entity' |
| s 41V | Function of receiving confidential information, other than excluded information | Executive Director EC | Where Council is an 'information sharing entity' and a 'receiving entity' |
| s 41W(1) | Power to request another information sharing entity to disclose confidential information, other than excluded information | Executive Director EC | Where Council is an 'information sharing entity' and a 'requesting entity' |

South Gippsland Shire Council

| Child Wellbeing and Safety Act 2005 | | | |
|-------------------------------------|---|-----------------------|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 41W(1) | Function of receiving confidential information, other than excluded information | Executive Director EC | Where Council is an 'information sharing entity' and a 'requesting entity' |
| s 41W(1) | Function of receiving a request for confidential information, other than excluded information | Executive Director EC | Where Council is an 'information sharing entity' and a 'responding entity' |
| s 41W(2) | Power to disclose to the responding entity any confidential information that may assist the responding entity | Executive Director EC | Where Council is an 'information sharing entity' and a 'requesting entity' |
| s 41W(2) | Function of receiving confidential information from an information sharing entity | Executive Director EC | Where Council is an 'information sharing entity' and a 'responding entity' |
| s 41W(3) | Duty to comply with a request made under s 41W(1) | Executive Director EC | Where Council is an 'information sharing entity' and a 'responding entity' |
| s 41W(4) | Duty to provide reasons, in writing, as to why Council cannot comply with a request made under s 41W(1) | Executive Director EC | Where Council is an 'information sharing entity' and a 'responding entity' |

South Gippsland Shire Council

| Child Wellbeing and Safety Act 2005 | | | |
|-------------------------------------|---|-----------------------|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 41W(4) | Function of receiving reasons from a responding entity as to why it cannot comply with a request made under s 41W(1) | Executive Director EC | Where Council is an 'information sharing entity' and a 'requesting entity' |
| s 41Y | Power to disclose confidential information, other than excluded information, to any person set out in s 41Y(1)(a) – (c) | Executive Director EC | Where Council is an 'information sharing entity' |
| s 41Z | Power to collect and use any confidential information disclosed to Council under Part 6A | Executive Director EC | Where Council is an 'information sharing entity' |
| s 41ZC | Duty to record prescribed information in respect of its collection, use and disclosure of confidential information | Executive Director EC | Where Council is an 'information sharing entity' |
| s 41ZD(2) | Power to collect, use or disclose confidential information | Executive Director EC | Where Council is an 'information sharing entity' within the meaning of Part 5A of the Family Violence Protection Act 2008 |
| s 41ZF | Power to refuse to give an individual access to their confidential information under a relevant privacy law | Executive Director EC | Where Council is an 'information sharing entity' |

South Gippsland Shire Council

| Child Wellbeing and Safety Act 2005 | | | |
|-------------------------------------|--|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 43(1)(a) | Function of receiving notice of the birth of a child | Maternal and Child Health Team Leader (M&CHTL) | Where the mother of the child usually resides in Council's municipal district |
| s 43(1)(b) | Function of receiving notice of the birth of a child | Maternal and Child Health Team Leader (M&CHTL) | When the municipal district in which the mother usually resides is unknown and the birth occurs in Council's municipal district |

| Children Youth and Families Act 2005 | | | |
|--------------------------------------|---|-----------------------|-----------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 23(1) | Function of being allocated money by the Secretary for the purposes of Part 3.1 | Executive Director EC | |
| s 25 | Power to use land or property for the purposes of the Department of Health and Human Services | Executive Director EC | Where authorised by the Secretary |

South Gippsland Shire Council

| Children Youth and Families Act 2005 | | | |
|--------------------------------------|--|-----------------------|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 26 | Function of entering into an agreement with the Secretary | Executive Director EC | |
| s 30 | Function of having matters referred to it by the Secretary to provide advice, services and support to the child, family of the child or mother of the unborn child | Executive Director EC | Where Council is not registered as a community service but is established to provide services to meet the needs of children requiring care, support, protection or accommodation and of families requiring support |
| s 192 | Power to provide information to the Secretary | Executive Director EC | |
| s 196 | Function of receiving written direction from an authorised officer in relation to disclosure of information | Executive Director EC | |
| s 197 | Duty to comply with written direction from authorised officer | Executive Director EC | |

South Gippsland Shire Council

| Children's Services Act 1996 | | | |
|------------------------------|---|-----------------------|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 166(1) | Function of receiving, from the Regulatory Authority, information in respect of a children's service for a purpose listed in s 166(2) | Executive Director EC | |

| Circular Economy (Waste Reduction and Recycling) Act 2021 | | | |
|---|---|-----------------------|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 50(2) | Function and power of sharing information or data with the Head, Recycling Victoria where permitted | Executive Director IS | |
| s 56 | Power to enter into an agreement with the Head, Recycling Victoria | No delegate | |
| s 57 | Function of receiving advice and support from the Head, Recycling Victoria | Executive Director IS | |
| s 58 | Duty to have regard to guidelines issued by the Head, Recycling Victoria | Executive Director IS | |

South Gippsland Shire Council

Circular Economy (Waste Reduction and Recycling) Act 2021

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|--------------------------|-----------------------------------|
| s 60 | Duty to provide municipal residual waste and municipal recycling services | Executive Director IS | |

Climate Action Act 2017

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|--|-----------------------|--|
| s 46 | Power to make statement (a Council pledge) in respect of greenhouse gas emissions reductions | Executive Director IS | Council must consider factors, and include details prescribed, in s 47 |
| s 48 | Duty to give copy of Council pledge to Minister as soon as practicable following preparation | Executive Director IS | |
| s 49(3) | Duty to have regard to any directions of Minister regarding preparation of an emissions reduction pledge | Executive Director IS | |

South Gippsland Shire Council

Climate Action Act 2017

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|---|--|
| s 82(1) | Function of receiving notice of proposed Carbon Sequestration Agreement | Executive Director IS, Executive Director EC | Where Council is the public land manager |

Conservation, Forests and Land Act 1987

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|---------------------------------------|--|
| s 66(1) | Duty to submit plans to the Secretary to the Department of Environment, Land, Water and Planning of specified works prior to their commencement | Manager Infrastructure Planning (MIP) | Specified works are listed in sch 3 of the Act |
| s 67 | Power to take action contrary to a Code of Practice if paragraphs (a) and (b) apply | Manager Infrastructure Planning (MIP) | |

South Gippsland Shire Council

| Country Fire Authority Act 1958 | | | |
|---------------------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 36 | Function of providing fire hydrants when so requested by the Authority | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSAFETY) | |
| s 41A | Power to recover costs of serving notice by fire prevention officer | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSAFETY) | |
| s 42(1) | Power to request officers and members of any CFA brigade to carry out work (including burning) for the removal or abatement of any fire danger or for the prevention of fire | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSAFETY) | |
| s 42(2) | Duty to pay for work undertaken | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSAFETY) | |
| s 43(1) | Duty to take all practicable steps to prevent occurrence of fires and minimise the danger of spread of fires | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSAFETY) | |

South Gippsland Shire Council

| Country Fire Authority Act 1958 | | | |
|---------------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 43(2) | Power to acquire equipment, etc. for purposes of s.43(1) and pay for it out of municipal fund | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 50F(1) | Power to prepare Neighbourhood Safer Places Plan | Senior Emergency Management Officer (SEMO) | |
| s 50F(4) | Duty to publish and make the Neighbourhood Safer Places Plan available at Council's office for public inspection during office hours free of charge | Senior Emergency Management Officer (SEMO) | |
| s 50G(1) | Duty to identify and designate places as neighbourhood safer places | Senior Emergency Management Officer (SEMO) | |
| s 50G(4) | Duty to ask the CFA to assess the neighbourhood safer place | Senior Emergency Management Officer (SEMO) | |
| s 50H(1) | Duty to ensure that appropriate signage is provided at neighbourhood safer places | Senior Emergency Management Officer (SEMO) | |

South Gippsland Shire Council

| Country Fire Authority Act 1958 | | | |
|---------------------------------|---|--|--------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 50I | Duty to maintain all designated neighbourhood safer places | Senior Emergency Management Officer (SEMO) | |
| s 50J(1) | Duty to conduct an annual review of designated neighbourhood safer places by 31 August of each year | Senior Emergency Management Officer (SEMO) | |
| s 50J(2) | Duty to ask the CFA to assess each neighbourhood safer place | Senior Emergency Management Officer (SEMO) | |
| s 50J(5) | Power to decommission a neighbourhood safer place if paragraphs (a) or (b) apply | Senior Emergency Management Officer (SEMO) | |
| s 96A(1)(a) | Duty to appoint fire prevention officer | Not Delegated | Appointed by Chief Executive Officer |
| s 96A(1)(b) | Power to appoint assistant fire prevention officers | Coordinator Community Safety (CCSafe) | |

South Gippsland Shire Council

| Country Fire Authority Act 1958 | | | |
|---------------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 109C | Function of receiving funds for penalties recovered under s 41E | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

| Cultural and Recreational Lands Act 1963 | | | |
|--|-------------------------------|----------------------------------|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 4 | Function of receiving rates | Manager Financial Strategy (MFS) | |

South Gippsland Shire Council

| Dangerous Goods Act 1985 | | | |
|--------------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 29 | Function of receiving statement from the Victorian WorkCover Authority about details of dangerous goods on licensed premises | Manager People and Culture (MP&C), Health, Safety and Wellbeing Business Partner (HSWBP) , Coordinator Health, Safety and Wellbeing (CHS&W) | |

| Development Victoria Act 2003 | | | |
|-------------------------------|---|---------------|-------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 13(1) | Function of entering into agreement with Development Victoria concerning particular issues | Not Delegated | Function of 'public statutory body' |
| s 39(2) | Duty to comply with order from Governor in Council issued under s.39(1) to surrender land in a project area | Not Delegated | Duty of 'public statutory body' |
| s 51(3)(b) | Function of receiving notice of resolution levying a general charge from Development Victoria | Not Delegated | |

South Gippsland Shire Council

| Development Victoria Act 2003 | | | |
|-------------------------------|--|---------------|--------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 51Q(3)(b) | Function of receiving notice of resolution levying an infrastructure recovery charge from Development Victoria | Not Delegated | |
| s 51ZA | Function of receiving written notice of charge from Development Victoria, where Council has submitted notice to Authority pursuant to s 21(2A) of the Subdivision Act 1988 | Not Delegated | |
| s 56D(1) | Duty to give relevant Ministers and Treasurer statement allocating the property, rights and liabilities of Council in relation to designated project to Development Victoria | Not Delegated | Duty of 'nominated agency' |
| s 56D(4) | Function of complying with request from Treasurer and relevant Minister to amend statement under s 56D(1) | Not Delegated | Function of 'nominated agency' |
| s 56E(1) | Function of issuing certificate certifying that property, rights or liabilities of Council have been allocated to Development Victoria | Not Delegated | Function of 'nominated agency' |
| s 56E(2) | Duty to revoke certificate given under s 56E(1) and replacing with a new certificate, if directed by Treasurer and relevant Minister | Not Delegated | Duty of 'nominated agency' |

South Gippsland Shire Council

| Development Victoria Act 2003 | | | |
|-------------------------------|--|---------------|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 56E(3) | Duty to keep register of certificates issues under s 56E, and make reasonably available for inspection | Not Delegated | Duty of nominated agency |

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

South Gippsland Shire Council

| Domestic Animals Act 1994 | | | |
|---------------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 10 | Function of receiving applications for registration of dogs or cats | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 10A(4) | Duty to not register or renew the registration of a dangerous dog or a restricted breed dog unless the dog is (a) desexed or (b) a dangerous dog that is not a restricted breed dog and is exempt under s 10B(1)(c), 10B(1)(d) or 10B(1)(e) from the requirement to be desexed or (c) a restricted breed dog that is not a dangerous dog and is exempt under s 10B(1)(e) from the requirement to be desexed | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 10C(1) | Duty to not register a dog or cat unless the dog or cat (a) has been implanted with prescribed permanent identification device or (b) is of a class of dogs exempt under a resolution made under s 10D(3), from the requirement to be implanted with such a device or (c) is otherwise exempted under the Act from the requirement to be implanted with such a device or (d) subject to s 10C(2), has previously been registered | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Domestic Animals Act 1994 | | | |
|---------------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | with Council at any time in the 12 month period immediately before the application for registration was lodged | | |
| s 10C(5) | Duty to cause to be published a copy of the resolution | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 10C(6) | Duty to not register or renew registration of dangerous dog, menacing dog or restricted breed dog unless the dog has been implanted with permanent identification device | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 10D(6) | Duty to cause to be published a copy of the resolution | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety | |

South Gippsland Shire Council

| Domestic Animals Act 1994 | | | |
|---------------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 12(1) | Power to appoint an agent for Council in the registration of cats and dogs | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 13 | Function of receiving notification of sale by domestic animal business or foster carer (including where the animal was not registered) | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 14(b) | Power to approve form of registration or renewal of registration of dogs and cats | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

Domestic Animals Act 1994

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|-----------|--|---|----------------------------|
| s 15(2) | Power to permit pro-rata fees for dogs or cats registered for part of a year | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 15(6) | Duty to waive 50% of a registration fee of dogs or cats if paragraphs (a) or (b) apply | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 16 | Duty to register or renew the registration of a dog or cat (other than a dangerous or restricted breed dog) in certain circumstances | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Domestic Animals Act 1994 | | | |
|---------------------------|---|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 17(1) | Power to register or renew the registration of a dangerous dog and impose conditions upon the registration | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 17(1A)(a) | Power to register or renew the registration of a restricted breed dog | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | Under ss 10A(4) and 10C(6), a Council cannot register a restricted breed dog unless the dog is desexed (subject to the exception under s 10B(1)(e)) and the dog has been implanted with a prescribed permanent identification device |
| s 17(1A)(b) | Power to impose conditions on the registration or the renewal of the registration of a restricted breed dog | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | Under ss 10A(4) and 10C(6), a Council cannot register a restricted breed dog unless the dog is desexed (subject to the exception under s 10B(1)(e)) and the dog has been implanted with a prescribed permanent identification device |

South Gippsland Shire Council

| Domestic Animals Act 1994 | | | |
|---------------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | | |
| s 17(2) | Duty to notify owner and allow owner opportunity to make submissions, if Council proposes not to register or renew the registration of a dangerous dog or restricted breed dog | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 17(3) | Duty to consider submissions in relation to the registration or renewal of registrations of a dangerous dog before making decision | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 17(4) | Duty to serve written notice of decision not to register or renew registration of dangerous dog or restricted breed dog | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 18(1) | Duty to keep register and allow inspection of register of all registered dogs and cats | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Domestic Animals Act 1994 | | | |
|---------------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 18(2)(b) | Power to fix fee for inspection of registrations of dogs and cats in the municipality | Manager Community Health and Safety (MCHSafety) | |
| s 18(3) | Power to fix fees for making of records or obtaining certificates | Manager Community Health and Safety (MCHSafety) | |
| s 19(1)(a) | Duty to allocate a registration number to every dog and cat which is registered | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 19(1)(b) | Duty to give or send the owner a registration certificate | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Domestic Animals Act 1994 | | | |
|---------------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 19(1)(c) | Duty to issue to the owner an identification marker | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 23(6) | Duty to give owner or occupier of the private property a copy of a notice served under s 23(3) | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 25(3) | Duty to cause to be published any orders made by Council under s 25 | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 26(2A) | Duty to obtain agreement of owner or occupier of private property, where Council proposes to make, by resolution, an order under s 26(2) | Community Safety Officer (CSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Domestic Animals Act 1994 | | | |
|---------------------------|--|---|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 26(3) | Duty to cause to be published any orders made by Council under s 26 | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 33A(1) | Duty to accept any dog or cat kept surrendered to Council by the owner of the animal | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 33A(3) | Duty to give Secretary certain information about a dog under its control if dog exhibits aggressive behaviour, may have been involved in a dog attack or may be a restricted breed dog | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | This information must be given to the Secretary in the time specified in s 33A(4) |
| s 33A(2)(b) | Duty to deal with surrendered dog or cat in accordance with the Act, the regulations and relevant Codes of Practice | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Domestic Animals Act 1994 | | | |
|---------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 34(1) | Power to declare a dog dangerous | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 34(2) | Duty not to declare a dog dangerous in certain circumstances | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 35(2) | Duty to notify the owner and receive written and oral submissions from the owner if proposing a dog be declared dangerous | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 35(3) | Duty to consider materials submitted before making a declaration | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 36 | Duty to give written notice of a declaration to owner | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Domestic Animals Act 1994 | | | |
|---------------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 37 | Function of receiving notification from owners of certain dogs | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 41B(1) | Duty to notify the owner and allow it the opportunity to make submissions to the Council | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 41C | Duty to give notice of a menacing dog declaration to owner | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 41D | Function of receiving notification in relation to menacing dog | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 41F | Function of receiving notification from owners of restricted breed dogs | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Domestic Animals Act 1994 | | | |
|---------------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 41J(2)(a) | Power to issue a permit to own more than 2 restricted breed dogs to any person who has applied to the Council for such a permit | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 41J(2)(b) | Power to issue a permit to keep more than 2 restricted breed dogs at a premises to any person who has applied to the Council for such a permit | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 41J(3) | Power to fix fee for application for permit | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Domestic Animals Act 1994 | | | |
|---------------------------|--|---|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 44(1) | Power to require restraint of animals | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | If Council has made a relevant local law prohibiting the keeping of animals in a specified area |
| s 44(2) | Duty to give written notice of requirement in s 44(1) | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 44AC(1)(c) | Power to inspect information kept on register of dangerous, menacing and restricted breed dogs, in accordance with the regulations | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Domestic Animals Act 1994 | | | |
|---------------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 44AE | Duty to provide details of dangerous, menacing or restricted breed dogs to Secretary | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 44AEA | Duty to provide to the Secretary information relating to a dog destroyed under s 84TA, 84TB, 84TC | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 44AF | Duty to provide to the Secretary information relating to dangerous, menacing or restricted breed dogs | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 44AG | Duty to provide to the Secretary information about owners of dangerous, menacing or restricted breed dogs | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Domestic Animals Act 1994 | | | |
|---------------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 44AH | Duty to provide, when requested under s 44H (1) a statement to Secretary confirming that information previously provided by Council is accurate | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 46(1) | Function of receiving applications to register a premises | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 46(2) | Power to approve form of registration of domestic animal businesses and information required | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 46(3) | Function of requiring and receiving any further information relating to an application Council | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 47(1) & (2) | Power to register and impose any terms, conditions, limitations or restrictions on the registration of premises for the purposes of a domestic animal business | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety | |

South Gippsland Shire Council

| Domestic Animals Act 1994 | | | |
|---------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 48(2) | Power to approve form of renewal of registration | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 48(3) | Power to approve form of renewal of registration and information required | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 48(4) | Function of requiring and receiving any further information relating to the application Council | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 49(1) | Power to fix fees for registration or renewal of registration of domestic animal premises | Not Delegated | |

South Gippsland Shire Council

Domestic Animals Act 1994

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------|--|--|----------------------------|
| s 49(2) | Power to refund all or part of application fee | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 52(1) | Function of receiving an application for transfer of registration to a new premises | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 52(2)(a) | Power to approve form of application to transfer registration | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 52(2)(c) | Power to fix fee for transfer of registration and information required | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 52(3) | Function of requiring and receiving any further information relating to the transfer of registration | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Domestic Animals Act 1994 | | | |
|---------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 52(4) | Power to register new (transferred) premises as a domestic animal business and impose any terms, conditions, limitations or restrictions on that registration | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 54(1) | Power to refuse to register or renew the registration, refuse to transfer registration, suspend registration and revoke registration of premises | Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 54(2) | Power to act in accordance with s 54(1) if satisfied that the circumstances of s 54(2)(a) or (b) are in existence | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 54(3) | Duty to refuse to register or renew the registration of a premises in relation to a breeding domestic animal business in certain circumstances | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Domestic Animals Act 1994 | | | |
|---------------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 54(3A) | Duty to refuse to register, renew the registration of, or transfer the registration of a premises on which a domestic animal business is, or is proposed to be conducted, that is an animal shelter, a pet shop or a pound in certain circumstances | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 54(3B) | Duty to refuse to register, renew the registration of, or transfer the registration of a premises on which a domestic animal business is, or is proposed to be conducted, that is a breeding domestic animal business in certain circumstances | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 54A(1) | Duty to refuse to register the premises in respect of which the application is made if s 54A(a), (b) or (c) applies | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 54A(2) | Duty to refuse to register the premises in respect of which the application is made if a breeding domestic animal business or a pet shop is being conducted, or is proposed to be conducted, on the rateable property on which the premises is located | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Domestic Animals Act 1994 | | | |
|---------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 54A(3) | Duty to refuse to register the premises in respect of which the application is made if a breeding domestic animal business or an animal shelter is being conducted, or is proposed to be conducted, on the rateable property on which the premises is located | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSAFETY) | |
| s 54B | Duty to refuse to register the premises on which a breeding domestic animal business is proposed to be conducted | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSAFETY) | |
| s 54C | Duty to refuse to transfer the registration of premises on which a breeding domestic animal business is being conducted to another premises | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSAFETY) | |
| s 54D | Duty to refuse to renew the registration of a premises on which a breeding domestic animal business is being conducted | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSAFETY) | |
| s 55 | Duty to give notice if it is proposed that the powers under ss 54, 54A, 54B, 54C or 54D will be exercised | Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager | |

South Gippsland Shire Council

| Domestic Animals Act 1994 | | | |
|---------------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Community Health and Safety (MCHSafety) | |
| s 56 | Duty to receive both oral and written submissions and take into account any submissions | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 57(1) & (2) | Duty to serve notice of decision and give reasons for decision | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 58AD(1)(a) | Function of receiving a request from the chief veterinary officer for a report on the premises on which the domestic animal business is conducted | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 58AD(2) | Duty to include a copy of any report from an entry and search of the premises under Part 7 carried out in the 5 years preceding the application for grant or renewal of approval | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Domestic Animals Act 1994 | | | |
|---------------------------|---|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 58AI(1)(a) | Power to cancel or not renew a commercial dog breeder approval | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | Where Council is the 'relevant Council' |
| s 58AI(1)(b) | Power to suspend a commercial dog breeder approval | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | Where Council is the 'relevant Council' |
| s 58AI(2) | Duty to give the Minister notice of any suspension, cancellation or refusal to renew | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 58AL | Function of receiving notice of the Minister's grant, renewal, refusal to grant or renew, revocation or cancellation of a commercial dog breeder approval as soon as possible after it occurs | Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant Council |

South Gippsland Shire Council

| Domestic Animals Act 1994 | | | |
|---------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 58B | Power to apply to Minister to register premises as premises on which domestic animal business conducted | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 58C(3) | Duty to comply with the terms, conditions, limitations and restrictions on registration of premises under s 58C | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 58D(2) | Power to apply to Minister for renewal of registration of premises | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 58E | Duty to pay fee with application for registration or renewal of registration of premises | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 58F | Power to surrender registration of premises on which domestic animal business conducted by notice to Minister | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Domestic Animals Act 1994 | | | |
|---------------------------|---|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 58G | Duty to notify the Minister of transfer of registration | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 58J | Power to make submissions to the Minister regarding Minister's exercise of power under s 58H | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 58K | Function of receiving notice of Minister's decision | Manager Community Health and Safety (MCHSafety) | |
| s 58P | Function of receiving, from the Minister, a copy of the permit (including any conditions imposed on the permit) | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | Where Council is the 'relevant Council' |
| s 58Q(3) | Function of receiving, from an authorised officer who has given a direction under s 58Q(1), notification of the closure of the sale | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | Where Council is the 'relevant Council' |

South Gippsland Shire Council

| Domestic Animals Act 1994 | | | |
|---------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 58R(3) | Function of receiving, from the Minister, a copy of a report under s 58R as soon as practicable after receiving the report. | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 68A(1) | Duty to, in consultation with Secretary, prepare a domestic animal management plan | Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | Subject to s 68A(1A) |
| s 68A(1A) | Power to apply to the Secretary for an extension of time within which to prepare a domestic animal management plan | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 68A(3)(a) | Duty to review domestic animal management plan annually and, if appropriate, amend the plan | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Domestic Animals Act 1994 | | | |
|---------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 68A(3)(b) | Duty to provide the Secretary with a copy of the plan and any amendments to the plan | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 68A(3)(c) | Duty to prepare an evaluation of its implementation of the plan for publication in Council's annual report | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 68B | Power , on application under s 68C, to register a person to provide foster care on a premises in the municipal district of the Council, if the person provides or intends to provide foster care on that premises | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 68C | Function of receiving an application for foster carer registration | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 68D(1) | Power to renew registration | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Domestic Animals Act 1994 | | | |
|---------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 68D(2) | Function of receiving an application for foster carer registration renewal | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 68E | Duty to have regard to the matters set out in s 68E(a) – (e) when deciding whether or not to grant or renew a foster carer registration | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 68G(a) | Power to approve form of applications under s 68C or 68D(2) | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 68G(b) | Power to require information in applications under s 68C or 68D(2) | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 68G(c) | Power to fix fee for applications under s 68C or 68D(2) | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Domestic Animals Act 1994 | | | |
|---------------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 68H(2) | Power to permit a pro rata fee to be paid where a foster carer registration only applies for part of a year | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 68I(1)(b) | Power to impose conditions on a foster carer registration | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 68J(1) | Power to suspend or cancel a foster carer registration where the criteria in s 68J(1)(a) or (b) apply | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 68J(2) | Duty to notify the registered foster carer of a suspension or cancellation under s 68J(1) | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 68K(1) | Duty to notify the holder of a foster carer, in writing, if the Council proposes to suspend, cancel or not renew a foster carer registration | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Domestic Animals Act 1994 | | | |
|---------------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 68K(2) | Function of receiving written submissions from the holder of the registration | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 68K(3) | Duty to consider any submission may under s 68K(2) before deciding to suspend, cancel or not renew the registration | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 68N(1) | Duty to give to the Secretary the information set out in s 68Q(1) and (2) relating to each registration of a premises by the Council under Part 4 | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety), LLCLO | |
| s 68O(1) | Duty to give to the Secretary the information set out in s 68Q(1)(a), (c)(ii) and (iii), (d)(ii), (h), (i) and (j), relating to each registration of a foster carer by the Council under Part 5B | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Senior Community Safety Officer | |

South Gippsland Shire Council

| Domestic Animals Act 1994 | | | |
|---------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety), LLCLO | |
| s 68R(1)(a)(i) | Duty to give the information set out in s 68R(2) to the Secretary within 7 days after making a decision under Part 4 to refuse to grant, renew or transfer a registration under that Part | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety), LLCLO | |
| s 68R(1)(a)(ii) | Duty to give the information set out in s 68R(2) to the Secretary within 7 days after making a decision under Part 4 to suspend or revoke a registration under that Part | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety), LLCLO | |

South Gippsland Shire Council

| Domestic Animals Act 1994 | | | |
|---------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 68R(1)(b)(i) | Duty to give the information set out in s 68R(3) to the Secretary within 7 days of making a decision under Part 5B not to grant or renew a registration under that Part | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety), LLCLO | |
| s 68R(1)(b)(ii) | Duty to give the information set out in s 68R(3) to the Secretary within 7 days of making a decision under Part 5B to suspend or cancel a registration under that Part | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety), LLCLO | |
| s 68Y(3) | Function of receiving, from the Secretary, the source number issued under s 68Y | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Senior Community Safety Officer | |

South Gippsland Shire Council

| Domestic Animals Act 1994 | | | |
|---------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety), LLCLO | |
| s 68Z(3) | Function of receiving, from the Secretary, the source number issued under s 68Z | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety), LLCLO | |
| s 69(1) | Duty to make payment to the Treasurer of specified amounts in respect of registration of cats, dogs or registered animal business | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 69(1A) | Duty to make payment to the Treasurer in respect of each registration fee collected by the Council for the registration | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Domestic Animals Act 1994 | | | |
|---------------------------|---|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | or renewal of registration of a dog or cat in each financial year | | |
| s 72 | Power to appoint, by instrument, employees to be authorised officers | Not Delegated | |
| s 72A(1) | Power to appoint person who is not employee of Council as authorised officer | Not Delegated | Person appointed must have qualifications and experience prescribed by Secretary |
| s 73(1) | Duty to issue identity card to authorised officers | Human Resources & Return to Work Support Officer | Following appointment by Chief Executive Officer. |
| s 84DD(2) | Function of receiving report | Executive Director EC, Manager Community Health and Safety (MCHSafety) | |
| s 84J | Power to retain custody of dog or cat until animal recovered under Division 5 or disposed of under Division 6 | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Domestic Animals Act 1994 | | | |
|---------------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 84L(1) | Power to retain custody of dog the subject of a declaration under s 98A until review of the declaration is determined under Part 7E or the dog is recovered under Division 5 or destroyed under Division 6 | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 84L(2) | Power to retain custody of dog before destruction under division 6 where dog is seized under s 80 and officer cannot serve declaration because owner cannot be identified | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 84M(1) | Power to decide not to retain custody of dog or cat seized under ss 23(1), 82, 82B, 83, 84, 84A, 84B or 84C | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 84N(1)(c) | Power to require custody of restricted breed dog until the outcome of prosecution under the Act or Regulations in relation to the dog | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 84N(1)(d) | Power to fix an amount payable for the reasonable costs and expenses incurred by the Council in seizing the dog and retaining custody of it until its recover | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

Domestic Animals Act 1994

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|-----------|--|--|---|
| s 84O(1) | Power to destroy a cat seized under Part 7A if cat does not bear an identification marker or device or cat is wild, uncontrollable or diseased | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 84O(2) | Duty to destroy dangerous dog or restricted breed dog as soon as possible where owner is entitled to recover dog under Division 5 but does not recover dog in accordance with the time period in that division | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 84O(3) | Duty to sell or destroy cat or dog (other than dangerous or restricted breed dog) as soon as possible where owner is entitled to recover dog under division 5 but does not recover dog in accordance with the time period in that division | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | In accordance with any relevant business code of practice or greyhound code of practice |
| s 84P | Power to destroy dog seized under Part 7A in certain circumstances listed in paragraphs (a), (c), (d), (e) and (f) | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 84Q(1) | Duty to commence prosecution of a person as soon as possible after seizure under Part 7A, if authorised officer reasonably suspects that the person has committed an | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), | |

South Gippsland Shire Council

Domestic Animals Act 1994

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|--------------|---|---|----------------------------|
| | offence listed in s 84Q(2) with respect to a dog or a cat seized under that part, and power to retain custody of animal seized under section 84B and in any other case, Duty to retain custody until the outcome of the prosecution in s 84Q is known | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 84Q(2A)(a) | Duty to commence prosecution of the owner of the dog or cat as soon as possible after the seizure and after sufficient information is available to enable the commencement of the prosecution | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 84Q(2A)(b) | Duty to retain custody of the dog or cat and any offspring of the dog or cat until the outcome of the prosecution is known | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Domestic Animals Act 1994 | | | |
|---------------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 84Q(3)(a) | Duty to serve declaration on owner | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 84R | Power to require owner to provide his or her current address to Council in certain circumstances | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 84S | Power to destroy dog seized under Part 7A, in the time periods listed, if owner is suspected of committing an offence set out in paragraph (a), (b) or (c) of section 84Q(2) and cannot be identified, | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 84T(1) | Duty to destroy dog seized under s 80 within 8 days after seizure if owner cannot be identified and authorised officer reasonably believes dog is restricted breed dog | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Domestic Animals Act 1994 | | | |
|---------------------------|--|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s84T(2) | Duty to notify the Secretary of certain information after destroying a dog under s 84T(1) | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | Notice must comply with requirements of s 84T(3) |
| s 84TA(1) | Power to destroy a dog seized under Part 7A in circumstances listed (a) - (c) | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | 84TA (4) & (5) Council must make decision within 48 hours and record the time and date of decision |
| s 84TC(1) | Power to destroy a dangerous dog if the dog was declared a dangerous dog and it is believed that the owner of the dog is guilty of an offence under s 24 or 26 | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | 84TC (4) & (5) Council must make decision within 48 hours and record the time and date of decision |
| s 84U | Duty to ensure seized animal is desexed before selling it | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 84V(2) | Power to give animal to an approved person or body | Manager Community Health and Safety (MCHSafety) | Where Council is authorised under this Act to destroy the animal |

South Gippsland Shire Council

| Domestic Animals Act 1994 | | | |
|---------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 84VA(1) | Power to recover any reasonable cost incurred by the Council for the care, transport, maintenance and disposal of the dog or cat for the whole or any part of the time from when the dog or cat is seized under Division 2 until the time when the dog or cat is disposed of under s 84TD | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 84VA(2) | Power to recover costs under s 84VA(1) from the owner, or person in charge of the dog or cat when the dog or cat was seized | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 84Y | Power to enter written agreement to seize, receive and retain, sell or destroy dogs or cats , as well as the power to give a seized dog or cat to a community foster care network, give a seized dog or cat to an animal shelter and/or charge fees for doing any of the things under the written agreement | Executive Director EC, Manager Community Health and Safety (MCHSafety) | |
| s 95 | Function of receiving payment of fines | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Domestic Animals Act 1994 | | | |
|---------------------------|---|---|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 98(1A) | Power to apply to VCAT for review of a decision by Minister in relation to registration of domestic animal business | Manager Community Health and Safety (MCHSafety) | |
| s 100A | Duty to notify Secretary where VCAT or Supreme Court sets aside a decision to declare a dog to be a dangerous dog, menacing dog or restricted breed dog | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | Notice must comply with requirements of s 100A(2) & (3) |
| s 100C | Function of receiving disclosed information from a person who is or was engaged in the administration of Part 5B or 5C | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 100D | Power to disclose information held by Council to another Council, a restricted authorised officer or a Departmental authorised officer for the purpose of the performance of Functions under Part 4 or Part 4AA or regulations under those Parts by that person | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Domestic Building Contracts Act 1995 | | | |
|--------------------------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 48R | Function of receiving details of alleged contraventions of building legislation | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |

| Education and Care Services National Law Act 2010 | | | |
|---|--|--------------------------|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 271(1) | Function of receiving information from National Authority in respect of education and care services | Executive Director EC | |
| s 271(2) | Function of receiving information from Regulatory Authority in respect of education and care services | Executive Director EC | |
| s 271(3) | Power to disclose information to authorities or government departments in respect of education and care services | Executive Director EC | |

South Gippsland Shire Council

| Education and Training Reform Act 2006 | | | |
|--|--|----------------|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 2.3.13 | Power to enter into and carry out a contract with the school Council | Not applicable | N/A |
| s 2.6.21B(1) | Function of receiving information from the Victorian Institute of Teaching in respect of a registered teacher or former registered teacher, or a provider of a program, unit or course of study, for a purpose specified in subsection (4) | Not applicable | |
| s 2.6.21B(2) | Power to provide information to the Victorian Institute of Teaching in respect of a registered teacher or former registered teacher or a provider of a program, unit or course of study for a purpose specified in subsection (4) | Not applicable | |
| s 4.9.4(1AAA) | Function of responding to requests by Victorian Registration and Qualifications Authority for information under s 4.9.4 | Not applicable | N/A |
| s 4.2.2(1)(g) | Function of receiving education, information and advice on Child Safe Standards | Not applicable | |
| s 5.8.24 | Function of receiving official warning from the Victorian Registration and Qualifications Authority | Not applicable | |

South Gippsland Shire Council

| Education and Training Reform Act 2006 | | | |
|--|--|----------------|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 5.8.30 | Duty to comply with an adverse publicity order | Not applicable | |

| Electoral Act 2002 | | | |
|--------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 108(1)(d)(ii) | Power to enable identification of a person | VEC Registrar, Coordinator Governance (CG) | |

South Gippsland Shire Council

| Electricity Safety Act 1998 | | | |
|-----------------------------|--|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 84C | Duty to keep trees clear of electrical lines on public land managed by Council | Coordinator Parks and Gardens (CP&G), Executive Director IS, Manager Infrastructure Maintenance (MIM), Manager Open Space and Environment (MOS&E), Supervisor Rural Vegetation (SRV) | Applies to public land, managed by Council, which has been declared under s 81 of the Electricity Safety Act 1998 for the purposes of Part 8 of the Act |
| s 86B | Duty to specify certain matters in municipal emergency management plan | Manager Community Health and Safety (MCHSafety) | |

| Emergency Management Act 2013 | | | |
|-------------------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 59 | Duty to establish a Municipal Emergency Management Planning Committee | Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Emergency Management Act 2013 | | | |
|-------------------------------|---|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 59B(1)(b) | Duty to nominate a member of Council staff to be the chairperson of the Municipal Emergency Management Planning Committee | Manager Community Health and Safety (MCHSafety) | The person nominated must have first been nominated by the CEO and the delegate cannot nominate themselves |
| s 59F(b) | Function of, in collaboration with other agencies and by the establishment of a Municipal Emergency Management Planning Committee, enabling community participation in emergency preparedness, including mitigation, response and recovery activities | Senior Emergency Management Officer (SEMO) | |
| s 59G(1) | Duty to appoint one or more municipal emergency management officers | Chief Executive Officer (CEO), Manager Community Health and Safety (MCHSafety) | |
| s 59H(1) | Duty to appoint one or more municipal recovery managers | Chief Executive Officer (CEO), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Emergency Management Act 2013 | | | |
|-------------------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 60AI(1)(ab) | Function of receiving a copy of the plan in a form suitable for publication on the municipal council's Internet site on behalf of the relevant Municipal Emergency Management Planning Committee | Senior Emergency Management Officer (SEMO) | |
| s 69 | Duty to comply with an information gathering notice issued by the Inspector-General for Emergency Management | Manager Community Health and Safety (MCHSafety), Senior Emergency Management Officer (SEMO) | |
| s 70 | Function of receiving draft review or report and providing comment or response to Inspector-General for Emergency Management | Manager Community Health and Safety (MCHSafety), Senior Emergency Management Officer (SEMO) | |
| s 70A(2) | Power to consent to entry of vessel, premises or vehicle | Manager Community Health and Safety (MCHSafety), Senior Emergency | |

South Gippsland Shire Council

| Emergency Management Act 2013 | | | |
|-------------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Management Officer (SEMO) | |
| s 70A(3) | Duty to provide the Inspector-General with a written response to a request for consent under s 70A(2) | Manager Community Health and Safety (MCHSafety), Senior Emergency Management Officer (SEMO) | |
| s 70B | Function of giving reasonable assistance to the Inspector-General for Emergency Management | Manager Community Health and Safety (MCHSafety), Senior Emergency Management Officer (SEMO) | |

South Gippsland Shire Council

| Environment Protection Act 2017 | | | |
|---------------------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 50(1)(ii) | Function of receiving application for permission | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 50(2) | Duty of advising applicant that application does not comply with s 50 | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 50A(1) | Power to require an applicant to pay a fee | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 50A(3) | Duty to give notice | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Environment Protection Act 2017 | | | |
|---------------------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 51A | Power to require an applicant to provide information | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 54(1) | Power to issue a permission subject to conditions specified in the permission | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 56(2)(b) | Function of receiving an application for the transfer of permit issued by Council | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 56(4) | Duty to either refuse or transfer the permit subject any conditions within 20 business days after receiving application | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Environment Protection Act 2017 | | | |
|---------------------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 56(5) | Duty to refuse to transfer permit if Council considers that the applicant is not a fit and proper person to hold a permit | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | Consider s 66 |
| s 56(6) | Duty to, as soon as practicable after making a decision, give applicant and holder of permit written notice | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 57(2)(b) | Function of receiving application for amendment of permit | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 57(4) | Duty to either refuse or amend permit subject to any conditions | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Environment Protection Act 2017 | | | |
|---------------------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 57(8) | Duty to, as soon as practicable after making a decision, give holder of permit written notice | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 58(1) | Power to amend a permission issued on own initiative | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 58(3) | Duty to, as soon as practicable after making a decision, give the permission holder written notice | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 59(2)(b) | Function of receiving application to surrender or revoke a permit | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Environment Protection Act 2017 | | | |
|---------------------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 59(4) | Duty to either consent to the surrender application subject to any conditions or refuse to consent to the surrender within 20 business days after receiving an application | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 59(7) | Duty to, as soon as practicable after making a decision, give the permit holder a written notice | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 59(9) & (10) | Duty to revoke the permissions if request received in writing and give the permit holder written notice | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 60(1) | Power to suspend a permission | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Environment Protection Act 2017 | | | |
|---------------------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 60(2) | Duty to give permit holder written notice if proposing to suspend a permission | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 60(3) | Duty to consider submissions | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 60(4) | Duty to, as soon as practicable after making a decision, give the permit holder with written notice | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 60(6) | Power to remove period of suspension | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Environment Protection Act 2017 | | | |
|---------------------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 60(7) | Power to extend period of suspension | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 60(8) | Duty to give permit holder written notice of decision to extend period of suspension | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 61(1) & (2) | Power to revoke permission on own initiative | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 61(3) | Duty to give permit holder written notice if proposing to revoke a permission | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Environment Protection Act 2017 | | | |
|---------------------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 61(4) | Duty to consider submissions | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 61(5) & (6) | Duty to, as soon as practicable, give permission holder written notice | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 81(1) | Duty to issue a permit subject to any conditions or refuse to issue a permit upon receiving an application under s 50 | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 81(4) | Duty to refuse to issue a permit in circumstances specified | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Environment Protection Act 2017 | | | |
|---------------------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 83(1) | Function of receiving application for exemption | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 83(3) | Duty to grant the exemption subject to any conditions or refuse to grant the exemption within 10 business days upon receiving application | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 84(1)(b) | Function of receiving renewal application | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 84(4) | Duty to renew or refuse to renew the permit | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Environment Protection Act 2017 | | | |
|---------------------------------|--|---|-------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 84(8) | Power to renew permit for (a) a period of not more than 5 years or (b) any shorter period prescribed | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 84(9) | Power to renew a permit more than once | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 114(2) | Power to appoint litter enforcement officer | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | Where Council is a litter authority |
| s 118(1)(b) | Function of receiving a written statement | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | Where Council is a litter authority |

South Gippsland Shire Council

| Environment Protection Act 2017 | | | |
|---------------------------------|---|---|-------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 121(1) | Power to issue a waste abatement notice | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | Where Council is a litter authority |
| s 121(6) | Power to direct the occupier of the place or premises to remove or dispose of the waste within the time specified in a waste abatement notice | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | Where Council is a litter authority |
| s 121(8) | Power to vary or revoke a waste abatement notice | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | Where Council is a litter authority |
| s 122(1) | Power to remove or dispose of waste or object or thing | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | Where Council is a litter authority |

South Gippsland Shire Council

| Environment Protection Act 2017 | | | |
|---------------------------------|--|---|-------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 122(2) | Power to recover any reasonable costs incurred in taking action under this section | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | Where Council is a litter authority |
| s 131(1) | Function of receiving signed written report | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 131(2) | Power to take further action | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 156(1) | Duty to comply with Order of the Governor in Council | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Environment Protection Act 2017 | | | |
|---------------------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 171(1) | Power to appoint a residential noise enforcement officer | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 172(1) | Power to issue a residential noise improvement notice | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 172(5)(a) | Power to extend time to comply with residential noise improvement notice | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 172(5)(b) | Power to revoke or amend any requirement specified in a residential noise improvement notice | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Environment Protection Act 2017 | | | |
|---------------------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 174(1) | Power to apply for injunctions relating to residential noise | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 242(2) | Power to appoint an employee or class of employee as an authorised officer for the purposes of the power or function delegated to council | No delegate | |
| s 242(2A) | Power to appoint a specified person or each member of a specified class of person as an authorised officer for the purposes of the power or function delegated to council | No delegate | |
| s 242(2B) | Duty to prepare and give to the Authority a written report | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Environment Protection Act 2017 | | | |
|---------------------------------|--|---|-------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 347(3) | Power to take proceedings for an offence against a provision relating to permits under the Environment Protection Regulations 2021 | No delegate | As per Authorisations issued by CEO |
| s 347(4) | Power to take proceedings for an offence against a provision of Part 6.3 | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | Where Council is a litter authority |
| s 347(7) | Power to appoint a person who is an employee or an officer of council to take proceedings for offences under ss 25, 27, 286, 287 and 288 | No delegate | |

South Gippsland Shire Council

| Environment Protection Regulations 2021 | | | |
|---|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| r 21(2) | Power to require an applicant to provide additional information | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| r 25 | Power to administer prescribed permit activities | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| r 33 | Duty to inspect on-site wastewater management system and power to issue a certificate approving the use of the system if satisfied that the system complies with the permit | Environmental Health Officer (EHO), WWO, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| r 100(1) | Duty to provide information | Manager Infrastructure Planning (MIP), Coordinator Sustainability (CS), Executive Director IS, Supervisor Waste Management (SWM) | |

South Gippsland Shire Council

| Environment Protection Regulations 2021 | | | |
|---|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| r 100(5) | Duty to provide a report under subregulation (1) within 3 months after the end of the financial year to which the report relates | Manager Infrastructure Planning (MIP), Coordinator Sustainability (CS), Executive Director IS, Supervisor Waste Management (SWM) | |
| r 161 | Function of receiving notification | Environmental Health Officer (EHO), WWO, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| r 162(2) | Power to inspect records under subregulation 1 | Environmental Health Officer (EHO), WWO, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| r 171 | Power to take proceedings for specified offences relating to on-site wastewater management systems | Environmental Health Officer (EHO), WWO, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Environment Protection Regulations 2021 | | | |
|---|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| r 215 | Power to (a) waive the fee, in whole or parts; or (b) refund the fee paid, in whole or part | Environmental Health Officer (EHO), WWO, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| r 220(2) | Duty to give a person a reasonable opportunity to provide further information in order to decide a new application | Environmental Health Officer (EHO), WWO, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |

| Estate Agents Act 1980 | | | |
|------------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 70E(3) | Duty to comply with request of Director or Inspector under s 70E(1) to provide answers or supply information | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Executive Director IS | |

South Gippsland Shire Council

| Family Violence Protection Act 2008 | | | |
|-------------------------------------|---|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 144D(3) | Duty to only share confidential information to the extent permitted by Part 5A, or the Regulations | Coordinator Children and Family Services (CC&FS), Executive Director EC | Where Council is an 'information sharing entity' |
| s 144KA | Power to disclose confidential information to a risk assessment entity for a family violence assessment purpose | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | Where Council is an 'information sharing entity' |
| s 144KB(1) | Function of receiving a request from a risk assessment entity for confidential information for a family violence assessment purpose | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | Where Council is an 'information sharing entity' |
| s 144KB(2) | Function of receiving confidential information from a risk assessment entity to assist with identifying the confidential information that is relevant to the request and determining whether to disclose confidential information | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | Where Council is an 'information sharing entity' and a 'responding entity' |

South Gippsland Shire Council

| Family Violence Protection Act 2008 | | | |
|-------------------------------------|---|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 144KB(3) | Duty to provide to the risk assessment entity written reasons for its failure to comply with the request | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | Where Council is an 'information sharing entity' and a 'responding entity' |
| s 144KC(1) | Duty to disclose confidential information to a risk assessment entity that has requested the information for a family violence assessment purpose | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | Where Council is an 'information sharing entity' |
| s 144LA | Power to disclose confidential information to another information sharing entity for a family violence protection purpose | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | Where Council is an 'information sharing entity' |
| s 144LB(1) | Power to request confidential information from another information sharing entity for a family violence protection purpose | Coordinator Children and Family Services (CC&FS), Executive Director EC, | Where Council is an 'information sharing entity' and a 'requesting entity' |

South Gippsland Shire Council

| Family Violence Protection Act 2008 | | | |
|-------------------------------------|---|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Manager Community Health and Safety (MCHSafety) | |
| s 144LB(1) | Function of receiving a request for confidential information from another information sharing entity for a family violence protection purpose | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | Where Council is an 'information sharing entity' and a 'responding entity' |
| s 144LB(2) | Power to provide the responding entity with any confidential information that may assist the responding entity to identify the confidential information relevant to the request or determine whether to disclose the confidential information | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | Where Council is an 'information sharing entity' and a 'requesting entity' |
| s 144LB(2) | Function of receiving confidential information from the requesting entity to assist with identifying the confidential information relevant to the request or determining whether to disclose the confidential information | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | Where Council is an 'information sharing entity' and a 'responding entity' |

South Gippsland Shire Council

| Family Violence Protection Act 2008 | | | |
|-------------------------------------|--|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 144LB(3) | Duty to provide to the requesting entity written reasons for Council's failure to comply with the request | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | Where Council is an 'information sharing entity' and a 'responding entity' |
| s 144LB(3) | Function of receiving from the responding entity written reasons for failure to comply with the request | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | Where Council is an 'information sharing entity' and a 'requesting entity' |
| s 144LC(1) | Duty to disclose confidential information to another information sharing entity that has requested the confidential information for a family violence protection purpose | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | Where Council is an 'information sharing entity' and a 'responding entity' |
| s 144LC(1) | Function of receiving a request for confidential information from another information sharing entity where the information is for a family violence protection purpose | Coordinator Children and Family Services (CC&FS), Executive Director EC, | Where Council is an 'information sharing entity' and a 'responding entity' |

South Gippsland Shire Council

| Family Violence Protection Act 2008 | | | |
|-------------------------------------|---|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Manager Community Health and Safety (MCHSafety) | |
| s 144LD | Power to collect or use any confidential information disclosed to it for a family violence protection purpose | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | Where Council is an 'information sharing entity' |
| s 144M(1) | Power to disclose confidential information about a person of concern to a primary person for a family violence protection purpose if the confidential information is not excluded information | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | Where Council is an 'information sharing entity' |
| s 144M(2) | Power to disclose confidential information about a person of concern to the persons set out in s 144M(2)(a) and (b) if the primary person is a child and the confidential information is not excluded information | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | Where Council is an 'information sharing entity' |

South Gippsland Shire Council

| Family Violence Protection Act 2008 | | | |
|-------------------------------------|---|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 144N | Power to collect, use and disclose confidential information about a relevant person without consent | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | Where Council is an 'information sharing entity' |
| s 144NA | Duty not to collect, use or disclose confidential information about a primary person who is an adult unless s 144NA(a) or (b) applies | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | Where Council is an 'information sharing entity' |
| s 144NB | Duty not to collect, use or disclose confidential information about a linked person unless s 144NB(a) or (b) applies | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | Where Council is an 'information sharing entity' |
| s 144NC(1) | Power to collect, use and disclose confidential information about a primary person who is a child without the consent of any person if s 144NC(1)(a) or (b) applies | Coordinator Children and Family Services (CC&FS), Executive Director EC, | Where Council is an 'information sharing entity' |

South Gippsland Shire Council

| Family Violence Protection Act 2008 | | | |
|-------------------------------------|--|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Manager Community Health and Safety (MCHSafety) | |
| s 144NC(2) | Power to collect, use and disclose confidential information about a primary person who is an adult or a linked person without the consent of the linked person if the information relates to confidential information set out in s 144NC(1)(a) and (b) | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | Where Council is an 'information sharing entity' |
| s 144ND(1) | Power to obtain consent from the primary or linked person's authorised representatives, unless the authorised representative is a person of concern or is alleged to pose a risk of family violence | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | Where Council is an 'information sharing entity' |
| s 144P(5) | Duty to comply with any guidelines issued under s 144P when handling confidential information in accordance with Part 5A | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | Where Council is an 'information sharing entity' |

South Gippsland Shire Council

| Family Violence Protection Act 2008 | | | |
|-------------------------------------|---|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 144PB | Duty to record the prescribed information in respect of the information sharing entity's collection, use and disclosure of confidential information in accordance with Part 5A, and the Regulations | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | Where Council is an 'information sharing entity' |
| s 144QA | Power to refuse to give an individual access to their confidential information under a relevant privacy law if s 144QA(1)(a) and (b) apply | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | Where Council is an 'information sharing entity' |
| s 190 | Duty to ensure that Council's relevant policies, procedures, practice guidance and tools align with the Framework | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | Where Council is a 'framework organisation' that provides services relevant to family violence risk assessment and family violence risk management |

South Gippsland Shire Council

| Fences Act 1968 | | | |
|-----------------|---|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 14(2) | Function of providing certain information to assist an owner of land to give a fencing notice | Coordinator Property (CP), Rates and Valuations Administration Officer (R&VAO), NAR Administration Officer (NAR Admin Off), Senior Revenue Officer (SRO), Coordinator Buildings (BC), Manager Financial Strategy (MFS), Coordinator Building and Recreation Assets (CB&R) | |
| s 16(1) | Power to agree with adjoining owner of land on a fence line other than common boundary | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | <p>With respect to land owned by or under the control of Council</p> <hr/> <p>The power to agree to standard of fencing and cost sharing incurred by Council is limited to Building Coordinator, Coordinator Property and Coordinator Building and Recreation.</p> |

South Gippsland Shire Council

Filming Approval Act 2014

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|----------------------|--|---|---|
| sch 1 Principle 1 | Duty to not unreasonably withhold the approval of an application for a film permit, subject to this Act and any other Act | Manager Regional Partnerships (MRP), Coordinator Economic Development (CED), Executive Manager CC | |
| | Power to consider operational requirements such as commercial agreements and the maintenance of any land or facilities. or to consider public amenity, safety and security, and environmental and heritage impacts when approving a permit application | Manager Regional Partnerships (MRP), Coordinator Economic Development (CED), Executive Manager CC | Subject to required internal consultation with relevant departments - including the Property team in accordance with Council's Film Policy. |
| sch 1 Principle 2 | Duty to approve or refuse an application for a film permit in a timely manner and to take reasonable steps to respond to an applicant within 5 business days | Manager Regional Partnerships (MRP), Coordinator Economic Development (CED), Executive Manager CC | |
| sch 1 Principle 3 | Duty to give reasons for refusal of a film permit application. | Manager Regional Partnerships (MRP), Coordinator Economic | |

South Gippsland Shire Council

| Filming Approval Act 2014 | | | |
|---------------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Development (CED), Executive Manager CC | |
| sch 1 Principle 4 | Duty to take reasonable steps to provide a single point of contact to deal with commercial filming on public land | Manager Regional Partnerships (MRP), Coordinator Economic Development (CED), Executive Manager CC | |
| sch 1 Principle 5 | Duty to ensure that any application forms and other documents required to consider an application for a film permit are consistent with any standard forms or documents issued by Film Victoria | Manager Regional Partnerships (MRP), Coordinator Economic Development (CED), Executive Manager CC | |
| sch 1 Principle 6 | Duty for fees charged for applications for film permits and issuing film permits not exceed cost recovery | Manager Regional Partnerships (MRP), Coordinator Economic Development (CED), Executive Manager CC | |

South Gippsland Shire Council

Filming Approval Act 2014

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|----------------------|---|---|-----------------------------------|
| sch 1 Principle 7 | Duty to publish information about how a person may apply for a film permit on its website or on a website approved by Film Victoria | Manager Regional Partnerships (MRP), Coordinator Economic Development (CED), Executive Manager CC | |
| sch 1 Principle 8 | Duty to take reasonable steps to ensure that staff responsible for considering and issuing film permits are given appropriate information regarding the film industry | Manager Regional Partnerships (MRP), Coordinator Economic Development (CED), Executive Manager CC | |

Fines Reform Act 2014

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|--|-----------------------------------|
| s 10F(4) | Function of receiving notice from Director regarding where infringement notice waived | Executive Director EC, Senior Community Safety Officer (SCSO), Coordinator Community Safety | |

South Gippsland Shire Council

| Fines Reform Act 2014 | | | |
|-----------------------|---|---|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 10S(1) | Function of receiving a direction to suspend any enforcement action | Executive Director EC, Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 10S(4) | Function of receiving notice of family violence scheme (FVS) applications | Executive Director EC, Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 10U(1)(c) | Function of receiving a direction to withdraw an infringement notice and take no further action in relation to the relevant offence | Executive Director EC, Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 10U(2)(a) | Duty to withdraw an infringement notice | Executive Director EC, Coordinator Environmental Health (EHC), | If directed by the Director of Fines Victoria and within 28 days of the direction |

South Gippsland Shire Council

| Fines Reform Act 2014 | | | |
|-----------------------|--|---|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | By issuing a withdrawal notice that complies with s 19(a) and (b)(iii) of the Infringements Act 2006 |
| s 10U(2)(b) | Duty to notify the Director and the FVS eligible person of the withdrawal of the infringement notice | Executive Director EC, Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 10V(4) | Function of receiving a direction to, and a duty to, take no enforcement action during the enforcement suspension period | Executive Director EC, Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 10V(6) | Power to take any action referred to in s 38(1)(a) with respect to the FVS eligible offence | Executive Director EC, Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | if an effective known user statement is cancelled under s 84BF of the Road Safety Act 1986, and the FVS eligible offence is referred to Council |

South Gippsland Shire Council

| Fines Reform Act 2014 | | | |
|-----------------------|---|---|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 10V(7)(c) | Function of receiving a direction to withdraw an infringement notice and take no further action in relation to the relevant offence | Executive Director EC, Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 10V(9)(a) | Duty to withdraw an infringement notice | Executive Director EC, Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | If directed by the Director of Fines Victoria and within 28 days of the direction By issuing a withdrawal notice that complies with s 19(a) and (b)(iii) of the Infringements Act 2006 |
| s 10V(9)(b) | Duty to notify the Director and the FVS eligible person of the withdrawal of the infringement notice | Executive Director EC, Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Fines Reform Act 2014 | | | |
|-----------------------|---|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 10W(1) | Function of receiving a written notice of the Director of Fines Victoria's determination | Executive Director EC, Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | If the Director of Fines Victoria determines that an FVS applicant is not an FVS eligible person in respect of an FVS eligible offence |
| s 10W(4) | Power to, 21 days after the Director has notified the FVS applicant of their ineligibility, immediately resume enforcement action | Executive Director EC, Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | If the Director of Fines Victoria determines that an FVS applicant is not an FVS eligible person in respect of the relevant FVS eligible offence under s 10T |
| s 10X(2) | Function of receiving referred matters from the Director of Fines Victoria | Executive Director EC, Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 10Y(1)(a) | Power to withdraw an infringement notice and take no further action or issue an official warning | Executive Director EC, Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | Where the Director of Fines Victoria refers an infringement offence under s 10X(2) |

South Gippsland Shire Council

| Fines Reform Act 2014 | | | |
|-----------------------|--|---|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | | by issuing a withdrawal notice under s 19 of the Infringements Act 2006 |
| s 10Y(1)(b) | Power to file a charge-sheet charging the offence | Executive Director EC, Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 16 | Function of registering infringement fines with Director of Fines Victoria and paying the prescribed fee | Executive Director EC, Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 20(4) | Function of being advised by Director of Fines Victoria of determination | Executive Director EC, Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Fines Reform Act 2014 | | | |
|-----------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 21(1) | Power to withdraw infringement notice, issue official warning or file a charge-sheet upon receipt of notice under s 20 | Executive Director EC, Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 21A | Duty to notify Director of Fines Victoria of commencement of proceeding by filing a charge-sheet under s 21(1)(c) in writing | Executive Director EC, Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 22 | Power to request Director of Fines Victoria not to issue or serve notice of final demand | Executive Director EC, Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 37(2) | Function of receiving written notice of enforcement cancellation from Director of Fines Victoria | Executive Director EC, Senior Community Safety Officer (SCSO), Coordinator Community Safety | |

South Gippsland Shire Council

| Fines Reform Act 2014 | | | |
|-----------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 38 | Duty, once served notice of an enforcement cancellation notice, to withdraw notice, withdraw notice and issue a written warning or withdraw notice and commence proceeding | Executive Director EC, Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 38A | Duty to notify Director of Fines of commencement of proceeding by filing a charge-sheet under s 38(1)(a)(iii) in writing | Executive Director EC, Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 43 | Power to refer infringement fine to Director of Fines Victoria for management by payment arrangement upon request | Executive Director EC, Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Fines Reform Act 2014 | | | |
|------------------------------|--|---|-----------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 44 | Function of receiving notice of notification of refusal of application under s 43 | Executive Director EC, Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 48(2) | Duty to request Director of Fines Victoria to remove infringement fine if infringement notice withdrawn | Executive Director EC, Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 54(1) | Duty to provide Director of Fines Victoria with most up-to-date contact details of persons where referring infringement fine | Executive Director EC, Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 54(5) | Function of receiving notice from Director of Fines Victoria where fine recipient makes certain requests or | Executive Director EC, Senior Community Safety Officer (SCSO), Coordinator Community Safety | |

South Gippsland Shire Council

| Fines Reform Act 2014 | | | |
|-----------------------|--|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | the payment arrangement that applies to that person is cancelled under s 56 | (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 174 | Function of receiving request from the Director of Fines Victoria or the sheriff | Executive Director EC, Senior Community Safety Officer (SCSO), Manager Financial Strategy (MFS), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | Where Council is a 'specified body' |
| s 175 | Duty to comply with a request from the Director of Fines Victoria or the Sheriff for the supply of information for the purpose of enforcing registered fines | Executive Director EC, Senior Community Safety Officer (SCSO), Manager Financial Strategy (MFS), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | Where Council is a 'specified body' Unless the CEO of the Council certifies in writing that exceptional circumstances apply |

South Gippsland Shire Council

| Fire Rescue Victoria Act 1958 | | | |
|-------------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 4J(4) | Function of consulting with Fire District Review Panel | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe) | |
| s 5 | Duty to take all practicable steps to prevent fire and minimise spread of fires | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe) | |
| s 5(2) | Power to acquire equipment and do anything necessary to fulfil duty under s 5(1) and pay for it from municipal fund | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe) | |
| s 5A(1)(a) | Duty to appoint fire prevention officer | Not Delegated | CEO |
| s 5A(1)(b) | Power to appoint assistant fire prevention officer | Coordinator Community Safety (CCSafe) | |
| s 72(1) | Power to request the Board to carry out fire prevention works | Coordinator Community Safety (CCSafe) | |

South Gippsland Shire Council

| Fire Rescue Victoria Act 1958 | | | |
|-------------------------------|---|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 72(2) | Duty to pay for any fire prevention work carried out | Coordinator Community Safety (CCSafe) | |
| s 72(3) | Power to consent to carrying out fire prevention work | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe) | |
| s 77(3) | Function of receiving penalties recovered for offences committed against s 91 | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe) | If fire prevention notice was issued by a fire prevention officer |

| Fire Services Property Levy Act 2012 | | | |
|--------------------------------------|------------------------------------|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 9(9) | Power to apportion any levy amount | Executive Director SI , Manager Financial Strategy (MFS) | For 2 or more parcels of land which have a combined valuation and are owned separately |

South Gippsland Shire Council

| Fire Services Property Levy Act 2012 | | | |
|--------------------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 9A(1) | Function of receiving application for single farm enterprise exemption | Senior Revenue Officer (SRO), Executive Director SI , Manager Financial Strategy (MFS) | |
| s 9A(2)(b) | Power to specify form and timeframe for making applications under s 9A(1) | Senior Revenue Officer (SRO), Executive Director SI , Manager Financial Strategy (MFS) | |
| s 9A(3) | Power to require further particulars or for applicant to verify particulars regarding application | Senior Revenue Officer (SRO), Executive Director SI , Manager Financial Strategy (MFS) | |
| s 9A(4) | Function of receiving notice of changes in circumstances | Senior Revenue Officer (SRO), Executive Director SI , Manager Financial Strategy (MFS) | |

South Gippsland Shire Council

| Fire Services Property Levy Act 2012 | | | |
|--------------------------------------|--|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 19 and 20 | Duty to pay levy amount in respect of leviable land owned by Council | Senior Revenue Officer (SRO), Coordinator Accounting , Manager Financial Strategy (MFS) | Note: Council is only liable to pay the relevant fixed charge in respect of land described in s 20(1) |
| s 21(3)(a) | Function of assessing the amount of levy payable | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 21(3)(b) | Function of collecting the levy payable | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 21(4)(a) | Function of assessing the amount of levy payable | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | If Council has been directed to be a collection agency in respect of non-rateable leviable land not located within its municipal district boundaries |
| s 21(4)(b) | Function of collecting the levy payable | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | If Council has been directed to be a collection agency in respect of non-rateable leviable land not located within its municipal district boundaries |

South Gippsland Shire Council

| Fire Services Property Levy Act 2012 | | | |
|--------------------------------------|--|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 22 | Power to exercise powers and functions under s 121 of the Local Government Act 2020 (land information certificates) and s 313 of the Local Government Act 2020 (institute proceedings) | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 24 | Duty to keep levy records in accordance with s 24 | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 25(1) | Duty to give a written notice to the owner of leviable land or to another specified person if requested by owner | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 25(6) | Duty to transfer the amount of levy collected to the Commissioner | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 27(1) | Power to defer payment of levy in respect of rateable leviable land where applicant shows hardship | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | s 170 of the Local Government Act 1989 applies, subject to modifications set out in s 27. |

South Gippsland Shire Council

| Fire Services Property Levy Act 2012 | | | |
|--------------------------------------|---|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | | Note: may only defer levy if have deferred rates or charges under s 170 of the Local Government Act 1989 for that land |
| s 27(1) | Power to require payment of levy in respect of rateable leviable land where applicant no longer in hardship or no longer occupies land | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | s 170 of the Local Government Act 1989 applies, subject to modifications set out in s 27 |
| s 27(1) | Power to waive levy in respect of rateable leviable land | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | s 171 of the Local Government Act 1989 applies, subject to modifications set out in s 27(4) Note: may only waive levy if have waived rates or charges under s 171 of the Local Government Act 1989 for that land |
| s 27(1) | Duty to waive levy upon receipt of an application which complies with s 171(4) of the Local Government Act 1989, in respect of rateable leviable land | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | s 171 of the Local Government Act 1989 applies, subject to modifications set out in s 27(4) |

South Gippsland Shire Council

| Fire Services Property Levy Act 2012 | | | |
|--------------------------------------|---|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | | Note: may only waive levy if have waived rates or charges under s 171 of the Local Government Act 1989 for that land |
| s 27(1) | Power to decide to treat a person to whom a waiver is granted as having made a continuing application or waiver in respect of rateable leviable land, in accordance with s 171(4)(f) of the Local Government Act 1989 | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | s 171 of the Local Government Act 1989 applies, subject to modifications set out in s 27(4) Note: may only waive levy if have waived rates or charges under s 171 of the Local Government Act 1989 for that land |
| s 27(1) | Function of receiving application for waiver of levy in respect of rateable leviable land | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | s 171A of the Local Government Act 1989 applies, subject to modifications set out in s 27(4) |

South Gippsland Shire Council

| Fire Services Property Levy Act 2012 | | | |
|--------------------------------------|---|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | | Note: may only waive levy if have waived rates or charges under s 171A of the Local Government Act 1989 for that land |
| s 27(1) | Power to require information or verification in respect of rateable leviable land | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | s 171A of the Local Government Act 1989 applies, subject to modifications set out in s 27(4) Note: may only waive levy if have waived rates or charges under s 171A of the Local Government Act 1989 for that land |
| s 27(1) | Power to waive levy or levy interest in respect of rateable leviable land | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | s 171A of the Local Government Act 1989 applies, subject to modifications set out in s 27(4) Note: may only waive levy if have waived rates or charges under s 171A of the Local Government Act 1989 for that land |

South Gippsland Shire Council

| Fire Services Property Levy Act 2012 | | | |
|--------------------------------------|---|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | | |
| s 28(1) | Power to defer payment of levy in respect of non-rateable leviable land where applicant shows hardship | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | s 170 of the Local Government Act 1989 applies, subject to modifications set out in s 28 |
| s 28(1) | Power to require payment of levy in respect of non-rateable leviable land where applicant no longer in hardship or no longer occupies land | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | s 170 of the Local Government Act 1989 applies, subject to modifications set out in s 28 |
| s 28(1) | Power to waive levy in respect of non-rateable leviable land | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | s 171 of the Local Government Act 1989 applies, subject to modifications set out in s 28(4) |
| s 28(1) | Duty to waive levy upon receipt of an application which complies with s 171(4) of the Local Government Act 1989, in respect of non-rateable leviable land | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | s 171 of the Local Government Act 1989 applies, subject to modifications set out in s 28(4) |

South Gippsland Shire Council

Fire Services Property Levy Act 2012

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|--|--|
| s 28(1) | Power to decide to treat a person to whom a waiver is granted as having made a continuing application or waiver in respect of non-rateable leviable land, in accordance with s 171(4)(f) of the Local Government Act 1989 | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | s 171 of the Local Government Act 1989 applies, subject to modifications set out in s 28(4) |
| s 28(1) | Function of receiving application for waiver of levy in respect of non- rateable leviable land | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | s 171A of the Local Government Act 1989 applies, subject to modifications set out in s 28(4) |
| s 28(1) | Power to require information or verification in respect of non-rateable leviable land | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | s 171A of the Local Government Act 1989 applies, subject to modifications set out in s 28(4) |
| s 28(1) | Power to waive levy or levy interest in respect of non-rateable leviable land | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | s 171A of the Local Government Act 1989 applies, subject to modifications set out in s 28(4) |
| s 29(1) | Duty to give concession | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |

South Gippsland Shire Council

Fire Services Property Levy Act 2012

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|--|-----------------------------------|
| s 30(1) | Duty to require a person to pay levy interest | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 30(3) | Power to obtain court order requiring payment of levy | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 30(4) | Power to waive levy interest where court order obtained under s 30(3) | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 30(5) | Power to exempt any person from paying the whole or part of levy interest, in accordance with s 30(5)(a) or (b) | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 30(6) | Power to recover levy interest due in the same way as Council recovers the levy amount | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |

South Gippsland Shire Council

Fire Services Property Levy Act 2012

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|--|--|
| s 31(1) | Power to recover the whole of the levy from either all, any or one persons jointly liable to pay levy | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | Where 2 or more persons jointly liable to pay levy |
| s 31A(2)(a) | Duty to refund amount of levy proportionate to the part of levy year remaining where land ceases to be leviable land and levy payment has already been made | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 31A(2)(b) | Duty to only require proportionate amount of levy to be paid where land ceases to be leviable land and levy payment has not already been made | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 32(7) | Power to recover amount in arrears, in accordance with s 32(7) | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 33(1) | Power to send notice where levy due and unpaid | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |

South Gippsland Shire Council

Fire Services Property Levy Act 2012

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|--|--|
| s 33(5) | Power to recover unpaid amount due | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 34 | Duty to make adjustment and apply or refund overpayment in accordance with s.34 and give a revised assessment notice to the owner or specified person | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | Where an objection, review or appeal results in the alteration of a valuation or a decision to attribute a different AVPCC |
| s 35(1) | Power to recover unpaid levy amount | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 35(4)(b) | Power to request occupier to disclose the amount of rent and name and address of person to whom rent is payable | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 36(1) | Function of receiving application for refund of amounts overpaid | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |

South Gippsland Shire Council

Fire Services Property Levy Act 2012

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|--|--|-----------------------------------|
| s 36(4) | Duty to refund overpayment, if determined that the payment was in excess of amount owed | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 36(5) | Power to refund overpayment, if determined that the payment was in excess of amount owed | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 37(1) | Duty to separately account for levy amounts and levy interest collected | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 37(3) | Power to retain any interest earned on levy amounts and levy interest | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 37(5) | Duty to refund over payment | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |

South Gippsland Shire Council

| Fire Services Property Levy Act 2012 | | | |
|---|--|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 38(1) | Power to cancel assessment of person's liability to pay levy if satisfied that an assessment has been made in error | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 38(2) | Duty to comply with requirements in s 38(2) where Council has made an assessment in error | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 39(2) | Duty to conduct another assessment of the levy amount and, if applicable, give the owner or specified person a revised assessment notice, in accordance with s 39(2) | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 39(3) | Duty to refund payment in excess of amount owed and any interest accrued | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 40 | Duty to submit a return to the Commissioner | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | In a form approved by the Commissioner and in accordance with any directions issued by the Minister |

South Gippsland Shire Council

| Fire Services Property Levy Act 2012 | | | |
|---|---|--|-----------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 41(1) | duty to pay all levy amounts and levy interest received to the Commissioner in 4 instalments | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 41(4) | Power to decide to forward late payments of levy amounts and levy interest to the Commissioner at the same time as the next instalment is payable | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 71(1) | Function of receiving application for alteration of levy records | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 71(2) | Power to specify the manner and form of applications under s 71(1) | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 72 | Duty to comply with any Ministerial directions issued under s 72 | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |

South Gippsland Shire Council

| Flora and Fauna Guarantee Act 1988 | | | |
|------------------------------------|---|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 4C(1) | Function of receiving a request for information from the Minister | Coordinator Sustainability (CS), Coordinator Biodiversity (SB), Manager Open Space and Environment (MOS&E) | Where Council is a public authority |
| s 4C(2) | Duty to comply with a Minister's request for information under s 4C(1) | Coordinator Sustainability (CS), Coordinator Biodiversity (SB), Manager Open Space and Environment (MOS&E) | Where Council is a public authority |
| s 7(2) | Function of consulting with the Secretary either before the action starts or, if the action has already started, within 15 days of the request being made | Coordinator Sustainability (CS), Coordinator Biodiversity (SB), Manager Open Space and Environment (MOS&E) | Where Council is a public authority If the Secretary is of the opinion that an action taken or to be taken by Council is likely to threaten the survival of a listed taxon or community of flora or fauna or a critical habitat |
| s 20B(1)(a) | Function of receiving written notice from the Secretary | Coordinator Sustainability (CS), Coordinator Biodiversity (SB), | Where Council is a landholder of any land that is within the area of the proposed determination |

South Gippsland Shire Council

| Flora and Fauna Guarantee Act 1988 | | | |
|------------------------------------|---|---|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Manager Open Space and Environment (MOS&E) | |
| s 20B(1)(b) | Function of receiving written notice from the Secretary | Coordinator Sustainability (CS), Coordinator Biodiversity (SB), Manager Open Space and Environment (MOS&E) | Where Council is a public authority that performs a function or exercises a power in the area of the proposed determination |
| s 20B(5) | Power to request that the information set out in s 20B(3) be withheld | Coordinator Sustainability (CS), Coordinator Biodiversity (SB), Manager Open Space and Environment (MOS&E) | Where Council is a landholder |
| s 25(1) | Function of being party to an agreement for management of flora and fauna | Manager Infrastructure Planning (MIP), Coordinator Sustainability (CS), Coordinator Biodiversity (SB), Environmental Projects Officer (EPO), Manager Planning and Building Services (MPBS), Manager Open Space and Environment (MOS&E) | |

South Gippsland Shire Council

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

South Gippsland Shire Council

| Food Act 1984 | | | |
|---------------|---|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 7D(3) | Duty to comply with a declaration made by the Secretary under s 7D(1) | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 7E(6) | Duty to publish a copy of a direction given by the Minister under s 7E(1) in the annual report | Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 19(4)(b) | Duty to notify the Secretary of the making of the order | Environmental Health Officer (EHO), Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | If s 19(1) applies |
| s 19(4)(c) | Duty to notify the registration authority of the making of the order and any appeal and the outcome of the appeal | Environmental Health Officer (EHO), Executive Director EC, Coordinator Environmental Health (EHC), Manager | If s 19(1) applies and if Council is not the registration authority |

South Gippsland Shire Council

| Food Act 1984 | | | |
|---------------|---|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Community Health and Safety (MCHSafety) | |
| s 19A(4)(b) | Function of receiving notice from authorised officer | Environmental Health Officer (EHO), Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | Where Council is the registration authority |
| s 19BA(3) | Duty to give notice of the variation or revocation of the order to the general public in the same manner as the original notice | Environmental Health Officer (EHO), Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | Must be done by the same person as gave the original notice |
| s 19EA(3) | Function of receiving a copy of any significant revision made to the food safety program | Environmental Health Officer (EHO), Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | Where Council is the registration authority |

South Gippsland Shire Council

| Food Act 1984 | | | |
|----------------------|---|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 19H(5)(a) & (5)(b) | Duty to take into account (a) the food safety performance of the food business; and (b) any guidelines issued by the Secretary in determining the frequency and intervals of the assessments and audits | Environmental Health Officer (EHO), Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | Where Council is the registration authority |
| s 19I | Duty to conduct a food safety assessment as required under s 19H | Environmental Health Officer (EHO), Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | Subject to s 19J Where Council is the registration authority |
| s 19IA(2) | Duty to give written notice to proprietor if food safety requirements or s 19DC(2) have not been complied with unless s 19IA(3) applies. | Environmental Health Officer (EHO), Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | Where Council is the registration authority |
| s 19N | Function of receiving information from a food safety auditor | Environmental Health Officer (EHO), Executive Director EC, Coordinator | Where Council is the registration authority |

South Gippsland Shire Council

| Food Act 1984 | | | |
|---------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 19U(4) | Duty to ensure that information relating to costs of a food safety audit are available for inspection by the public | Environmental Health Officer (EHO), Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 19UA(4) | Duty to consider proprietor's history of compliance in deciding whether to charge the fee | Environmental Health Officer (EHO), Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 19UA(5) | Duty to ensure that the method of determining a fee under s 19UA(3)(a) and the considerations that apply under s 19UA(4) are available for inspection by the public | Environmental Health Officer (EHO), Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Food Act 1984 | | | |
|----------------------|---|---|-----------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 20(1C) | Duty to ensure authorised officers are suitably qualified or trained | Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 20(2) | Power to limit or impose conditions on the authority granted to an authorised officer | Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 26(5) | Duty to destroy or dispose of article | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 32(1) | Duty to submit samples of food for analysis | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 32(3) | Function of receiving report by analyst | Environmental Health Officer (EHO), Coordinator Environmental Health | |

South Gippsland Shire Council

| Food Act 1984 | | | |
|---------------|---|---|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 35A(2) | Function of receiving notice of operation from the proprietor of a food premises | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | Where Council is the registration authority |
| s 37 | Function of receiving application, information and documents required under s 36 from the proprietor of a food business | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 38(3) | Duty to consult with the Secretary about the proposed exemption under s 38(2) | Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 38AA(2) | Function of being notified of operation | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | Where Council is the registration authority |

South Gippsland Shire Council

| Food Act 1984 | | | |
|----------------------|---|---|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 38AA(4) | Duty to determine whether the food premises are exempt from the requirement of registration | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSAFETY) | Where Council is the registration authority |
| s 38A(5) & (6) | Function of receiving a food safety audit certificate from a proprietor | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSAFETY) | Where Council is the registration authority |
| s 38B(1)(c) | Duty to inspect premises | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSAFETY) | Where Council is the registration authority |
| s 38E(1)(c) | Function of assessing the requirement for a food safety program | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSAFETY) | Where Council is the registration authority |

South Gippsland Shire Council

| Food Act 1984 | | | |
|----------------------|---|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 38E(3)(a) | Function of receiving certificates | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSAFETY) | Where Council is the registration authority |
| s 38F(3)(a) | Duty to note the change to the classification of the food premises on the certificate of registration | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSAFETY) | Where Council is the registration authority |
| s 39(2) | Duty to inspect within 12 months before renewal of registration | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSAFETY) | Where Council is the registration authority |
| s 39(3) | Duty to inspect within 3 months before renewal of registration if circumstances in s 39(3)(a)-(d) apply | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSAFETY) | Where Council is the registration authority |

South Gippsland Shire Council

| Food Act 1984 | | | |
|---------------|--|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 39A(6) | Duty to comply with direction of Secretary. | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSAFETY) | |
| s 40(1) | Duty to issue a certificate of registration in the prescribed form | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSAFETY) | Where Council is the registration authority |
| s 40D(2) | Duty to specify how long a suspension is to last under s 40D(1) | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSAFETY) | Where Council is the registration authority |
| s 40E(4) | Duty to comply with direction of Secretary | Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSAFETY) | |

South Gippsland Shire Council

| Food Act 1984 | | | |
|-----------------|---|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 43(1) and (2) | Duty to maintain records of the prescribed particulars and orders in force under Part III | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | Where Council is the registration authority |
| s 43(3) | Duty to make available information held in records, free of charge, on request | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | Where Council is the registration authority |
| s 43I | Function of receiving a statement of trade of a proprietor of a food business | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 45AA | Power to act in proceedings against the Crown | Environmental Health Officer (EHO), Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | Power of the responsible agency |

South Gippsland Shire Council

| Food Act 1984 | | | |
|---------------|---|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 45AC | Power to bring proceedings for an offence under the Act | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 53G(1) | Duty to provide information in s 53G(1) to the Secretary as soon as practicable after a person is convicted by a court for an offence under this Act | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | Where Council is the 'relevant Council' under s 53G(6) |
| s 53G(2) | Duty to advise the Secretary that a person has not appealed a conviction within the time allowed | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | Where Council is the 'relevant Council' under s 53G(6) |
| s.53G(3) | duty to inform the Secretary of the fact that an appeal or application for leave is lodged against the conviction and of other matters in this subsection | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | where Council is the relevant Council under subsection (6) |

South Gippsland Shire Council

| Food Act 1984 | | | |
|----------------------|--|---|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 53G(4) | Duty to inform the Secretary of the outcome of the appeal or application | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | Where Council is the 'relevant Council' under s 53G(6) |
| s 58(1) | Duty to notify the Victorian Liquor Commission where an order is made under s 19 of the Act and a licence/permit under the Liquor Control Reform Act 1998 is in force | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | Where Council is the registration authority |
| s 58(2) | Duty to notify the Victorian Liquor Commission when a holder of a permit/licence under the Liquor Control Reform Act 1998 is found guilty or pleads guilty and in respect of which no conviction is recorded | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | Where Council is the registration authority |
| s 58B(1) | Power to take action in relation to a thing done or omitted at the food premises | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | Where Council is the registration authority for the temporary or mobile food premises |

South Gippsland Shire Council

| Food Act 1984 | | | |
|----------------------|--|---|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 58B(2) | Power to take into account results of inspection, assessment, audit or other action taken by another registration authority in relation to temporary or mobile food premises | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSAFETY) | Where Council is the registration authority for the temporary or mobile food premises |
| s 59C(2) | Power to take actions necessary to ensure compliance with direction under Part III or Part VII | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSAFETY) | |
| s 59C(7)(b) | Power to recover costs incurred under s 59C(2) or (3) | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSAFETY) | |
| s 71(a) | Power to revoke or suspend of the registration of the food premises under Part IIIB or s 40D in certain circumstances | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSAFETY) | |

South Gippsland Shire Council

| Freedom of Information Act 1982 | | | |
|---------------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 7 | Duty to publish information | Executive Director SI , Assurance and Compliance Officer, Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |
| s 49D(3) | Power to request a copy of the application from the Information Commissioner | Executive Director SI , Assurance and Compliance Officer, Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |
| s 49G(3) | Function of receiving notice from the Information Commissioner | Executive Director SI , Assurance and Compliance Officer, Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI | |

South Gippsland Shire Council

| Freedom of Information Act 1982 | | | |
|---------------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Officer , Manager Financial Strategy (MFS) | |
| s 49I | Duty to assist the Information Commissioner to undertake a review | Executive Director SI , Assurance and Compliance Officer, Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |
| s 49K | Function of consulting with the Information Commissioner | Executive Director SI , Assurance and Compliance Officer, Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |

South Gippsland Shire Council

| Freedom of Information Act 1982 | | | |
|---------------------------------|---|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 49KA(2)(a) | Function of processing or identifying a reasonable sample of the documents upon notice from the Information Commissioner | Executive Director SI , Assurance and Compliance Officer, Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | If the Information Commissioner reasonably believes that an agency or Minister has failed to undertake an adequate search for documents that relate to a decision that is the subject of a review under Division 1 |
| s 49KA(2)(b) | Function to undertake a further search, or to cause a further search to be undertaken, for documents in the possession, custody or control of the agency or Minister, upon notice from the Information Commissioner | Executive Director SI , Assurance and Compliance Officer, Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | If the Information Commissioner reasonably believes that an agency or Minister has failed to undertake an adequate search for documents that relate to a decision that is the subject of a review under Division 1 |
| s 49KA(3) | Duty to comply with requests under s 49KA(2) within the reasonable time stated in the Information Commissioner's notice, being not less than 10 business days | Executive Director SI , Assurance and Compliance Officer, Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI | If the Information Commissioner reasonably believes that an agency or Minister has failed to undertake an adequate search for documents that relate to a decision that is the subject of a review under Division 1 |

South Gippsland Shire Council

| Freedom of Information Act 1982 | | | |
|---------------------------------|---|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Officer , Manager Financial Strategy (MFS) | |
| s 49KA(4) | Power to apply for extension | Executive Director SI , Assurance and Compliance Officer, Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |
| s 49KA(7) | Duty to notify the Information Commissioner within 3 business days after the end of the period referred to in s 49KA(2) or (3) of the information contained in s 49KA(7)(a)-(b) | Executive Director SI , Assurance and Compliance Officer, Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | If the Information Commissioner reasonably believes that an agency or Minister has failed to undertake an adequate search for documents that relate to a decision that is the subject of a review under Division 1 |
| s 49KA(8) | Function to have the matter referred from the Information Commissioner in accordance with s 49L | Executive Director SI , Assurance and Compliance Officer, Coordinator | If the Information Commissioner reasonably believes that an agency or Minister has failed to undertake an adequate search for documents that relate to a |

South Gippsland Shire Council

| Freedom of Information Act 1982 | | | |
|---------------------------------|--|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | decision that is the subject of a review under Division 1 |
| s 49L(1A) | Duty to make a fresh decision where a matter is referred back to Council by the Information Commissioner | Executive Director SI , Assurance and Compliance Officer, Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | Decision must be made within 28 days of referral, unless other time period agreed under s 49L(2) |
| s 49L(2) | Power to agree with the Information Commissioner to another time period for making the fresh decision under s 49L(1) | Executive Director SI , Assurance and Compliance Officer, Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |

South Gippsland Shire Council

| Freedom of Information Act 1982 | | | |
|---------------------------------|--|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 49L(4) | Duty to notify the Information Commissioner that a fresh decision has been made or has not been made | Executive Director SI , Assurance and Compliance Officer, Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |
| s 49L(5) | Duty to revoke the earlier decision where a fresh decision has been made and to inform the applicant of the requirements of s 49L(6) and the effect of s 49(7) | Executive Director SI , Assurance and Compliance Officer, Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |
| s 49M(1) | Power to exercise a choice to reconsider the subject matter of an application for review and make a fresh decision | Executive Director SI , Assurance and Compliance Officer, Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI | Must advise the Information Commissioner and the applicant in writing |

South Gippsland Shire Council

| Freedom of Information Act 1982 | | | |
|---------------------------------|---|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Officer , Manager Financial Strategy (MFS) | Decision must be made within 28 days of referral, unless other time period agreed under s 49M(2) May make a fresh decision only once during a review under this part s 49M(8) |
| s 49M(2) | Power to agree with Information Commissioner to another time period for making a fresh decision | Executive Director SI , Assurance and Compliance Officer, Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |
| s 49M(4) | Duty to notify the Information Commissioner in writing of a whether a fresh decision has or has not been made | Executive Director SI , Assurance and Compliance Officer, Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI | |

South Gippsland Shire Council

| Freedom of Information Act 1982 | | | |
|---------------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Officer , Manager Financial Strategy (MFS) | |
| s 49M(5) | Duty to revoke the earlier decision where a fresh decision has been made and to inform the applicant of the requirements of s 49M(6) and the effect of s 49M(7) | Executive Director SI , Assurance and Compliance Officer, Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |
| s 49N | Function of liaising with the Information Commissioner to informally resolve a matter that is the subject of a review | Executive Director SI , Assurance and Compliance Officer, Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |
| s 50(3D) | Power to apply to the Tribunal for review of a decision of the Information Commissioner under s 49P | Executive Director SI , Assurance and Compliance Officer, Coordinator | |

South Gippsland Shire Council

| Freedom of Information Act 1982 | | | |
|---------------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |
| s 50(3F) | Duty to notify the Information Commissioner of an application for review under s 50(3D) | Executive Director SI , Assurance and Compliance Officer, Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |
| s 50(3FA) | Duty to notify the Information Commissioner of an application for review under s 50(3D1) (b), (c), (d) or (g) | Executive Director SI , Assurance and Compliance Officer, Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |

South Gippsland Shire Council

| Freedom of Information Act 1982 | | | |
|---------------------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 53(6) | Power to make an application to the Tribunal for an extension of time | Executive Director SI , Assurance and Compliance Officer, Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |
| s 53A(1) | Duty to, if practicable, give written notice in accordance with s 53A(2) | Executive Director SI , Assurance and Compliance Officer, Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |
| s 61E | Duty to co-operate with Information Commissioner where a complaint relates to the agency | Executive Director SI , Assurance and Compliance Officer, Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI | |

South Gippsland Shire Council

| Freedom of Information Act 1982 | | | |
|---------------------------------|---|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Officer , Manager Financial Strategy (MFS) | |
| s 61G | Function of consulting with the Information Commissioner | Executive Director SI , Assurance and Compliance Officer, Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |
| s 61GA(1)(a) | Function of processing or identifying a reasonable sample of the documents upon notice from the Information Commissioner | Executive Director SI , Assurance and Compliance Officer, Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | Where the Information Commissioner believes that an agency, principal officer or Minister has failed to undertake an adequate search for documents that relate to a decision that is the subject of the complaint under s 25A(1) or s 25A(5) |
| s 61GA(1)(b) | Function to undertake a further search, or to cause a further search to be undertaken, for documents in the possession, custody or control of the agency or | Executive Director SI , Assurance and Compliance Officer, Coordinator | Where the Information Commissioner believes that an agency, principal officer or Minister has failed to |

South Gippsland Shire Council

| Freedom of Information Act 1982 | | | |
|---------------------------------|---|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | Minister, upon notice from the Information Commissioner | Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | undertake an adequate search for documents that relate to a decision |
| s 61GA(2) | Duty to comply with requests under s 61GA(1) within the reasonable time stated in Information Commissioner's notice, being not less than 10 business days | Executive Director SI , Assurance and Compliance Officer, Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |
| s.61GA(3) | power to apply for extension | Executive Director SI , Assurance and Compliance Officer, Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |

South Gippsland Shire Council

| Freedom of Information Act 1982 | | | |
|---------------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 61H | Power to reach an agreement with a complainant | Executive Director SI , Assurance and Compliance Officer, Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |
| s 61I(2) | Power to make submissions to the Information Commissioner in relation to a complaint | Executive Director SI , Assurance and Compliance Officer, Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |
| s.61L(5) | Power to comment on, and respond to, a draft recommendation | Executive Director SI , Assurance and Compliance Officer, Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI | |

South Gippsland Shire Council

| Freedom of Information Act 1982 | | | |
|---------------------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Officer , Manager Financial Strategy (MFS) | |
| s 63BA(1) | Power to apply to the Supreme Court to determine whether the Information Commissioner, or the Public Access Deputy Commissioner, has jurisdiction to serve a notice to produce or attend | Executive Director SI , Assurance and Compliance Officer, Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |
| s 64B | Duty to provide the Information Commissioner any information referred to in s 64(2) | Executive Director SI , Assurance and Compliance Officer, Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |
| s 65AB | Duty to notify the responsible Minister if Council seeks leave to appeal | Executive Director SI , Assurance and Compliance Officer, Coordinator | |

South Gippsland Shire Council

Freedom of Information Act 1982

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|--------------------------------------|--|-----------------------------------|
| | | Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |

Gambling Regulation Act 2003

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|--|--|-----------------------------------|
| s 3.3.5 | Function of receiving a copy of proposed applications | Social Planning Officer (SPO), Manager Planning and Building Services (MPBS) | |
| s 3.3.5AA | Function of receiving notification from the Commission | Social Planning Officer (SPO), Manager Planning and Building Services (MPBS) | |

South Gippsland Shire Council

| Gambling Regulation Act 2003 | | | |
|------------------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 3.3.5AB(2) | Function of receiving a copy of the amended application | Social Planning Officer (SPO), Manager Planning and Building Services (MPBS) | |
| s 3.3.5B | Duty to notify the Commission in writing as to whether it intends to make a submission under s 3.3.6 | Social Planning Officer (SPO), Manager Planning and Building Services (MPBS) | |
| s 3.3.6 | Power to make submission to Commission on application for approval of premises | Social Planning Officer (SPO), Manager Planning and Building Services (MPBS) | |
| s 3.3.8(4) | Function of receiving notification from the Commission of its decision | Social Planning Officer (SPO), Manager Planning and Building Services (MPBS) | |

South Gippsland Shire Council

| Gambling Regulation Act 2003 | | | |
|------------------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 3.3.14 | Power to apply to Tribunal for review of Commission's decision granting approval of premises | Social Planning Officer (SPO), Manager Planning and Building Services (MPBS) | |
| s 3.4.18(2) | Function of receiving a copy of proposed request | Social Planning Officer (SPO), Manager Planning and Building Services (MPBS) | |
| s 3.4.18A | Function of receiving notification from the Commission that it has received a request | Social Planning Officer (SPO), Manager Planning and Building Services (MPBS) | |
| s 3.4.18B(2) | Function of receiving amended copies of proposed request | Social Planning Officer (SPO), Manager Planning and Building Services (MPBS) | |

South Gippsland Shire Council

| Gambling Regulation Act 2003 | | | |
|------------------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 3.4.18C | Duty to notify Commission as to whether it intends to make a submission under s 3.4.19 | Social Planning Officer (SPO), Manager Planning and Building Services (MPBS) | |
| s 3.4.19 | Power to make submission to the Commission addressing the economic and social impact of a proposed licence amendment on the wellbeing of the community of the municipal district in which the approved venue (or venue whose approval under Part 3 is suspended) is located; and taking into account the impact of the proposed amendment on surrounding municipal districts | Social Planning Officer (SPO), Manager Planning and Building Services (MPBS) | |
| s 3.4.21(2) | Power to apply to Tribunal for review of Commission's decision relating to amendment increasing number of gaming machines | Social Planning Officer (SPO), Manager Planning and Building Services (MPBS) | |
| s 8.5.3(2) | Function of receiving a copy of application for bingo centre | Social Planning Officer (SPO), Manager Planning and Building Services (MPBS) | |

South Gippsland Shire Council

| Gambling Regulation Act 2003 | | | |
|------------------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 8.5.5 | Power to submit report to Commission on application received under s 8.5.3(3)(a) | Social Planning Officer (SPO), Manager Planning and Building Services (MPBS) | |

| Gender Equality Act 2020 | | | |
|--------------------------|---|-----------------------------------|-------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 7(a) | Duty to consider and promote gender equality | Manager People and Culture (MP&C) | Where Council is a 'defined entity' |
| s 7(b) | Duty to take necessary and proportionate action towards achieving gender equality | Manager People and Culture (MP&C) | Where Council is a 'defined entity' |
| s 9(1) | Duty to undertake a gender impact assessment | Manager People and Culture (MP&C) | Where Council is a 'defined entity' |

South Gippsland Shire Council

| Gender Equality Act 2020 | | | |
|--------------------------|--|-----------------------------------|-------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 10(1) | Duty to prepare a Gender Equality Action Plan | Manager People and Culture (MP&C) | Where Council is a 'defined entity' |
| s 10(2)(a) | Duty to take into account the gender equality principles in preparing a Gender Equality Action Plan | Manager People and Culture (MP&C) | Where Council is a 'defined entity' |
| s 10(2)(b) | Duty to consult in preparing a Gender Equality Action Plan | Manager People and Culture (MP&C) | Where Council is a 'defined entity' |
| s 10(3) | Duty to ensure adequate resources are allocated to developing and implementing the Gender Equality Action Plan | Manager People and Culture (MP&C) | Where Council is a 'defined entity' |
| s 11(1) | Duty to undertake a workplace gender audit before developing a Gender Equality Action Plan | Manager People and Culture (MP&C) | Where Council is a 'defined entity' |
| s 11(2)(d) | Power to determine any other matters that are relevant | Manager People and Culture (MP&C) | Where Council is a 'defined entity' |

South Gippsland Shire Council

| Gender Equality Act 2020 | | | |
|--------------------------|---|-----------------------------------|-------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 12(1) | Duty to submit a Gender Equality Action Plan to the Commissioner | Manager People and Culture (MP&C) | Where Council is a 'defined entity' |
| s 12(2) | Power to request an extension of time to submit the Gender Equality Action Plan | Manager People and Culture (MP&C) | Where Council is a 'defined entity' |
| s 12(3)(a) | Duty to, within a reasonable time after submitting the Gender Equality Action Plan to the Commissioner, publish the completed Gender Equality Action Plan on Council's website | Manager People and Culture (MP&C) | Where Council is a 'defined entity' |
| s 12(3)(b) | Duty to, within a reasonable time after submitting the Gender Equality Action Plan to the Commissioner, notify the councillors, employees and employee representatives of the publication | Manager People and Culture (MP&C) | Where Council is a 'defined entity' |
| s 13(1) | Power to submit to the Commissioner a report or document prepared by Council for another purpose and request that it be taken to be a Gender Equality Action Plan | Manager People and Culture (MP&C) | Where Council is a 'defined entity' |

South Gippsland Shire Council

| Gender Equality Act 2020 | | | |
|--------------------------|--|-----------------------------------|-------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 13(3) | Duty to, if a report or other document is taken to be a Gender Equality Action Plan, publish it on Council's website, and notify the councillors, employees and employee representatives of the publication | Manager People and Culture (MP&C) | Where Council is a 'defined entity' |
| s 15(1) | Power to amend its Gender Equality Action Plan at any time if considers the amendment is considered necessary | Manager People and Culture (MP&C) | Where Council is a 'defined entity' |
| s 15(2)(a) | Duty to submit the amended Gender Equality Action Plan to the Commissioner | Manager People and Culture (MP&C) | Where Council is a 'defined entity' |
| s 15(2)(b) | Duty to, within a reasonable time after submitting the amended Gender Equality Action Plan to the Commissioner, publish the amended plan on Council's website, and notify the councillors, employees and employee representatives of the publication | Manager People and Culture (MP&C) | Where Council is a 'defined entity' |
| s 16(1) | Duty to make reasonable and material progress in relation to the workplace gender equality indicators | Manager People and Culture (MP&C) | Where Council is a 'defined entity' |

South Gippsland Shire Council

| Gender Equality Act 2020 | | | |
|--------------------------|--|-----------------------------------|-------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 18(1) | Duty to make reasonable and material progress towards meeting gender equality targets prescribed | Manager People and Culture (MP&C) | Where Council is a 'defined entity' |
| s 18(2) | Duty to make reasonable and material progress towards meeting gender equality quotas prescribed | Manager People and Culture (MP&C) | Where Council is a 'defined entity' |
| s 19(1) | Duty to submit a progress report to the Commissioner | Manager People and Culture (MP&C) | Where Council is a 'defined entity' |
| s 19(2) | Power to request an extension of time to submit a progress report | Manager People and Culture (MP&C) | Where Council is a 'defined entity' |
| s 19(4) | Duty not to identify or report on a policy, program or service if it would disclose any of the information set out in s 19(4)(a) – (c) | Manager People and Culture (MP&C) | Where Council is a 'defined entity' |
| s 20 | Duty to publish Council's progress report on its website as soon as reasonably practicable after it is submitted under s 19(1) | Manager People and Culture (MP&C) | Where Council is a 'defined entity' |

South Gippsland Shire Council

| Gender Equality Act 2020 | | | |
|--------------------------|---|-----------------------------------|-------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | | |
| s 22(1) | Function of being issued with a compliance notice from the Commissioner | Manager People and Culture (MP&C) | Where Council is a 'defined entity' |
| s 22(2) | Duty to comply with the compliance notice | Manager People and Culture (MP&C) | Where Council is a 'defined entity' |
| s 24(1) | Power to, 14 days after receiving a compliance notice, give a written response to the Commissioner outlining Council's reasons for disagreeing with the compliance notice | Manager People and Culture (MP&C) | Where Council is a 'defined entity' |
| s 25(1) | Power to apply to the Tribunal for review of the Commissioner's decision to confirm a compliance notice under s 24(2)(c) | Manager People and Culture (MP&C) | Where Council is a 'defined entity' |
| s 26(a) | Power to provide the Commissioner with a written undertaking | Manager People and Culture (MP&C) | Where Council is a 'defined entity' |

South Gippsland Shire Council

| Gender Equality Act 2020 | | | |
|--------------------------|--|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 27(2) | Power to, with the consent of the Commissioner, withdraw or vary the undertaking | Manager People and Culture (MP&C) | Where Council is a 'defined entity' |
| s 47(2) | Duty to have regard to any guidelines issued under s 47(1) | Manager People and Culture (MP&C) | Where Council is a 'defined entity' |
| s 48(2) | Duty to have regard to the guidelines | Manager People and Culture (MP&C) | Where Council is a 'defined entity' and subject to guidelines issued under s 48(1) |
| s 49(2) | Duty to have regard to the guidelines | Coordinator Statutory Planning (Stat Plan Coord), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL) | Where Council is a 'defined entity' and subject to guidelines issued under s 49(1) |

South Gippsland Shire Council

| Gender Equality Act 2020 | | | |
|--------------------------|--|-----------------------------------|-------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 51(1) | Duty to, before publication, remove any personal information from a Gender Equality Action Plan and progress report | Manager People and Culture (MP&C) | Where Council is a 'defined entity' |
| s 51(2) | Duty to, when submitting to the Commissioner material that is likely to be published, advise the Commissioner whether the material contains any personal information | Manager People and Culture (MP&C) | Where Council is a 'defined entity' |

| Graffiti Prevention Act 2007 | | | |
|------------------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 18(1) | Power to take action necessary to remove or obliterate graffiti from private premises where graffiti is visible from a public place, in accordance with s 18 | Community Safety Officer (CSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 18(2) | Power to enter private property for the purpose of s 18(1) if notice provided and owner has given written consent to removal of graffiti and entry | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Maintenance (MIM), | |

South Gippsland Shire Council

| Graffiti Prevention Act 2007 | | | |
|------------------------------|---|---|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 18(2)(a) | Power to serve notice regarding proposal to remove or obliterate graffiti at least 28 days before action proposed to be taken | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 18(3)(a) | Duty to serve notice regarding proposal to remove or obliterate graffiti at least 10 days before it is proposed to take action to remove or obliterate graffiti (where entry to private premises not necessary) | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 18(3)(b) | Power to remove or obliterate graffiti (where entry not necessary), Where written notice of proposed action given and owner gives consent or does not object in accordance with notice | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 18(3A) | Power to take further action to remove or obliterate graffiti | Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), | Within 3 months after Council has taken action under subsection (3) |

South Gippsland Shire Council

| Graffiti Prevention Act 2007 | | | |
|------------------------------|--|--|-------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Manager Community Health and Safety (MCHSafety) | |
| s 18(8)(a) | Duty to take reasonable steps to consult with owner or occupier in relation to manner of taking action to remove or obliterate graffiti | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 18(8)(b) | Duty to ensure that work is done by an authorised person, where entry to the property is necessary under s 18(1) | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 18(8)(c) | Duty to ensure that work is carried out expeditiously and to avoid unnecessary inconvenience and disruption and with reasonable care and to reasonable standards | Community Safety Officer (CSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 19(1) | Power to authorise a person to carry out Council's functions under s 18. | Not Delegated | <hr/> Chief Executive Officer |

South Gippsland Shire Council

Graffiti Prevention Act 2007

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|--|---|-----------------------------------|
| s 19(2)(c) | Power to determine performance criteria for authorised persons | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 20(1) | Duty to issue an identity card to an authorised person | Human Resources & Return to Work Support Officer , Coordinator Procurement and Assurance (CR&P), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

Great Ocean Road and Environs Protection Act 2020

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|-----------------|--|
| s 12 | Duty to apply the principles set out in ss 13, 14, 15 and 16 in Part 3 when performing a function or duty or exercising a power in relation to the Great Ocean Road coast and parks | Not applicable | This provision applies to responsible entities including Colac Otway Shire Council, Corangamite Shire Council Moyne Shire Council, Surf Coast Shire Council and Warrnambool City Council |

South Gippsland Shire Council

| Great Ocean Road and Environs Protection Act 2020 | | | |
|---|---|----------------|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | | |
| s 22(1)(f) | Duty to comply with parts of the Great Ocean Road strategic framework plan that are binding on Council and duty to have regard to the other parts as required by the plan | Not applicable | This provision applies to responsible entities including Colac Otway Shire Council, Corangamite Shire Council Moyne Shire Council, Surf Coast Shire Council and Warrnambool City Council |
| s 41 | Duty to make an approved Great Ocean Road strategic framework plan available for public inspection at the Council office and internet site | Not applicable | This provision applies to responsible entities including Colac Otway Shire Council, Corangamite Shire Council Moyne Shire Council, Surf Coast Shire Council and Warrnambool City Council |

South Gippsland Shire Council

| Health Records Act 2001 | | | |
|-------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 48 | Function of receiving notice of complaint from the Health Complaints Commissioner | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | |
| s 51(1) | Function of receiving notice that Health Complaints Commissioner has declined to entertain a complaint | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | |
| s 51(3) | Function of receiving notice that Health Complaints Commissioner referred complaint | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | |
| s 52(2) | Function of receiving notice that Health Complaints Commissioner referred complaint to registration board | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | |
| s 53(2) | Function of receiving notice that Health Complaints Commissioner has dismissed a stale complaint | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

Health Records Act 2001

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------|---|--|----------------------------|
| s 56(3) | Power to indicate wishes with respect to whether conciliation appropriate | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | |
| s 56(4) | Function of receiving notice of Health Complaints Commissioner's decision under s 56(1) | Executive Director EC | |
| s 57(4) | Function of receiving notice that Health Complaints Commissioner has dismissed the complaint after deciding conciliation is inappropriate | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | |
| s 61(1)(b) | Power to sign the record of a conciliation agreement | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | |
| s 61(2) | Power to lodge a copy of the record with the Tribunal | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Health Records Act 2001 | | | |
|-------------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 63(1) | Function of receiving notice that conciliation has failed | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | |
| s 63(8) | Function of receiving notice that Health Complaints Commissioner has dismissed the complaint following a failed conciliation | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | |
| s 63(10) | Function of receiving notice that Health Complaints Commissioner is to conduct an investigation of the complaint | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | |
| s 64(2) | Function of receiving notice of Health Complaints Commissioner's ruling | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | |
| s 64(7) | Duty to report on action taken following notice of a ruling requiring specified action | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Health Records Act 2001 | | | |
|-------------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 65(1) | Power to require the Health Complaints Commissioner to refer the complaint to the Tribunal | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | |
| s 72 | Power to apply to the Tribunal for review of a decision to serve a compliance notice | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | |
| s 73(1) | Power to apply to the Tribunal for an interim order | Coordinator Children and Family Services (CC&FS), Executive Director EC, Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Heavy Vehicle National Law 2012 | | | |
|---------------------------------|--|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 118(1)(b) | Duty to give or not give consent to the grant of a mass or dimension exemption notice for a category of heavy vehicles | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | Where Council is the relevant road manager Must comply with requirements of s 156 |
| s 124(1)(b) | Duty to give or not give consent to the grant of a mass or dimension exemption permit for a heavy vehicle | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | Where Council is the relevant road manager Must comply with requirements of s 156 |
| s 139(1)(b) | Duty to give or not give consent to the grant of a class 2 heavy vehicle authorisation notice | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | Where Council is the relevant road manager |
| s 145(1)(b) | Duty to give or not give consent to the grant of a class 2 heavy vehicle permit | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | Where Council is the relevant road manager |
| s 156(1) | Duty to give or not give consent | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | Where Council is the relevant road manager |

South Gippsland Shire Council

| Heavy Vehicle National Law 2012 | | | |
|---------------------------------|---|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 156(2) | Power to request a longer period to decide to give or not give consent under s 156(1) | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | Where Council is the relevant road manager |
| s 156(3) | Function of giving Regulator a written statement explaining its decision not to give consent | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | Where Council is the relevant road manager Statement must comply with s 172 |
| s 157(2) | Function of receiving notice from the Regulator that an applicant has been notified of the third party consultation requirement | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | Where Council is the relevant road manager |
| s 158(2) | Duty to, as far as practicable, deal with the request for consent, where consultation with other entity is not yet completed | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | Where Council is the relevant road manager |
| s 158(4) | Power to decide to give or not give the consent in the circumstances | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | Where Council is the relevant road manager |

South Gippsland Shire Council

| Heavy Vehicle National Law 2012 | | | |
|---------------------------------|---|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 159 | Power to notify the Regulator that a route assessment is required and the fee payable for the route assessment | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | Where Council is the relevant road manager |
| s 159(4) | Power to stop considering whether to give or not to give consent until route assessment fee is paid | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | Where Council is the relevant road manager |
| s 160(1) | Power to consent to the grant of a mass or dimension authority subject to a road condition listed in (a) or (b) | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | Where Council is the relevant road manager |
| s 160(2) | Duty to give the Regulator a written statement explaining the decision to consent subject to conditions | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | Where Council is the relevant road manager Statement must comply with s 172 |

South Gippsland Shire Council

| Heavy Vehicle National Law 2012 | | | |
|---------------------------------|--|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 161(1) | Power to consent to the grant of a mass or dimension authority subject to a travel condition | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | Where Council is the relevant road manager |
| s 161(2) | Duty to give the Regulator a written statement explaining the decision to consent subject to travel conditions | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | Where Council is the relevant road manager Statement must comply with s 172 |
| s 162(1) | Power to request the Regulator to impose a stated vehicle condition on the authority | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | Where Council is the relevant road manager |
| s 162(2)(b) | Function of being notified of the decision under s 162(2)(a) | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | Where Council is the relevant road manager |

South Gippsland Shire Council

| Heavy Vehicle National Law 2012 | | | |
|---------------------------------|---|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 163(3) | Duty to give or not give consent within 3 months or longer as agreed with Regulator | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | Where Council is the relevant road manager |
| s 167(2)(b) | Power to give the Regulator a notice of objection to the application of s 167 to the proposed replacement authority | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | Where Council is the relevant road manager |
| s 167(2)(c) | Function of receiving notice that the Regulator withdraws the proposed replacement authority from the expedited procedure | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | Where Council is the relevant road manager |
| s 167(3) | Power to give written notice of consent or refusal | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | Where Council is the relevant road manager |
| s 169 | Power to give consent to the grant of a mass or dimension authority for a trial period | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | Where Council is the relevant road manager |

South Gippsland Shire Council

| Heavy Vehicle National Law 2012 | | | |
|---------------------------------|--|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 170(1) | Function of being notified by the Regulator of renewal of mass or dimension authority for trial period | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | Where Council is the relevant road manager |
| s 170(3) | Power to give written objection | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | Where Council is the relevant road manager |
| s 174(2)(a) | Power to request the Regulator to amend the mass or dimension authority, where satisfied of matters in s 174(1) | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | Where Council is the relevant road manager |
| s 174(2)(b) | Power to request the Regulator to cancel the mass or dimension authority, where satisfied of matters in s 174(1) | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | Where Council is the relevant road manager |
| s 174(4)(c) | Function of receiving notice from the Regulator that the road authority must not comply with the request | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | Where Council is the relevant road manager |

South Gippsland Shire Council

| Heavy Vehicle National Law 2012 | | | |
|---------------------------------|--|---|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 176 | Duty to give or not give consent to an amendment of a mass or dimension authority | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | Where Council is the relevant road manager The provisions relating to a request for consent under Division 2 of the Act apply to the request for consent under s 176 |
| s 178(2)(a) | Power to request the Regulator to amend the mass or dimension authority, where satisfied of matters in s 178(1) | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | Where Council is the relevant road manager |
| s 178(2)(b) | Power to request the Regulator to cancel the mass or dimension authority, where satisfied of matters in s 178(1) | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | Where Council is the relevant road manager |
| s 178(4)(c) | Function of receiving notice from the Regulator that the road authority must not comply with the request | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | Where Council is the relevant road manager |

South Gippsland Shire Council

| Heavy Vehicle National Law 2012 | | | |
|---------------------------------|--|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 180(2) | Function of receiving notice from the Regulator | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | Where Council is the relevant road manager |
| s 611(2) | Power to apply for a compensation order | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | |
| s 612 | Function of preparing certificate | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | |
| s 613(1) | Duty to give a copy of a certificate referred to in s 612 to the defendant at least 28 days before hearing | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | |
| s 613(3) | Function of receiving notice that defendant intends to challenge the matter | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | |

South Gippsland Shire Council

| Heavy Vehicle National Law 2012 | | | |
|---------------------------------|--|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 643(2) | Function of receiving referral of review application | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | |
| s 644 | Duty to conduct internal review of reviewable decision and give applicant a reasonable opportunity to make written or oral representations | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | Where Council is the relevant road manager |
| s 645(1) | Duty to either confirm or amend decision or substitute another decision for the reviewable decision | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | Where Council is the relevant road manager |
| s 645(5) | Duty to, as soon as practicable, give the Regulator notice of the review | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | Where Council is the relevant road manager |

South Gippsland Shire Council

Heavy Vehicle National Law Application Act 2013

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|---|--|
| s 18(2) | Power to enter into an arrangement to transfer a function | Manager Infrastructure Planning (MIP), Asset Planning Officer (APO) | In respect of roads where Council is the relevant road manager |

Heritage Act 2017

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|--|-----------------------------------|
| s 29(4) | Function of receiving statement refusing a nomination from Executive-Director | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL) | |

South Gippsland Shire Council

| Heritage Act 2017 | | | |
|-------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 30(9) | Function of receiving written notice from Heritage Council of outcome of application for review | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL) | |
| s 34(1) | Function of receiving notice of acceptance of nomination from Executive Director | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL) | |
| s 40(1) | Function of receiving statement from Executive Director of recommendation not to include place or object in Heritage Register | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior | |

South Gippsland Shire Council

| Heritage Act 2017 | | | |
|-------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL) | |
| s 53(6) | Function of receiving notice of amendment to heritage register from Executive Director | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL) | |
| s 63(2) | Function of receiving notice of expedited amendment of Heritage Register | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL) | |

South Gippsland Shire Council

| Heritage Act 2017 | | | |
|-------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 96(5) | Function of receiving copy of amended permit application | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL) | |
| s 100(1) | Function of receiving copy of permit application from Executive Director | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL) | |
| s 100(2) | Power to make written submission to Executive Director in relation to application received under s 100(1) | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior | |

South Gippsland Shire Council

| Heritage Act 2017 | | | |
|-------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL) | |
| s 105(4) | Function of receiving notice of receipt of application to amend a permit from Executive Director | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL) | |
| s 106(5) | Function of receiving notice of application for review for permit to carry out works from Heritage Council | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL) | |

South Gippsland Shire Council

| Heritage Act 2017 | | | |
|-------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 108(4) | Power to request a hearing be held by the Heritage Council in relation to an application for review under s 107 of Executive Director's determination | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL) | |
| s 108(5) | Power to appear and be heard or represented at a hearing into review of Executive Director's determination | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL) | |
| s 108(9) | Function of receiving written notice from Executive Director of Heritage Council's determination of review | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior | |

South Gippsland Shire Council

| Heritage Act 2017 | | | |
|-------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL) | |
| s 110 | Function of receiving notice from Minister of referral of a matter to VCAT under s 109(2)(b) | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL) | |
| s 112 | Function of receiving notice from Executive Director of decision by VCAT under s 111 | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL) | |

South Gippsland Shire Council

| Heritage Act 2017 | | | |
|-------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 114(2) | Function of receiving notice from Executive Director of decision by Minister in relation to application for review | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL) | |
| s 120 | Function of receiving written notice of removal of site from Heritage Inventory | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL) | |
| s 131(1) | Function of receiving notice of recommendations made under s 130 by Executive Director | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior | |

South Gippsland Shire Council

| Heritage Act 2017 | | | |
|-------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL) | |
| s 133(3) | Function of receiving written notice from Heritage Council of approval of recommendation for a site of archaeological value | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL) | |
| s 179 | Function of receiving notice of approval of World Heritage Strategy Plan | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL) | |

South Gippsland Shire Council

| Housing Act 1983 | | | |
|------------------|--|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 15(1)(d) | Function of consenting to any development, control, etc. of any land | Executive Director IS, Executive Director EC | Subject to the relevant decision being contained within or consistent with the Council Plan or Budget. |
| s 34(1) | Function of entering into arrangements with Homes Victoria whereby Council carries out works | Executive Director IS, Executive Director EC, Executive Director SI | Subject to the relevant decision being contained within or consistent with the Council Plan or Budget. |
| s 34(3) | Power to enter into arrangements with Homes Victoria for the purposes of this Act | Executive Director IS, Executive Director EC, Executive Director SI | Subject to the relevant decision being contained within or consistent with the Council Plan or Budget. |
| s 67(1)(a) | Power to do all things to make house comply with regulations or to give effect to direction | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Housing Act 1983 | | | |
|------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 67(1)(b) | Power to demolish house (where case so requires) | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Community Health and Safety (MCHSafety) | |
| s 67(2) | Power to recover expenses | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Community Health and Safety (MCHSafety) | |
| s 67(3) | Power to sell or dispose of material | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Community Health and Safety (MCHSafety) | |
| s 68(1) | Power to order that house (a) be and remain unoccupied; or (b) be vacated by the occupier | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Community Health and Safety (MCHSafety) | |
| s 68A | Power to revoke declaration | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Housing Act 1983 | | | |
|------------------|--|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 71(1) | Power to authorise person for purposes of s 71 | Coordinator Building and Planning Compliance (B&PCC), MBS | |
| sch 2 cl 3(1) | Power to sell or give to Homes Victoria any land vested in it, other than Crown land | Executive Director IS, Executive Director EC, Executive Director SI | Subject to the relevant decision being contained within or consistent with the Council Plan or Budget. |
| sch 2 cl 3(2) | Power to lease land, enter into agreements with Homes Victoria concerning land, or apply funds for carrying out such agreement | Executive Director IS, Executive Director EC, Executive Director SI | Subject to the relevant decision being contained within or consistent with the Council Plan or Budget. |
| sch 6 cl 1 | Duty to lodge signed certificate | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Housing Act 1983 | | | |
|------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| sch 6 cl 1 | Power to authorise staff member to sign certificate | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| sch 6 cl 2 | Power to request recording in Register | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| sch 6 cl 6 | Duty to lodge notice with the Registrar of Titles that the declaration has ceased to operate | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| sch 6 cl 7(1) | Power to require occupier to pay to Council any money owing | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), | |

South Gippsland Shire Council

| Housing Act 1983 | | | |
|------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Manager Community Health and Safety (MCHSafety) | |
| sch 6 cl 7(2) | Duty to forward a copy of any notice under cl 7(1) to the owner of the house concerned | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| sch 6 cl 7(5) | Duty to notify occupier if Council receives any payment | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Impounding of Livestock Act 1994 | | | |
|----------------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 9(3) | Function of receiving notice from owner or occupier of whereabouts of livestock | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 10 | Power to give written permission to owner or occupier of land to impound livestock on their land for longer than 4 days | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 14 | Duty to keep record of impounded livestock | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 15 | Duty to ascertain owner of livestock and serve a notice of seizure on the owner as soon as possible | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community | |

South Gippsland Shire Council

| Impounding of Livestock Act 1994 | | | |
|----------------------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 16 | Duty to release livestock | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 16A(3) | Power to approve form of notice to be served under s 16A(1) | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 16B(3) | Power to approve form of notice to be served under s 16B(1) | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Impounding of Livestock Act 1994 | | | |
|----------------------------------|---|---|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 17 | Duty to hold livestock for seven days, or 3 days after time within which measures must be taken under notice served , prior to disposal | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 17A | Duty to hold livestock for 14 days prior to disposal in accordance with Part 2 | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | Where authorised officer of Council has impounded livestock under section 5A of the Act |
| s 18 | Power to offer uncollected livestock for sale | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 19 | Duty to give public notice of intention to sell livestock | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community | |

South Gippsland Shire Council

| Impounding of Livestock Act 1994 | | | |
|----------------------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 20 | Duty to apply the proceeds of the sale of livestock in the order set out in s 20(1) | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 21 | Power to dispose of livestock including destroying or re-housing | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 22 | Function of posting written notice of the impounding of livestock at the pound where they are held | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Impounding of Livestock Act 1994 | | | |
|----------------------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 27 | Function of receiving notice of proceedings | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 28(1) | Duty to not sell or dispose of impounded livestock until (a) the time limit in s 27(2) has expired or (b) the proceedings have been determined or withdrawn, where Council receives notification of proceeding under s 27(1) | Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 28(3) | Power to release impounded livestock pending determination of proceedings | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 29(2) | Duty to release impounded livestock and convey it to the owner at Council's expense where Magistrates' Court determines impounding was in contravention of this Act | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community | |

South Gippsland Shire Council

| Impounding of Livestock Act 1994 | | | |
|----------------------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 30 | Power to recover outstanding amount as a debt | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 33A | Power to appoint an authorised officer for the specific purpose of filing charge-sheets in respect of an alleged offence committed in the municipal district | No delegate | Chief Executive Officer |

South Gippsland Shire Council

Independent Broad-Based Anti-Corruption Commission Act 2011

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|-----------|---|--|----------------------------|
| s 15(6) | Function of consulting with and receiving information from the Independent Broad-based Anti-Corruption Commission (IBAC) | Chief Executive Officer (CEO), Manager People and Culture (MP&C), Executive Director SI , Manager Governance and Integrity (MGI) | |
| s 35(2) | Power to enter into agreements or arrangements for use of services with the Independent Broad-based Anti-Corruption Commission (IBAC) | Executive Director SI | With prior approval of CEO |
| s 56 | Function of providing information to the Independent Broad-based Anti-Corruption Commission (IBAC) | Chief Executive Officer (CEO), Manager People and Culture (MP&C), Executive Director SI , Manager Governance and Integrity (MGI) | |

South Gippsland Shire Council

| Infringements Act 2006 | | | |
|------------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 3 | Power to appoint an issuing officer | No delegate | Chief Executive Officer |
| s 6 | Duty to provide Attorney-General with prescribed information | Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 9 | Power to make and publish guidelines and policies in respect of the use of official warnings for infringement offences | Manager Infrastructure Planning (MIP), Coordinator Sustainability (CS), Executive Director SI , Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 11 | Duty to withdraw an official warning in certain circumstances | Building and Planning Enforcement Officer (B&PEO), Executive Director EC, Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services | |

South Gippsland Shire Council

| Infringements Act 2006 | | | |
|-------------------------------|--|---|-----------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 15 | Power to accept late payment of infringement penalty | Building and Planning Enforcement Officer (B&PEO), Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 17(1) | Power to refer certain matters to the Court | Building and Planning Enforcement Officer (B&PEO), Executive Director EC, Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Infringements Act 2006 | | | |
|-------------------------------|---|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 17(3) | Power to withdraw infringement notice and file a charge and summons in the Children's Court in some circumstances | Building and Planning Enforcement Officer (B&PEO), Executive Director EC, Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 18(1) & (2) | Power to withdraw an infringement notice in some circumstances | Building and Planning Enforcement Officer (B&PEO), Executive Director EC, Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 22 | Function of receiving application for review of decision to serve infringement notice | Building and Planning Enforcement Officer (B&PEO), Executive Director EC, Senior Community Safety Officer (SCSO), Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services | Note: An internal review conducted under this Division must be conducted by a person employed by Council and who did not issue the infringement notice |

South Gippsland Shire Council

| Infringements Act 2006 | | | |
|------------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 23(1) | Power to request additional information required to conduct review | Building and Planning Enforcement Officer (B&PEO), Community Safety Officer (CSO), Executive Director EC, Community Safety Support Officer (CSSO), Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 23(2) | Duty to suspend review where request made under s 23(1) | Building and Planning Enforcement Officer (B&PEO), Community Safety Officer (CSO), Executive Director EC, Community Safety Support Officer (CSSO), Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Infringements Act 2006 | | | |
|------------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 23(4) | Power to refuse or grant request for extension of time made under s 23(3)(b) | Building and Planning Enforcement Officer (B&PEO), Community Safety Officer (CSO), Executive Director EC, Community Safety Support Officer (CSSO), Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 23(5) | Duty, if extension of time granted under s 23(4)(b), to inform applicant in writing of the period of the extension | Building and Planning Enforcement Officer (B&PEO), Community Safety Officer (CSO), Executive Director EC, Community Safety Support Officer (CSSO), Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| .23(6)(a) | Power, if applicant fails to provide information requested under s 23(1) within time under s 23(3) or, within the | Building and Planning Enforcement Officer (B&PEO), Community Safety Officer | |

South Gippsland Shire Council

| Infringements Act 2006 | | | |
|------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | period of extension if an extension is granted under s 23(4)(b), to review the decision under s 24 without additional information | (CSO), Executive Director EC, Community Safety Support Officer (CSSO), Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 23(6)(b)(i) & (ii) | Power, if applicant fails to provide information requested under s 23(1) within time under s 23(3) or, within the period of extension if an extension is granted under s 23(4)(b), to accept information provided by the applicant out of time and to review the decision under s 24 with that late information | Building and Planning Enforcement Officer (B&PEO), Community Safety Officer (CSO), Executive Director EC, Community Safety Support Officer (CSSO), Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s.24(1)(a) & (b) | duty, if application for review under section 22(1)(a), (b) or (c) is received, to review decision to serve infringement notice and suspend procedures used for enforcement of | Building and Planning Enforcement Officer (B&PEO), Community Safety Officer (CSO), Executive Director EC, Community Safety Support Officer (CSSO), | |

South Gippsland Shire Council

| Infringements Act 2006 | | | |
|------------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | infringement penalty until review complete and applicant is sent advice of outcome | Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 24(1A) | Duty to review whether person unlikely to have been aware of infringement notice, and suspend procedures until review complete and applicant is sent advice of outcome | Building and Planning Enforcement Officer (B&PEO), Community Safety Officer (CSO), Executive Director EC, Community Safety Support Officer (CSSO), Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 24(2) | Duty to ensure that a review is conducted by a person who was not involved in making the decision to serve the infringement notice | Building and Planning Enforcement Officer (B&PEO), Community Safety Officer (CSO), Executive Director EC, Community Safety Support Officer (CSSO), Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), | |

South Gippsland Shire Council

| Infringements Act 2006 | | | |
|------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 24(3)(a) | Duty to review decision within prescribed time or, if additional information is requested under s 23, within prescribed period plus 35 days | Building and Planning Enforcement Officer (B&PEO), Community Safety Officer (CSO), Executive Director EC, Community Safety Support Officer (CSSO), Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 24(3)(b) | Duty to serve on the applicant written notice of outcome of review within 21 days of decision | Building and Planning Enforcement Officer (B&PEO), Community Safety Officer (CSO), Executive Director EC, Community Safety Support Officer (CSSO), Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services | |

South Gippsland Shire Council

| Infringements Act 2006 | | | |
|------------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 25(1) | <p>Power, after reviewing a decision, to take the following actions (or any combination of those actions):</p> <p>(a) confirm the decision to serve an infringement notice;</p> <p>(b) withdraw the infringement notice and serve an official warning;</p> <p>(c) withdraw the infringement notice;</p> <p>(d) withdraw the infringement notice and refer the matter to the Court in accordance with Part 2 or, where infringement notice served on a child, withdraw the infringement notice and file a charge and summons in the Children's Court;</p> <p>(e) in the case of an infringement offence involving additional steps, alter or vary those steps;</p> <p>(f) waive all or any penalty reminder notice fees; or</p> <p>(g) approve a payment plan.</p> | Building and Planning Enforcement Officer (B&PEO), Executive Director EC, Senior Community Safety Officer (SCSO), Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Infringements Act 2006 | | | |
|------------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 25(2) | Power, in the case of application made under s 22(1)(b), to: (a) confirm the decision; (b) withdraw the notice and serve an official warning; or (c) withdraw the notice. | Building and Planning Enforcement Officer (B&PEO), Executive Director EC, Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSAFETY) | |
| s 25(2A) | Power made under s 22(1)(d), to grant or refuse application | Building and Planning Enforcement Officer (B&PEO), Executive Director EC, Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSAFETY) | |
| s 25(3) | Function of receiving application for payment plan for infringement notices confirmed under s 25(2)(a) | Building and Planning Enforcement Officer (B&PEO), Executive Director EC, Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services | |

South Gippsland Shire Council

| Infringements Act 2006 | | | |
|------------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 25(4) | Duty to serve application with written notice of decision made under s 25(2A)(a) | Building and Planning Enforcement Officer (B&PEO), Executive Director EC, Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 25(6) | Duty to serve application with written notice of outcome of review under s 25(2A)(b), and advise that payment is required within 14 days | Building and Planning Enforcement Officer (B&PEO), Executive Director EC, Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 29(1) & (2) | Power to serve a penalty reminder notice | Building and Planning Enforcement Officer (B&PEO), Community Safety Officer (CSO), Executive Director EC, Community | |

South Gippsland Shire Council

| Infringements Act 2006 | | | |
|------------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Safety Support Officer (CSSO), Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSAFETY) | |
| s 40(1)(a) | Duty to lodge prescribed information with the Court, if person elects an infringement offence matter to be heard by the Court or if matter referred to Court | Building and Planning Enforcement Officer (B&PEO), Executive Director EC, Senior Community Safety Officer (SCSO), Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSAFETY) | |
| s 40(1)(d) | Duty to serve details on person who was served with infringement notice, at least 14 days prior to hearing date | Building and Planning Enforcement Officer (B&PEO), Community Safety Officer (CSO), Executive Director EC, Community Safety Support Officer (CSSO), Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), | |

South Gippsland Shire Council

| Infringements Act 2006 | | | |
|------------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSAFETY) | |
| s 46(1) | Function of receiving application for payment plan | Building and Planning Enforcement Officer (B&PEO), Community Safety Officer (CSO), Executive Director EC, Community Safety Support Officer (CSSO), Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSAFETY) | |
| s 46(1A) | Function of receiving application for payment plan from body corporate | Building and Planning Enforcement Officer (B&PEO), Executive Director EC, Senior Community Safety Officer (SCSO), Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSAFETY) | |

South Gippsland Shire Council

| Infringements Act 2006 | | | |
|-------------------------------|--|---|-----------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s.46(3) | duty to offer payment plan in certain circumstances | Building and Planning Enforcement Officer (B&PEO), Executive Director EC, Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 46(4) | Power to offer payment plan in certain circumstances | Building and Planning Enforcement Officer (B&PEO), Executive Director EC, Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 46(5)(a) | Power to offer a payment plan by arrangement and management of a payment plan for the person to whom it applies by that agency | Building and Planning Enforcement Officer (B&PEO), Community Safety Officer (CSO), Executive Director EC, Community Safety Support Officer (CSSO), Senior Community Safety Officer (SCSO), Coordinator Environmental Health (EHC), | |

South Gippsland Shire Council

| Infringements Act 2006 | | | |
|------------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSAFETY) | |
| s 46(5)(b) | Power to offer a payment plan by referring the infringement penalty and penalty reminder notice fee to the Secretary for management by payment arrangement under the Fines Reform Act 2014 | Building and Planning Enforcement Officer (B&PEO), Executive Director EC, Senior Community Safety Officer (SCSO), Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSAFETY) | |
| s 46(6) | Duty if Council determines not to offer payment plan to a person who has applied, to serve written notice on person with relevant details | Building and Planning Enforcement Officer (B&PEO), Executive Director EC, Senior Community Safety Officer (SCSO), Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSAFETY) | |

South Gippsland Shire Council

| Infringements Act 2006 | | | |
|------------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 46(7) | Duty to cease action taken to collect infringement penalty upon receipt of application under s 46(1) or (1A) | Building and Planning Enforcement Officer (B&PEO), Executive Director EC, Senior Community Safety Officer (SCSO), Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSAFETY) | |
| s 47(1) | Power to arrange a payment plan | Building and Planning Enforcement Officer (B&PEO), Executive Director EC, Senior Community Safety Officer (SCSO), Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSAFETY) | |
| s 49(3) | Duty, if infringement notice withdrawn, withdraw infringement penalty and penalty reminder notice fee from payment plan | Building and Planning Enforcement Officer (B&PEO), Executive Director EC, Senior Community Safety Officer (SCSO), Coordinator Environmental Health (EHC), | |

South Gippsland Shire Council

| Infringements Act 2006 | | | |
|------------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSAFETY) | |
| s 49A(2) | Power to vary terms of a payment arrangement | Building and Planning Enforcement Officer (B&PEO), Executive Director EC, Senior Community Safety Officer (SCSO), Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSAFETY) | |
| s 49A(4) | Duty to give written notification to applicant of decision regarding payment plan variation | Building and Planning Enforcement Officer (B&PEO), Executive Director EC, Senior Community Safety Officer (SCSO), Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSAFETY) | |

South Gippsland Shire Council

| Infringements Act 2006 | | | |
|-------------------------------|--|--|-----------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 50(1) | Duty to allocate money received under payment plan in order of priority | Building and Planning Enforcement Officer (B&PEO), Executive Director EC, Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 50(3) | Duty to advise person to whom payment plan applies of overpayment | Building and Planning Enforcement Officer (B&PEO), Community Safety Officer (CSO), Executive Director EC, Community Safety Support Officer (CSSO), Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 50(3)(a) | Power to offer to apply amount of overpayment to outstanding infringement penalties, prescribed costs or | Building and Planning Enforcement Officer (B&PEO), Community Safety Officer (CSO), Executive Director EC, Community Safety Support Officer (CSSO), | |

South Gippsland Shire Council

| Infringements Act 2006 | | | |
|------------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | enforcement orders, if person consents and directs Council to do so | Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSAFETY) | |
| s 50(3)(b) | Power to refund amount of overpayment by appropriating Consolidated Fund or refunding from another fund or account | Building and Planning Enforcement Officer (B&PEO), Community Safety Officer (CSO), Executive Director EC, Community Safety Support Officer (CSSO), Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSAFETY) | |
| s.52(2) | duty to send written notice advising of default on payment plan | Building and Planning Enforcement Officer (B&PEO), Community Safety Officer (CSO), Executive Director EC, Community Safety Support Officer (CSSO), Senior Community Safety Officer (SCSO), Coordinator Environmental Health (EHC), | |

South Gippsland Shire Council

| Infringements Act 2006 | | | |
|-------------------------------|---|---|-----------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSAFETY) | |
| s 53A(2) | Function of consulting with Secretary | Building and Planning Enforcement Officer (B&PEO), Executive Director EC, Senior Community Safety Officer (SCSO), Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSAFETY) | |
| s. 53B(2) | duty to comply with request by Secretary under s 53B(1) | Building and Planning Enforcement Officer (B&PEO), Executive Director EC, Senior Community Safety Officer (SCSO), Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSAFETY) | |

South Gippsland Shire Council

| Infringements Act 2006 | | | |
|------------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 53C(2) | Duty to respond give report to Secretary in response to any recommendations made under s 53C(1) | Building and Planning Enforcement Officer (B&PEO), Executive Director EC, Senior Community Safety Officer (SCSO), Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |

| Land Act 1958 | | | |
|---------------|--|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 22D(1) | Duty to execute an instrument of transfer and surrender | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | Where the Attorney-General has authorised Council to surrender land |
| s 134A(2)(a) | Power to be consulted before Minister grants lease for stratum of Crown land | Manager Infrastructure Planning (MIP) | |

South Gippsland Shire Council

| Land Act 1958 | | | |
|---------------|--|---|------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 138A(3)(a) | Power to be consulted before person grants licence for strata of Crown land | Manager Infrastructure Planning (MIP) | |
| s 140A(3)(c) | Duty to provide report to Minister for grant of licences for jetty landing stages on Crown land | Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM), Manager Open Space and Environment (MOS&E) | |
| s 172(1) | Power to approve excise of land from certain streets by Governor in Council | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | |
| s 183A(1) | Power to raise funds by allowing use of common for the purposes of agriculture | Not applicable | Consent of Minister required |
| s 190 | Power to authorise persons to enter onto Crown land and remove materials for the purposes of forming/maintaining public road | Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM) | Consent of Minister required |

South Gippsland Shire Council

| Land Act 1958 | | | |
|---------------|--|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 349 | Power to agree to closure of road on land vested in the Crown | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | |
| s 400 | Power to give notice to Secretary that road is an unused road | Manager Infrastructure Planning (MIP) | Land Regulations 2016, r 10 For the purposes of s 400(2) of the Act, the prescribed form and particulars for a notice that a road or part of a road that a municipal Council considers is not required for public traffic is an unused road is the form and particulars in sch 4. |
| s 407(1) | Power to inform Minister it is desirable to re-open licensed closed road or water frontage | Manager Infrastructure Planning (MIP) | |
| s 407(3)(b) | Power to cause any building / hedge/ ditch etc to be taken down / filled up / removed etc | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID) | Where a licence under Division 8 of Part I has been cancelled under s 407(1) |
| s 411 | Function of receiving particulars of licence from the land manager | Manager Infrastructure Planning (MIP) | Where the licence is granted in relation to an unused road or water frontage in Council's municipal district |

South Gippsland Shire Council

| Land Act 1958 | | | |
|---------------|-------------------------------|----------|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | | <hr/> certain provisions in this Act apply only to Councils in their capacity as acquiring authorities ("authority") or to Councils in their capacity as responsible authority ("responsible authority") |

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

South Gippsland Shire Council

| Land Acquisition and Compensation Act 1986 | | | |
|--|--|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | | Delegations under the Land Acquisition and Compensation Act 1986 will be made in the Council resolution to acquire land in accordance with this Act. |
| s 6 | Duty of the authority to serve notice of intention to acquire on persons with an interest in the land | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 7(1)(b) | Power to serve statement on person interested in the land in accordance with s 7(1)(b) | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 9(1) | Duty of the authority to serve copy of notice on certain responsible authorities | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 9(2) | Duty of the responsible authority to provide information in writing when required to do so by an authority | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | Prescribed information listed under rr 11 and 12 of the Land, Acquisition and Compensation Regulations 2021 In accordance with required Council resolution |

South Gippsland Shire Council

| Land Acquisition and Compensation Act 1986 | | | |
|--|--|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 9(3) | Duty of the responsible authority to forward a copy of application for planning permit/building approval to an authority | Manager Infrastructure Planning (MIP), Coordinator Property (CP), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSAFETY) | In accordance with required Council resolution |
| s 10(1) | Duty of the authority to lodge notice and prescribed fee with the Registrar of Titles or Registrar-General | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 10(4) | Duty of the authority to give notice of cancellation/lapse in writing | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 10(7) | Duty of the authority to pay fees where an owner applies for a new s 32(2) certificate | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 14(1) | Power of an authority to amend notice upon agreement with persons on whom it was served | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |

South Gippsland Shire Council

| Land Acquisition and Compensation Act 1986 | | | |
|--|--|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 15(1) | Power of an authority not to proceed with the acquisition | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Executive Director IS | This must be a resolution of Council. |
| s 15(2) | Duty of the authority to serve a statement cancelling the notice of intention to acquire | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 17 | Power of the authority to agree with owner to extend operation of notice | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 18(1) | Power of the authority to acquire interest in land by agreement | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 19 | Function of the authority publishing a notice declaring the interest to be acquired | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 22 | Duty of the authority to serve copy notice of acquisition and a statement to persons interested in that land | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |

South Gippsland Shire Council

| Land Acquisition and Compensation Act 1986 | | | |
|--|--|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 23 | Duty of the authority to publish copy notice of acquisition in local newspaper | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 26(1) | Duty of the authority to endeavour to obtain agreement with the owner / occupier | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 26(5) | Power of the authority to enter into possession of the land | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID) | In accordance with required Council resolution |
| s 26(11) | Duty of the authority to serve copy certificate under s 26(4)(a) on occupier | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID) | In accordance with required Council resolution |
| s 27 | Power of the authority to recover any rent due | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Financial Strategy (MFS) | In accordance with required Council resolution |

South Gippsland Shire Council

| Land Acquisition and Compensation Act 1986 | | | |
|--|--|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 28(1) | Power of the authority to issue a warrant where refusal to give up possession | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 31(1) and supporting provisions | Power of the authority to make an offer, including the Power to determine amount of the offer. | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 31(5) | Duty of the authority to have regard to a valuation of the land in making an offer under s 31 | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 31(7) | Power of the authority to reduce the offer by an amount equal to outstanding interest, rates, taxes, etc. | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 32(1) | Duty of the authority to set out total amount of compensation where Minister directs information required to be set out by s 31 is inappropriate | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |

South Gippsland Shire Council

| Land Acquisition and Compensation Act 1986 | | | |
|--|---|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 32(2) | Duty of the authority to pay the total amount of compensation offered in court | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Financial Strategy (MFS) | In accordance with required Council resolution |
| s 32(4) | Duty of the authority to apply to the court or the Tribunal for determination of the amount payable | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 33(1) | Function of the authority of receiving notice of acceptance or notice of claim | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 36(1) | Duty of the authority to serve a reply to the notice of claim | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 36(2) | Power of the authority to admit/vary/reject the claim under s 36 | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 36(3) | Duty of the authority to provide claimant with method and basis of its valuation | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |

South Gippsland Shire Council

| Land Acquisition and Compensation Act 1986 | | | |
|--|--|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 37(4) | Duty of the authority to serve reply to notice of claim on claimant, where no offer was made | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 43(2) | Power of the authority to give notice of intention | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID) | In accordance with required Council resolution |
| s 43(3) | Duty of the authority to do action specified in notice under s 43(2) | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID) | In accordance with required Council resolution |
| s 45(1) | Power of the authority to grant a loan to claimant | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Financial Strategy (MFS) | In accordance with required Council resolution |
| s 48(2) | Duty of the authority to serve reply to notice of claim within 3 months on claimant | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Financial Strategy (MFS) | In accordance with required Council resolution |

South Gippsland Shire Council

| Land Acquisition and Compensation Act 1986 | | | |
|--|---|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 51(8) | Power of the authority to advance compensation to assist a person purchasing another interest in land | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 63(1) | Duty of the authority to prepare all instruments of conveyance | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 65(a) | Function of the authority to receive interest in land despite any restrictions under other laws | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 65(b) | Function of the authority to recover compensation where authority acquires an interest under s 65(a) | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Financial Strategy (MFS) | In accordance with required Council resolution |
| s 67(1) | Function of the authority to negotiate with agents | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |

South Gippsland Shire Council

| Land Acquisition and Compensation Act 1986 | | | |
|--|---|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 68(1) | Power of the authority to purchase or redeem interest in mortgage | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Financial Strategy (MFS) | In accordance with required Council resolution |
| s 68(4) | Power of the authority to direct where to convey release of mortgagee's interest upon payment under s 68(3) | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 68(5) | Power of the authority to give notice to the mortgagee that it will pay principal and interest upon 6 months of the notice | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Financial Strategy (MFS) | In accordance with required Council resolution |
| s 68(6) | Power of the authority to direct where to convey release of mortgagee interest upon payment under s 68(5) | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Financial Strategy (MFS) | In accordance with required Council resolution |
| s 69(1) | Power of the authority to pay amounts required under s 69(1) (c)-(e) to the credit of the Trust Fund where mortgagee fails to release interest or adduce good title | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Financial Strategy (MFS) | In accordance with required Council resolution |

South Gippsland Shire Council

| Land Acquisition and Compensation Act 1986 | | | |
|--|---|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 69(2) | Power of the authority to execute a deed poll | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 69(3) | Duty to register the deed poll in the office of the Registrar-General | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 70(1) | Function of the authority to negotiate with the mortgagee/person entitled to redemption of the value of interest and compensation where sum payable exceeds value of land | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 70(4) | Power of the authority to direct where to convey release of mortgagee interest upon payment under s 70(3) | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 71(1) | Power of the authority to pay amount required by s 70(3) to the credit of the Trust Fund where mortgagee fails to convey interest or adduce good title | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Financial Strategy (MFS) | In accordance with required Council resolution |

South Gippsland Shire Council

| Land Acquisition and Compensation Act 1986 | | | |
|--|---|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 71(3) | Power of the authority to execute and register a deed poll | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 72(1) | Function of the authority to settle an agreement with mortgagee/person entitled to redemption of interest payable where part of the land is taken | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 72(4) | Power of the authority to direct where to convey release of mortgagee's interest | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Financial Strategy (MFS) | In accordance with required Council resolution |
| s 72(6) | Function of the authority to furnish copy memorandum under s 72(5) | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 73(1) | Power of the authority to pay compensation to the credit of the Trust Fund where mortgagee fails to release/adduce good title | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Financial Strategy (MFS) | In accordance with required Council resolution |

South Gippsland Shire Council

| Land Acquisition and Compensation Act 1986 | | | |
|--|--|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 73(3) | Power of the authority to execute and register a deed poll | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 74(1) | Power of the authority to enter land | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID) | In accordance with required Council resolution |
| s 74(2) | Duty of the authority to serve notice of intention to enter and a statement on occupier and owner | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 75(1) | Power of the authority occupy land as long as is necessary for the purposes of the Local Government Act 1989 | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID) | In accordance with required Council resolution |
| s 75(2)(a) | Power of the authority or authorised person to dig and take from land any clay, soil, etc. | Manager Infrastructure Planning (MIP), Coordinator Property (CP), | In accordance with required Council resolution |

South Gippsland Shire Council

| Land Acquisition and Compensation Act 1986 | | | |
|--|--|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Manager Infrastructure Delivery (MID) | |
| s 75(2)(b) | Power of the authority to deposit any material on land | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID) | In accordance with required Council resolution |
| s 75(2)(c) | Power of the authority to make cuttings or excavations on land | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID) | In accordance with required Council resolution |
| s 75(2)(d) | Power of the authority to take timber from the land | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID) | In accordance with required Council resolution |
| s 75(2)(e) | Power of the authority to make and use roads on land | Manager Infrastructure Planning (MIP), Coordinator Property (CP), | In accordance with required Council resolution |

South Gippsland Shire Council

| Land Acquisition and Compensation Act 1986 | | | |
|--|---|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Manager Infrastructure Delivery (MID) | |
| s 75(2)(f) | Power of the authority to manufacture on the land any materials required | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID) | In accordance with required Council resolution |
| s 75(2)(g) | Power of the authority to erect workshops, sheds, etc on land | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID) | In accordance with required Council resolution |
| s 75(3) | Duty of the authority to serve notice in writing on owner/occupier and Soil Conservation Authority if intends to enter land | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID) | In accordance with required Council resolution |
| s 75(5) | Duty of the authority to give notice in writing of nature and quantity of material taken | Manager Infrastructure Planning (MIP), Coordinator Property (CP), | In accordance with required Council resolution |

South Gippsland Shire Council

| Land Acquisition and Compensation Act 1986 | | | |
|--|--|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Manager Infrastructure Delivery (MID) | |
| s 76 | Duty of the authority to comply with obligations under s 76(a)-(e) | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 79(1) | Duty of the authority to fence land when so required by the owner | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID) | In accordance with required Council resolution |
| s 80 | Power of the authority to refer a claim to the Court/Tribunal for determination | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 83 | Duty of the authority to serve a copy of the referral notice on other parties | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 87 | Power of the authority in a compulsory conference to increase the amount of an offer | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | |

South Gippsland Shire Council

| Land Acquisition and Compensation Act 1986 | | | |
|--|--|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | | In accordance with required Council resolution |
| s 91(4) | Power of the authority to set-off costs of determinations against any compensation award/costs payable to claimant | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 96(1) | Function of the authority to make application to the court for a valuer | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 103(1) | Power of the authority to inspect documents by notice in writing | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 104(3) | Power of the authority/authorise a person to accept service on its behalf | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 106(1)(c) | Power of the authority to extend/abridge time limits under the Act by agreement with concerned party | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |

South Gippsland Shire Council

| Land Acquisition and Compensation Act 1986 | | | |
|--|---|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 109(1) | Power of the authority to sell, lease or deal with an interest in land | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |
| s 109(2) | Duty of the authority to offer the land for sale to the former owner if within 18 months of acquisition under the Act | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | In accordance with required Council resolution |

| Livestock Disease Control Act 1994 | | | |
|------------------------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| 107E(1) | Function of receiving a written request for information from the Secretary | Chief Executive Officer (CEO), Manager Financial Strategy (MFS) | |
| 107E(2) | Duty to make available information requested by the Secretary under 107E(1) | Chief Executive Officer (CEO), Manager Financial Strategy (MFS) | |

South Gippsland Shire Council

| Liquor Control Reform Act 1998 | | | |
|--------------------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 27(1) | Power to apply to the Commission for a licence or BYO permit | Not applicable | Chief Executive Office |
| s 33 | Function of receiving copy of application | Social Planning Officer (SPO), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL) | |
| s 40(1) | Power to object to grant, variation or relocation of a licence | Social Planning Officer (SPO), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL) | |

South Gippsland Shire Council

| Liquor Control Reform Act 1998 | | | |
|---------------------------------------|--|---|-----------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 40(1A) | Power to object to grant, variation or relocation of packaged liquor licence or late night (packaged liquor) licence | Social Planning Officer (SPO), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL) | |
| s 91 | Power to request the Commission to conduct an inquiry into whether there are grounds to take disciplinary action | Executive Director EC, Manager Planning and Building Services (MPBS) | |
| s 94 | Power to request the Commission to conduct an inquiry into amenity or disuse | Executive Director EC, Manager Planning and Building Services (MPBS) | |

South Gippsland Shire Council

| Local Government Act 2020 | | | |
|---------------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 11(8) | Duty to keep a public register of delegations under section 11 of this Act | Executive Director SI , Coordinator Governance (CG), Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS), Manager Governance and Integrity (MGI) | |
| s 16(12) | Duty to pay an account received of the reasonable expenses incurred by a person engaged by the Minister to support a review by an electoral representative advisory panel | Payroll Support Officer (PAYO), Corporate Reporting and Council Business Officer (CR&CBO), Executive Assistant (EA), Executive Director SI , Coordinator Governance (CG), Governance Officer (GOVO) | |
| s 17(6) | Duty to pay an account received of the reasonable expenses incurred by the Victorian Electoral Commission as a consequence of conducting a ward boundary review | Executive Director SI , Coordinator Governance (CG), Manager Governance and Integrity (MGI) | |

South Gippsland Shire Council

| Local Government Act 2020 | | | |
|---------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 40(1) | Duty to reimburse a Councillor or a member of a delegated committee for out-of-pocket expenses in accordance with this section | Coordinator Office of the Chief Executive Officer (COCEO), Executive Director SI , Coordinator Governance (CG), Manager Governance and Integrity (MGI), Mayoral and Councillor Support Officer | |
| s 40(2) | Duty to provide details of all reimbursements of out-of-pocket expenses of Councillors and members of a delegated committee to the Audit and Risk Committee | Coordinator Office of the Chief Executive Officer (COCEO), Executive Director SI , Coordinator Governance (CG), Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS), Manager Governance and Integrity (MGI), Mayoral and Councillor Support Officer | |
| s 42 | Duty to make available to the Mayor and the Councillors the resources and facilities reasonably necessary to enable them to effectively perform their role | Coordinator Office of the Chief Executive Officer (COCEO), Executive Director SI , Manager Infrastructure Maintenance (MIM), Coordinator Governance (CG), Manager Governance and Integrity (MGI), Mayoral and Councillor Support Officer | |

South Gippsland Shire Council

| Local Government Act 2020 | | | |
|---------------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 50 | Duty to implement appropriate long service leave arrangements for members of Council staff in accordance with the regulations | Manager People and Culture (MP&C), Executive Director SI , Manager Financial Strategy (MFS) | |
| s 73(4) | Duty to publish a notice regarding a proposed local law in accordance with subsection 73(3)(a) to (d) | Executive Director EC, Executive Director SI , Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety), Manager Governance and Integrity (MGI) | |
| s 73(5) | Duty to ensure that a copy of the proposed local law is available for inspection | Executive Director EC, Executive Director SI , Manager Community Health and Safety (MCHSafety), Manager Governance and Integrity (MGI) | |
| s 74(1) | Duty to obtain a certificate from a qualified person | Executive Director EC, Executive Director SI , Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety), Manager Governance and Integrity (MGI) | |

South Gippsland Shire Council

| Local Government Act 2020 | | | |
|---------------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 74(5) | Duty to publish a notice after a local law is made in accordance with subsection 74(4)(a) to (d) | Executive Director EC, Executive Director SI , Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety), Manager Governance and Integrity (MGI) | |
| s 75 | Duty to ensure that a copy of a local law made under section 74 is available for inspection | Executive Director EC, Executive Director SI , Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety), Manager Governance and Integrity (MGI) | |
| s 76(3) | Duty to publish a notice of an amendment to a document, code, standard, rule, specification or method which contains matter applied, adopted or incorporated by a local law | Executive Director EC, Executive Director SI , Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety), Manager Governance and Integrity (MGI), MVCC | |
| s 76(4) | Duty to ensure that a copy of any document, code, standard, rule, specification or method which | Executive Director EC, Executive Director SI , Coordinator Community Safety (CCSafe), Manager Community Health and | |

South Gippsland Shire Council

| Local Government Act 2020 | | | |
|---------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | contains any matter incorporated in a local law is available for inspection | Safety (MCHSafety), Manager Governance and Integrity (MGI) | |
| s 82 | Function of receiving any penalty recovered for an offence against a local law | Community Safety Officer (CSO), Executive Director EC, Executive Director SI , Community Safety Support Officer (CSSO), Senior Community Safety Officer (SCSO), Coordinator Governance (CG), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety), LLCLO | |
| s 98 | Duty to prepare an annual report in respect of each financial year | Coordinator Accounting , Executive Director SI , Coordinator Governance (CG), Manager Financial Strategy (MFS), Manager Governance and Integrity (MGI) | Subject to section 99 |
| s 99(1) | Duty to prepare, as soon as practicable after the end of the financial year, the performance statement and financial statements of the Council for the financial year | Executive Director SI , Coordinator Governance (CG), Manager Financial Strategy (MFS), Manager Governance and Integrity (MGI) | |

South Gippsland Shire Council

| Local Government Act 2020 | | | |
|---------------------------|---|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 103 | Power to invest any money in accordance with subsections (a) to (f) | Financial Accountant (FA), Coordinator Accounting , Executive Director SI , Manager Financial Strategy (MFS), Finance Business Partner (FBP) | |
| s 106 | Duty to plan and deliver services to the municipal community in accordance with the service performance principles | All Executive Directors, Executive Managers, Managers, Coordinators, Team Leaders and Supervisors | |
| s 109(1) | Duty to comply with Council's Procurement Policy before entering into a contract for the purchase of goods or services or carrying out of works | All Council Staff | |
| s 112(1) | Power to purchase or compulsorily acquire any land which is or may be required by the Council for or in connection with, or as incidental to, the performance of its functions or the exercise of its powers. | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Executive Director IS | Must be undertaken in accordance with the Council's community engagement policy and any other relevant legislation. |

South Gippsland Shire Council

| Local Government Act 2020 | | | |
|---------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 114(2)(a) | Duty to give notice before selling or exchanging land | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Corporate Accountant, Financial Accountant (FA), Coordinator Accounting , Executive Director IS, Manager Financial Strategy (MFS), Finance Business Partner (FBP), Infrastructure Accountant (IA) | |
| s 114(2)(b) | Duty to undertake a community engagement process in accordance with Council's Community Engagement Policy before selling or exchanging land | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Executive Director IS, Executive Director SI , Manager Financial Strategy (MFS) | |
| s 114(2)(c) | Duty to obtain valuation before selling or exchanging land not more than 6 months prior to the sale or exchange | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Corporate Accountant, Financial Accountant (FA), Coordinator Accounting , Executive Director IS, Executive Director SI , Manager Financial Strategy (MFS), Finance Business Partner (FBP), Infrastructure Accountant (IA) | |

South Gippsland Shire Council

| Local Government Act 2020 | | | |
|---------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 115(1) | Power to lease land | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Executive Director IS, Executive Director SI , Manager Financial Strategy (MFS) | |
| s 115(3) | Duty to include proposal to lease in the budget | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Executive Director IS, Executive Director SI , Manager Financial Strategy (MFS) | |
| s 115(4) | Duty to undertake a community engagement process in accordance with Council's Community Engagement Policy before leasing land | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Executive Director IS, Executive Director SI , Manager Financial Strategy (MFS) | |
| s 116(1) | Power to transfer, exchange or lease land with or without consideration to an entity described in s 116(1)(a) to (e) | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Executive Director IS, Executive Director SI , Manager Financial Strategy (MFS) | |

South Gippsland Shire Council

| Local Government Act 2020 | | | |
|---------------------------|--|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 117(1)(a) | Power to approve another person to carry out the work required under s 117(1) | Executive Director IS, Executive Director EC, Executive Director SI | Delegation extends only to area of functional responsibility of delegate |
| s 117(1)(b) | Power to carry out the work required under s 117(1) | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Executive Director IS, Executive Director SI , Manager Financial Strategy (MFS) | Delegation extends only to area of functional responsibility of delegate |
| s 117(3) | Power to recover costs of carrying out work | Executive Director IS, Executive Director EC, Executive Director SI | Note: this provision commences on 1 July 2021 |
| s 119 | Power to require payment of all or part of money from present owner or occupier | Executive Director IS, Executive Director EC, Executive Director SI | Subject to section 121 |
| s 120(1) | Power to charge interest on unpaid money (other than rates and charges) in accordance with s 120 | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Executive Director IS, Executive Director SI , Manager Financial Strategy (MFS) | Note: this provision commences on 1 July 2021 |

South Gippsland Shire Council

| Local Government Act 2020 | | | |
|---------------------------|---|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 121 | Function of receiving application for land information certificate | Senior Rates and Valuation Officer (Sen RVO), CR&V, Rates and Valuations Administration Officer (R&VAO), NAR Administration Officer (NAR Admin Off), Senior Revenue Officer (SRO), Coordinator Procurement and Assurance (CR&P), IAcct, Manager Financial Strategy (MFS) | See prescribed information under r 5 of the Local Government (Land Information) Regulations 2021 |
| s 121(4) | Power to provide a land information certificate, including the power to provide in a land information certificate any other information concerning the land as the delegate considers in their absolute discretion to be relevant | Senior Rates and Valuation Officer (Sen RVO), CR&V, Rates and Valuations Administration Officer (R&VAO), NAR Administration Officer (NAR Admin Off), Senior Revenue Officer (SRO), Coordinator Procurement and Assurance (CR&P), Manager Financial Strategy (MFS) | Note, this instrument separately includes the duty to sign a land information certificate under r 5(2) of the Local Government (Land Information) Regulations 2021, which should be delegated to those who sign land information certificates |
| s 144B | Duty to reimburse the State for the remuneration costs associated with the appointment of an arbiter to hear an application made under s 143 | Executive Director SI | |

South Gippsland Shire Council

| Local Government Act 2020 | | | |
|---------------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 145B | Duty to provide all reasonable assistance to an arbiter that is necessary to enable the arbiter to conduct an internal arbitration process | Executive Director SI | |
| s 152 | Duty to pay the fees for a Councillor Conduct Panel to the Principal Council Conduct Registrar | Executive Assistant (EA), Executive Director SI , Coordinator Governance (CG) | |
| s 159A | Duty to reimburse the State for the remuneration costs associated with the formation of a Council Conduct Panel to hear an application made under s 154 | Executive Director SI | |
| s 162 | Duty to provide all reasonable assistance to the Councillor Conduct Panel which is necessary to enable the Councillor Conduct Panel to conduct the hearing and make a determination | Executive Assistant (EA), Executive Director SI , Coordinator Governance (CG) | |
| s 167(8) | Duty to pay any necessary expenses incurred by Councillors in attending mediation, training or counselling directed by a Councillor Conduct Panel | Executive Assistant (EA), Executive Director SI , Coordinator Governance (CG) | |

South Gippsland Shire Council

| Local Government Act 2020 | | | |
|---------------------------|--|---|---------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 177(1) | Power to apply to the Minister for a compliance exemption from a regulatory requirement under this Act or the regulations specified in the application | Executive Director IS, Executive Director EC, Executive Director SI | Subject to subsection (2) |
| s 179(3) | Duty to pay a Municipal Monitor the amounts entitled to be paid and the terms of the appointment | Payroll Support Officer (PAYO), Executive Assistant (EA), Executive Director SI , Coordinator Governance (CG) | |
| s 268(2) | Duty to pay for reasonable expenses of the Victorian Electoral Commission as specified in an account sent to the Council under subsection (1) | Executive Director SI , Coordinator Governance (CG) | |
| s 313(1) | Power to institute proceedings in the corporate name of the Council | Senior Rates and Valuation Officer (Sen RVO), WWO, Coordinator Building and Planning Compliance (B&PCC), Manager Infrastructure Planning (MIP), Coordinator Civil Works (CCW), Social Planning Officer (SPO), Coordinator Biodiversity (SB), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory | Subject to subsection (a) – (d) |

South Gippsland Shire Council

| Local Government Act 2020 | | | |
|---------------------------|-------------------------------|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Community Safety Officer (CSO), Rates and Valuations Administration Officer (R&VAO), NAR Administration Officer (NAR Admin Off), Senior Revenue Officer (SRO), Coordinator Buildings (BC), Lead Immunisation Nurse (LIN), SenValuer, Val, Manager Infrastructure Delivery (MID), Building and Planning Compliance Administration Officer (BAPCAO), Executive Assistant (EA), Financial Accountant (FA), Coordinator Accounting , Manager People and Culture (MP&C), Executive Director IS, Executive Director EC, Executive Director SI , Community Safety Support Officer (CSSO), Planning & Building Administration Officer (PBAO), MBS, Senior Community Safety Officer (SCSO), Planning Officer (Plan Off), Manager Infrastructure Maintenance (MIM), Coordinator Governance (CG), Governance Officer (GOVO), Coordinator | |

South Gippsland Shire Council

| Local Government Act 2020 | | | |
|---------------------------|---|--|---------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Coordinator Environmental Health (EHC), Manager Financial Strategy (MFS), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Coordinator Community Safety (CCSafe), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Strategic Planning (Strat Plan Coord), Coordinator Building and Recreation Assets (CB&R), LLCLO, Manager Open Space and Environment (MOS&E), Finance Business Partner (FBP), Coordinator Engineering (CENG), MVCC, Principal Planner (PPL) | |
| s 313(1) | Power to authorise a person to institute proceedings in the corporate name of the Council | No delegate | Subject to subsection (a) - (d) |

South Gippsland Shire Council

| Local Government Act 1989 | | | |
|---------------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 154 | Power to determine that land is not rateable land in accordance with s 154 | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 157(2) | Duty to publish notice of change in valuation system | Manager Financial Strategy (MFS) | |
| s 158(3) | Power to levy rates by sending notice to person liable | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 158(3A) | Power to send rate notice to a person specified upon request | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 159(5) | Power to determine form & time period | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s.159(6) | power to require applicant to give further particulars or verify particulars | CR&V, Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 161(3) | Duty to make available for inspection certain information | Manager Financial Strategy (MFS) | |

South Gippsland Shire Council

| Local Government Act 1989 | | | |
|---------------------------|--|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 163(1C) | Duty to send a copy of the public notice to each person who will be liable to pay the special rate or special charge | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Executive Director IS, Executive Director SI | |
| s 163(4) | Power to levy special rate/charge by sending notice to person liable | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 164(2) | Duty to notify of decision under s 164(1) to persons liable to pay special rate/charge | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager Financial Strategy (MFS) | Limited to Director or Executive Manager responsible for works or project. |
| s 165 | Duty to refund excess money | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 166(2) | Duty to notify persons liable that special rate/charge varied | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager | |

South Gippsland Shire Council

| Local Government Act 1989 | | | |
|---------------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Infrastructure Maintenance (MIM), Manager Financial Strategy (MFS) | |
| s 169(2) | Duty to send notice to person who was granted a rebate or concession and not complied with terms | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 170(1) | Power to defer payment where applicant shows hardship | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 170(3)(a) | Power to require payment where no longer hardship/in occupation | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 171(1) | Power to waive rate/charge to eligible recipient or in accordance with Council determination | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 171(4)(e) | Duty to waive amount which is in accordance with concession order upon receipt of application | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |

South Gippsland Shire Council

| Local Government Act 1989 | | | |
|---------------------------|---|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s171(4)(f) | Power to decide to treat person to whom waiver granted as having made continuing application or waiver | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | Requires the approval of the Minister administering the State Concessions Act 2004 |
| s 171(5A) | Power to waive rate/charge where person has right to recover it from another (upon application of the eligible recipient) | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 171A(1) | Function of receiving application for waiver | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 171A(2) | Power to require information or verification | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 171A(3) | Power to waive rate/charge/interest | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 171B(1) | Power to enter into a payment plan with a person for the payment of a rate or charge (including interest charged under s 172) | Senior Revenue Officer (SRO), Coordinator Accounting , Manager Financial Strategy (MFS) | |

South Gippsland Shire Council

| Local Government Act 1989 | | | |
|---------------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 171B(3) | Power to determine terms of the payment plan under subsections (a) to (d) | Senior Revenue Officer (SRO), Coordinator Accounting , Manager Financial Strategy (MFS) | |
| s 171B(7) | Power to cancel a payment plan | Senior Revenue Officer (SRO), Coordinator Accounting , Manager Financial Strategy (MFS) | |
| s 172(1) | Power to raise interest and require payment from person liable | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 172(3) | Power to exempt a person from paying interest | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 172(4) | Power to recover interest due | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 173(2)(a) | Duty to refund rates/charges where land ceases to be rateable and payment was made | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |

South Gippsland Shire Council

| Local Government Act 1989 | | | |
|---------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 173(2)(b) | Duty to require pro rata payment where land ceases to be rateable | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 175(2) | Power to require current rates, arrears from person acquiring land | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 177(1) | Power to require occupier to pay rent upon notice | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 177(4) | Power to recover unpaid rent as a debt due | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 180(1) | Power to recover unpaid rate/charge as a debt due | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 180A | Duty to provide notification prior to commencing proceedings for recovery of unpaid debt in certain circumstances | Manager Financial Strategy (MFS) | |

South Gippsland Shire Council

| Local Government Act 1989 | | | |
|---------------------------|--|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 181(2) | Power to dispose of land where rate/charge unpaid | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 181(5) | Power to serve and to give notices before Council sells the land. | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 181(7) | Power to deduct expenses incurred in connection with sale | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 181AA | Duty to comply with Ministerial Guidelines | Manager Financial Strategy (MFS) | |
| s 181C(2) | Power to send notice to person liable to pay environmental upgrade charge | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 181E(1) | Duty to use best endeavours to recover environmental upgrade charge | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 181F | Duty to adjust environmental upgrade charge to reflect lower amount advanced to owner and advise | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | Council must refund any excess amounts paid to owner or occupier as a result of an |

South Gippsland Shire Council

| Local Government Act 1989 | | | |
|---------------------------|---|----------------------------------|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | any person liable to pay charge in writing of the adjustment | | adjustment being made to an upgrade charge under 181F(1) |
| s 185F(1) | Duty to comply with any direction of the Minister under s 185D | Manager Financial Strategy (MFS) | |
| s 181H | Power to enter into an environmental upgrade agreement on behalf of Council and declare and levy an environmental upgrade charge | No delegate | |
| s 185I | Power to enter into a cladding rectification agreement in respect of rateable land with an existing building on it | No delegate | Subject to ss 185I(4), 185J(4) and 185J(5) |
| s 185J(1) | Function of receiving details in writing of the information set out in s 185J(1)(a) | No delegate | |
| s 185J(2) | Duty to give written notice to each owner or, in the case of rateable land managed by an owners corporation, each owner of a lot on the rateable land | No delegate | |

South Gippsland Shire Council

| Local Government Act 1989 | | | |
|---------------------------|--|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 185J(8) | Power to enter into a cladding rectification agreement if all the existing mortgagees of the rateable land agree in writing to the proposed cladding rectification charged | No delegate | If Council is not satisfied of the matters set out in s 185J(4) |
| s 185J(9) | Power to enter into a cladding rectification agreement if all the existing mortgagees of those lots agree in writing to the cladding rectification charge | No delegate | If Council is not satisfied of the matters set out in s 185J(5) |
| s 185K(1)(b) | Function of receiving information from the owners corporation | No delegate | |
| s 185N(1) | Duty to use Council's best endeavours to recover a cladding rectification charge in accordance with any requirements imposed on it by the Building Act 1993 and the cladding rectification agreement | No delegate | Subject to s 185N(2) and (3) |
| s 199 | Duty to give notice of proposed drainage works to persons affected | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Manager Infrastructure Maintenance | |

South Gippsland Shire Council

| Local Government Act 1989 | | | |
|---------------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | (MIM), Manager Open Space and Environment (MOS&E) | |
| s 200(1) | Power to give persons notice that must carry out drainage works | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Manager Infrastructure Maintenance (MIM), Manager Open Space and Environment (MOS&E) | |
| s 200(2) | Power to carry out works itself where non-compliance with notice | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Manager Infrastructure Maintenance (MIM) | |
| s 201(1) | Duty to construct, manage, etc works under schemes approved under Water Act 1989 | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Manager Infrastructure Maintenance (MIM) | |
| s 201(2) | Power to carry out any power under the Act for purpose of 201(1) | Manager Infrastructure Maintenance (MIM) | |

South Gippsland Shire Council

| Local Government Act 1989 | | | |
|---------------------------|---|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 203(1) | Power to develop and implement a transport plan | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID) | |
| s 203(2) | Power to prepare a transport plan jointly with one or more other councils | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID) | |
| s 203A | Power to procure, provide or enable transport services within the municipal district | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID) | |
| s 204(1) | Power to publish notice in Government Gazette of road to be declared a public highway | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID), Manager Infrastructure Maintenance (MIM) | |
| s 207D(2) | Duty to notify Registrar of Titles of an action under s 207D(1)(b) or a transfer of land in the form described in (a) - (c) | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Maintenance (MIM) | Delegation only extends to matters within the functional responsibility of delegate. |
| s 223(1)(a) | Duty to publish a public notice | Corporate Reporting and Council Business Officer (CR&CBO), Governance Officer | |

South Gippsland Shire Council

| Local Government Act 1989 | | | |
|---------------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | (GOVO), All Executive Directors, Executive Managers, Managers and Coordinators | |
| s 223(1)(b)(iii) | Administrative duty to give reasonable notice of day, time and place of the meeting to each person who made a request to appear in person, or be represented in the submission | Corporate Reporting and Council Business Officer (CR&CBO), Governance Officer (GOVO), All Executive Directors, Executive Managers, Managers and Coordinators | |
| s 223(1)(d)(ii) | Duty to notify submitters after made decision | Corporate Reporting and Council Business Officer (CR&CBO), Governance Officer (GOVO), All Executive Directors, Executive Managers, Managers and Coordinators | |
| s 223(3) | Power to authorise members of Council staff to carry out administrative procedures | All Executive Directors, Executive Managers, Managers and Coordinators | |
| s 224(1) | Power to appoint authorised officer | Not Delegated | Chief Executive Officer |

South Gippsland Shire Council

| Local Government Act 1989 | | | |
|---------------------------|---|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 224(1A) | Duty to maintain register of authorised officers | Corporate Reporting and Council Business Officer (CR&CBO), Executive Director SI , Manager Governance and Integrity (MGI) | |
| s 224(2) | Duty to supply authorised officers with identity cards | Corporate Reporting and Council Business Officer (CR&CBO), Executive Director SI , Human Resources & Return to Work Support Officer , Manager Governance and Integrity (MGI) | Authorisation only to be made in respect of areas of responsibility of delegate. |
| s 224(3) | Power to authorise a person to sign identity cards of authorised officers | Not Delegated | <hr/> Chief Executive Officer - electronic signature applied by People and Culture. |
| s 224A(2) | Power to publish a notice in the Government Gazette which authorises police officers to enforce provisions of local law | Not Delegated | <hr/> Chief Executive Officer |
| s 237A | Duty to make available to the Secretary to the Department any information requested in | Not Delegated | |

South Gippsland Shire Council

| Local Government Act 1989 | | | |
|---------------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | accordance with s.121A of the Livestock Disease Control Act 1994 | | Chief Executive Officer |
| sch 10 cl 1(a) | Power to make, maintain and repair roads | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM) | |
| sch 10 cl 2 | Administrative functions necessary to give effect to power to deviate roads | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID) | |
| sch 10 cl 3 | Administrative functions necessary to give effect to power to discontinue roads | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID) | |
| sch 10 cl 4 | Power to enter and take any materials necessary from certain land | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM), | |

South Gippsland Shire Council

| Local Government Act 1989 | | | |
|---------------------------|--|---|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Manager Open Space and Environment (MOS&E) | |
| sch 10 cl 5(1)(a) | Power to approve, assign or change the name of a road | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM), Manager Governance and Integrity (MGI) | Power in cl 5(1) must be exercised in accordance with the Geographic Place Names Act 1998 |
| sch 10 cl 5(1)(b) | Power to erect signs on a road | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM) | |
| sch 10 cl 5(1)(c) | Power to approve, assign and change the number of a road and any premises next to a road | Manager Infrastructure Planning (MIP), CR&V, Manager Infrastructure Delivery (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM) | |
| sch 10 cl 5(1)(d) | Power to require people to number their premises and to renew those numbers | Manager Infrastructure Planning (MIP), CR&V, Manager Infrastructure Delivery | |

South Gippsland Shire Council

| Local Government Act 1989 | | | |
|---------------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM) | |
| sch 10 cl 6 | Power to cause standard survey marks to be established in roads | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM) | |
| sch 10 cl 8(1)(b) | Power to allow persons to make minor repairs, alterations, etc between the old alignment and the new alignment of a road | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM) | |
| sch 10 cl 8(3) | Duty to publish notice in Government Gazette before starting work | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM) | |
| sch 10 cl 9 | Power to provide for temporary roads | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), | |

South Gippsland Shire Council

| Local Government Act 1989 | | | |
|---------------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Executive Director IS, Manager Infrastructure Maintenance (MIM) | |
| sch 10 cl 10 | Power to permit the erection and maintenance of gate and fences and to revoke the permission and to permit the construction of by-passes for unfenced roads and to revoke the permission and require the removal of the by-pass | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM) | |
| sch 10 cl 11(a) | Power to require/cause the filling up of holes or excavations | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM) | |
| sch 10 cl 11(b) | Power to require/cause the removal of a cause of danger/damage | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM) | |

South Gippsland Shire Council

| Local Government Act 1989 | | | |
|---------------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| sch 10 cl 11(c) | Power to require/cause the erection or restoration of a fence between the holes or excavations and any adjacent land or road | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM) | |
| sch 10 cl 12 | Power to make, maintain, repair or reconstruct a bridge or crossing | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM) | |
| sch 11 cl 1 | Power to fix times when vehicles may stand in parking areas and the fees for and manner of standing in parking areas | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| sch 11 cl 2 | Power to issue special parking permits to disabled persons | Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| sch 11 cl 3 | Power to remove abandoned/unregistered vehicles | Community Safety Officer (CSO), Community Safety Support Officer | |

South Gippsland Shire Council

| Local Government Act 1989 | | | |
|---------------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | (CSSO), Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety), LLCLO | |
| sch 11 cl 4 | Power to tow away and impound vehicles which are causing an unlawful obstruction etc and to charge a fee | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety), LLCLO | |
| sch 11 cl 5 | Power to require or cause the removal of any encroachment or obstruction | Manager Infrastructure Planning (MIP), Community Safety Officer (CSO), Manager Infrastructure Delivery (MID), Community Safety Support Officer (CSSO), Senior Community Safety Officer (SCSO), Manager Infrastructure Maintenance (MIM), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety), LLCLO | |

South Gippsland Shire Council

| Local Government Act 1989 | | | |
|---------------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| sch 11 cl 6 | Power to control traffic to enable works to be carried out on, over, or on land next to a road | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Senior Community Safety Officer (SCSO), Manager Infrastructure Maintenance (MIM), Coordinator Community Safety (CCSafe) | |
| sch 11 cl 7 | Power to close a road, or part of a road for a particular period | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Manager Infrastructure Maintenance (MIM), Manager Open Space and Environment (MOS&E), Coordinator Routine Maintenance (CRM), IMCS, IMS, Coordinator Operational Support (OBC), Supervisor Sealed Roads (SSR), SAM | |
| sch 11 cl 8 | Power to erect and remove any works or structures to protect passengers, pedestrians and drivers or to regulate traffic on a road | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Manager Infrastructure Maintenance (MIM) | |

South Gippsland Shire Council

| Local Government Act 1989 | | | |
|----------------------------------|---|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| sch 11 cl 9 | Administrative functions necessary to give effect to power to block or restrict the passage or access of vehicles on a road by placing a permanent barrier or obstruction on a road | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Manager Infrastructure Maintenance (MIM) | Only to be exercised where report from Head, Transport for Victoria has been considered; and if the road is a freeway or arterial road, consent of Head, Transport for Victoria is required |
| sch 11 cl 10(1)(a) & cl 10(1)(b) | Power to block or restrict the passage or access of vehicles on a road by placing a temporary barrier or obstruction on a road | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Manager Infrastructure Maintenance (MIM) | If the road is a freeway or arterial road, consent of Head, Transport for Victoria is required |
| sch 11 cl 11 | Administrative functions necessary to give effect to power to declare a road or part of a road a shopping mall and prohibit or restrict the entry of vehicles | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Senior Community Safety Officer (SCSO), Manager Infrastructure Maintenance (MIM), Coordinator Community Safety (CCSafe) | |
| sch 11 cl 12(1) | Administrative functions necessary to give effect to power to prohibit the use of a road by a vehicle over a certain size or weight | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Senior Community Safety Officer (SCSO), Manager Infrastructure Maintenance | |

South Gippsland Shire Council

| Local Government Act 1989 | | | |
|---------------------------|---|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | (MIM), Coordinator Community Safety (CCSafe) | |
| sch 11 cl 12(2) | Power to make decision to prohibit the use of a road by a vehicle over a certain size or weight | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Senior Community Safety Officer (SCSO), Manager Infrastructure Maintenance (MIM), Coordinator Community Safety (CCSafe) | Only to be exercised where immediate risk of danger to people or damage to property exists and action is immediately reported to Council |
| sch 11 cl 13 | Power to determine speed limits | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID) | |
| sch 11 cl 14 | Power to prohibit or restrict traffic on a road if unsafe | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Senior Community Safety Officer (SCSO), Manager Infrastructure Maintenance (MIM), Coordinator Community Safety (CCSafe) | |

South Gippsland Shire Council

Magistrates' Court Act 1989

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|---|-----------------------------------|
| s 99A(4) | Power to give persons or bodies making a written request under s 99A(3) access to any information that may be of use in the enforcement of court orders and fines | Coordinator Technology Operations (CTO), Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |

Major Transport Projects Facilitation Act 2009

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|---|---|
| s 111C(1)(a) | Power to enter into an agreement with project authority | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Executive Director IS | Council as specified entity Provision inserted under Suburban Rail Loop Act 2021 |
| s 134(4) | Duty to comply with requirement to surrender public land under subs(1)(a) | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Executive Director IS | |

South Gippsland Shire Council

| Major Transport Projects Facilitation Act 2009 | | | |
|--|--|---|-------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 134(5) | Duty to give written notice to the Project Minister and project authority of any lease, licence or other of interest in land | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Executive Director IS | |
| s 134(6) | Function of receiving written notice from the Project Minister | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Executive Director IS | |
| s 146(2) | Power to claim compensation for pecuniary loss or expense incurred | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Executive Director IS | |
| s 147 | Function of agreeing to transfer of building or structure | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Executive Director IS | |
| s 167 | Function of receiving written notice from the project authority | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Executive Director IS | For land owned or vested in Council |

South Gippsland Shire Council

| Major Transport Projects Facilitation Act 2009 | | | |
|--|--|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | | Provision inserted under Suburban Rail Loop Act 2021 |
| s 189(2) | Duty to obtain consent of project authority for the purposes of carrying out works or discontinue a road within a project area | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Executive Director IS | Provision inserted under Suburban Rail Loop Act 2021 |
| s 189(5) | Function of receiving written consent | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Executive Director IS | |
| s 195(1)(b) | Duty not to declare a road under section 204 of the Local Government Act 1989 if Council is not the project authority | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Executive Director IS | |
| s 195(2) | Power to apply to the relevant project authority for the purpose of 195(1) | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Executive Director IS | |

South Gippsland Shire Council

Major Transport Projects Facilitation Act 2009

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|--|---|-----------------------------------|
| s 195(4) | Function of receiving written notice of the decision from the relevant project authority | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Executive Director IS | |

Marine and Coastal Act 2018

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|---|-----------------------------------|
| s 25(3) | Function of being consulted by the Minister when preparing a Marine and Coastal Policy if Council's interests may be affected by the policy | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Manager Planning and Building Services (MPBS) | |
| s 32(3) | Function of being consulted by the Minister when preparing a Marine and Coastal Strategy if Council's interests may be affected by the strategy | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Manager Planning and Building Services (MPBS) | |

South Gippsland Shire Council

| Marine and Coastal Act 2018 | | | |
|-----------------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 46(3) | Function of being consulted by the parties of a regional and strategic partnership when preparing a product if Council's interests may be affected by the product | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Manager Planning and Building Services (MPBS) | |
| s 51(3) | Function of being consulted by the Minister when preparing an environmental management plan if Council's interests may be affected by the plan | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Manager Planning and Building Services (MPBS) | |
| s 59(3) | Function of being consulted by the Crown land manager when preparing a costal and marine management plan where Council's interests may be affected by the plan | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Manager Planning and Building Services (MPBS) | |

South Gippsland Shire Council

| Mineral Resources and Extraction Act 1990 | | | |
|---|--|-----------------------|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 46(1) | Function of consulting with Minister | Executive Director EC | |
| s 77HB(2) | Function of consulting with Department Head before Department Head approves variation of work plan | Executive Director EC | |
| s 77M(3) | Power to consult with Minister regarding variation, suspension or revocation | Executive Director EC | |
| s 77R(1)(c) | Power to act, if specified by the Minister, as a referral authority | Executive Director EC | |
| s 80(2)(a) | Power to consult with Minister regarding amount of rehabilitation bond or further rehabilitation bond if the land is private land | Executive Director EC | |
| s 80(2A) | Power to consult with Minister regarding amount of rehabilitation bond in respect to an extractive industry work authority if the land is private land | Executive Director EC | |

South Gippsland Shire Council

Mineral Resources and Extraction Act 1990

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|-----------------------|-----------------------------------|
| s 82(2) | Power to consult with Minister before Minister returns bond if rehabilitation is satisfactory and if the land is private land | Executive Director EC | |

National Parks Act 1975

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|--|-----------------------------------|
| s 19C(1) | Power to enter into agreement with Minister for management of land vested in or controlled or managed by Council | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID), Executive Director IS | |
| s 27(1) | Power to exercise powers in relation to a park with Parks Victoria's consent subject to any conditions it directs | Not applicable | |

South Gippsland Shire Council

| Pipelines Act 2005 | | | |
|--------------------|---|---|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 21(1) | Power to consent to entry onto Crown Land for purpose of conducting survey | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID) | Where Crown Land is vested in Council |
| s 102 | Power to decide construction of the pipeline in relation to roads, bridges and tramways is satisfactory | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Executive Director IS | Where Council is the 'relevant authority' |
| s 103 | Power to decide construction of the pipeline in relation to electrical apparatus or other pipelines is satisfactory | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Executive Director IS | Where Council is the 'relevant authority' |
| s 104 | Function of being reimbursed by licensee for expense incurred due to the existence of a pipeline | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Executive Director IS | |
| s 105(1) | Power to refer a dispute under Division 2 Part 7 of the Act to the Governor in Council for determination | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Executive Director IS | |

South Gippsland Shire Council

| Pipelines Act 2005 | | | |
|--------------------|--|---|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 105(2) | Duty to comply with Governor in Council's determination under s 105(1) | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Executive Director IS | |
| s 116 | Function of receiving notice from licensee of incident | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Executive Director IS | Where Council is the 'relevant authority' |

| Privacy and Data Protection Act 2014 | | | |
|--------------------------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 20(1) | Duty to comply with Information Privacy Principles | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |

South Gippsland Shire Council

| Privacy and Data Protection Act 2014 | | | |
|--------------------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 20(2) | Duty to comply with Information Privacy Principles when administering a public register | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |
| s 22(1) | Power to seek approval of a code of practice or an amendment to a code of practice | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |
| s 22(4) | Function of being consulted by the Information Commissioner in relation to a code of practice | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |
| s 23(1)(b) | Function of giving written notice to the Information Commissioner that Council intends to be bound by the approved code of practice | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |

South Gippsland Shire Council

| Privacy and Data Protection Act 2014 | | | |
|--------------------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 23(6) | Function of giving written notice to the Information Commissioner that Council no longer intends to be bound by the approved code of practice | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |
| s 26(4) | Function of being consulted by the Information Commissioner in relation to a code of practice | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |
| s 28(5) | Power to refuse a request by an authorised representative of an individual for access to personal information where it is reasonably believed that access may endanger the individual | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |
| s 29(1) | Power to apply to the Commissioner for a public interest determination | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |

South Gippsland Shire Council

| Privacy and Data Protection Act 2014 | | | |
|--------------------------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 29(5) | Function of receiving draft determination | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |
| s 29(6) | Function of attending a conference with the Information Commissioner | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |
| s 30(1) | Power to request that application be for a temporary public interest determination | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |
| s 34(1) | Power to apply to the Information Commissioner for approval of an amendment to a public interest determination | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |

South Gippsland Shire Council

| Privacy and Data Protection Act 2014 | | | |
|--------------------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 34(2) | Function of receiving draft determination and attending a conference with the Information Commissioner and Power to make a submission | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |
| s 35(2) | Function of receiving written notice from the Information Commissioner regarding revocation of a public interest determination | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |
| s 36(1) | Duty to report to the Information Commissioner on an annual basis, or at any other agreed time | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |
| s 38(1) | Power to apply to the Information Commissioner for a temporary public interest determination and power to make a submission | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |

South Gippsland Shire Council

| Privacy and Data Protection Act 2014 | | | |
|--------------------------------------|--|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 41(2) | Function of receiving written notice from the Information Commissioner regarding revocation of temporary public interest determination | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |
| s 47(1) | Power to apply for approval of an information usage arrangement | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | Where Council is a lead party to an information usage arrangement |
| s 47(2) | Duty to consult where required | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | Where Council is a party to an information usage arrangement |
| s 49(6) | Function of receiving notice of a refusal under s 49(4) or (5) from the Information Commissioner | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | Where Council is a lead party to an information usage arrangement |

South Gippsland Shire Council

| Privacy and Data Protection Act 2014 | | | |
|--------------------------------------|--|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 52(1) | Power to apply for approval of an amendment to an information usage arrangement | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | Where Council is a lead party to an information usage arrangement |
| s 52(2) | Duty to consult where required | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | Where Council is a party to an information usage arrangement |
| s 53(2) | Power to request revocation of an approval of an information usage arrangement | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | Where Council is a party to an information usage arrangement |
| s 53(4) | Function of receiving notice from the Information Commissioner regarding ground for revocation of an information usage arrangement | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | Where Council is a party to an information usage arrangement |

South Gippsland Shire Council

| Privacy and Data Protection Act 2014 | | | |
|--------------------------------------|---|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 53(5) | Function of receiving notice from the Minister regarding revocation of an information usage arrangement | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | Where Council is a party to an information usage arrangement |
| s 54(1) | Duty to report to the Information Commissioner about the information usage arrangement | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | Where Council is a lead party to an information usage arrangement |
| s 56 | Power to apply to VCAT for review of a decision to issue a certificate under s 55 | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | Where Council's interests are affected by the decision |
| s 61 | Function of receiving notice of complaint lodged with the Information Commissioner | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |

South Gippsland Shire Council

| Privacy and Data Protection Act 2014 | | | |
|--------------------------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 62(1) | Function of receiving notice that complaint is to be declined | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |
| s 62(3) | Power to attend before the Information Commissioner and produce documents | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |
| s 62(7) | Function of receiving notice of dismissal | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |
| s 63(2) | Function of receiving notice of complaint being referred by the Information Commissioner | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |

South Gippsland Shire Council

| Privacy and Data Protection Act 2014 | | | |
|--------------------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 64(2) | Function of receiving notice of complaint being dismissed by the Information Commissioner | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |
| s 65A | Function of consulting with the Information Commissioner | Senior Risk & FOI Officer , Manager Governance and Integrity (MGI) | |
| s 65B | Function of liaising with the Information Commissioner to informally resolve a complaint | Senior Risk & FOI Officer , Manager Governance and Integrity (MGI) | |
| s 66(1) | Function of receiving notice that conciliation is inappropriate | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |
| s 66(6) | Function of receiving notice of complaint being dismissed by the Information Commissioner | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |

South Gippsland Shire Council

| Privacy and Data Protection Act 2014 | | | |
|--------------------------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 67(3) | Power to attend conciliation and settle the matter | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |
| s 68 | Power to give information or produce a document | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |
| s 69(1) | Power to prepare and sign conciliation agreement | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |
| s 69(2) | Power to lodge certified conciliation agreement | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |

South Gippsland Shire Council

| Privacy and Data Protection Act 2014 | | | |
|--------------------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 69(3) | Function of receiving copy of registered record | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |
| s 71(1) | Function of receiving notice of unsuccessful conciliation | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |
| s 71(6) | Function of receiving notice of complaint being dismissed by the Information Commissioner | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |
| s 72 | Power to apply to VCAT for an interim order | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |

South Gippsland Shire Council

| Privacy and Data Protection Act 2014 | | | |
|--------------------------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 77(1) | Power to administer/ implement order of VCAT | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |
| s 77(3) | Function of receiving VCAT order relating to a public register administered by Council | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |
| s 78(1) | Duty to comply with compliance notice served by the Information Commissioner | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |
| s 78(3) | Power to apply for extension in relation to compliance notice | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |

South Gippsland Shire Council

| Privacy and Data Protection Act 2014 | | | |
|--------------------------------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 79 | Power to give information or produce a document | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Senior Risk & FOI Officer , Manager Financial Strategy (MFS), Manager Digital and Technology (MD&T) | |
| s 83(1) | Power to apply to VCAT for review of a decision of the Information Commission under s 78(1) | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |

| Professional Engineers Registration Act 2019 | | | |
|--|---|---|-----------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 75(3) | Duty to comply with a request under s 75(1) | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM) | Where Council is a specified body |

South Gippsland Shire Council

| Public Interest Disclosures Act 2012 | | | |
|--------------------------------------|--|---|-------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 16(1) | Function of receiving a public interest disclosure that relates to the conduct of Council or of a member, officer or employee of Council | Manager People and Culture (MP&C), Executive Director SI , Manager Governance and Integrity (MGI) | Subject to s 16(2) |
| s 21(2) | Duty to, no later than 28 days after the disclosure is made, notify the disclosure to the appropriate entity for assessment under Part 3 | Manager People and Culture (MP&C), Executive Director SI , Manager Governance and Integrity (MGI) | Where Council is a receiving entity |
| s 23 | Power to provide information in respect of the disclosure | Manager People and Culture (MP&C), Executive Director SI , Manager Governance and Integrity (MGI) | |
| s 24(2) | Duty to advise the person who made the disclosure that the disclosure has been notified to the IBAC, the Victorian Inspectorate or the Integrity and Oversight Committee (as the case may be) for assessment | Manager People and Culture (MP&C), Executive Director SI , Manager Governance and Integrity (MGI) | Where Council is a receiving entity |

South Gippsland Shire Council

| Public Interest Disclosures Act 2012 | | | |
|--------------------------------------|---|---|-------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | | |
| s 24(3) | Duty to advise the person who made the disclosure of the matters in s 24(3)(a) – (c) | Manager People and Culture (MP&C), Executive Director SI , Manager Governance and Integrity (MGI) | Where Council is a receiving entity |
| s 26(6) | Function of being consulted by IBAC | Manager People and Culture (MP&C), Executive Director SI , Manager Governance and Integrity (MGI) | Where Council is a notifying entity |
| s 27 | Function of receiving notification of IBAC's determination | Manager People and Culture (MP&C), Executive Director SI , Manager Governance and Integrity (MGI) | Where Council is a notifying entry |
| s 54(1) | Power to disclose information regarding an assessable disclosure or identity of person who has made an assessable disclosure, only in the circumstances listed in s 54(2) | Manager People and Culture (MP&C), Executive Director SI , Manager Governance and Integrity (MGI) | |

South Gippsland Shire Council

| Public Interest Disclosures Act 2012 | | | |
|--------------------------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 58(1) | Duty to establish procedures to facilitate the making of disclosures and the handling of those disclosures | Manager People and Culture (MP&C), Executive Director SI , Manager Governance and Integrity (MGI) | |
| s 58(5) | Duty to establish procedures for the protection of persons from detrimental action by the Council, Council officers or Councillors | Manager People and Culture (MP&C), Executive Director SI , Manager Governance and Integrity (MGI) | |
| s 59(4) | Duty to make procedures established under s.58 available to the public and to staff and Councillors | Manager People and Culture (MP&C), Executive Director SI , Manager Governance and Integrity (MGI) | |
| s 61(1) | Function of receiving recommendations from IBAC | Manager People and Culture (MP&C), Executive Director SI , Manager Governance and Integrity (MGI) | |

South Gippsland Shire Council

| Public Interest Disclosures Act 2012 | | | |
|--------------------------------------|---|---|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 70(1) | Duty to include certain items in annual report | Manager People and Culture (MP&C), Manager Governance and Integrity (MGI) | |
| sch.1 cl 25(2) | Duty to complete the investigation of the disclosure under the Whistleblowers Protection Act 2001 and take action listed in sch.1 cl 25(2)(b) | Not Delegated | Note: applies Where an investigation has been started but not completed under the Whistleblowers Protection Act 2001 Chief Executive Officer |
| sch.1 cl 29(2) | Duty to notify IBAC within 28 days of a disclosure made after commencement of this Act | Manager People and Culture (MP&C), Executive Director SI , Manager Governance and Integrity (MGI) | |

South Gippsland Shire Council

| Public Health and Wellbeing Act 2008 | | | |
|--------------------------------------|--|-----------------------|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 25 | Duty to report to the Secretary when required by notice | Executive Director EC | |
| s 26(1) | Duty to prepare municipal health and wellbeing plan within 12 months after each general election in accordance with s 26(2) & (3) | Executive Director EC | |
| s 26(4) | Duty to review municipal public health and wellbeing plan annually and amend as appropriate | Executive Director EC | Unless s 27 applies |
| s 26(4A) | Duty to include a review of the measures referred to in s (2)(ba) when annually reviewing the municipal public health and wellbeing plan | Executive Director EC | Unless s 27 applies |
| s 26(6) | Duty to give a copy of the current municipal public health and wellbeing plan to the Secretary | Executive Director EC | Unless s 27 applies |
| s 26(6A) | Duty to report, to the Secretary, the measures referred to in s (2)(ba) at the intervals specified | Executive Director EC | Unless s 27 applies |

South Gippsland Shire Council

| Public Health and Wellbeing Act 2008 | | | |
|--------------------------------------|--|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 26(7) | Duty to make copy of current municipal public health and wellbeing plan available for public inspection | Executive Director EC | Unless s 27 applies |
| s 27(3) | Power to apply to the Secretary for an exemption from complying with s 26 | Executive Director EC | |
| s 27(6) | Duty to give a copy of the current Council Plan or Strategic Plan to the Secretary | Executive Director EC | If Council has been granted an exception from complying with s 26 and if change relates to matters in s 26(2) |
| s 28(a) | Duty, in a state of emergency or when a pandemic declaration is in force, to comply with an order of the Secretary | Executive Director EC, Manager Community Health and Safety (MCHSafety), MVCC | |
| s29(1) | Duty to appoint environmental health officer | Not Delegated | Council must appoint at least one environmental health officer |

South Gippsland Shire Council

| Public Health and Wellbeing Act 2008 | | | |
|--------------------------------------|---|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | | <p>Council can only appoint person with the qualifications and experience specified in s 29(2)</p> <hr/> <p>Chief Executive Officer</p> |
| s 31(4) | Power to give directions to authorised officers | Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 57(2) | Power to disclose certain information to the Secretary, Chief Health Officer or another Council | Environmental Health Officer (EHO), Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 57(4) | Power to disclose certain information to a Government Department, statutory body or other person responsible for administering another Act or regulations | Environmental Health Officer (EHO), Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Public Health and Wellbeing Act 2008 | | | |
|--------------------------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 60 | Duty to remedy all nuisances in municipal district | Environmental Health Officer (EHO), WWO, Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 62(2) | Duty to investigate any notice of a nuisance | Environmental Health Officer (EHO), WWO, Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 62(3) | Duty to take action in s 62(3)(a) or (b) where nuisance is found to exist after investigation | Environmental Health Officer (EHO), WWO, Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 62(3)(a) | Function of taking action specified in s 62(4) where appropriate | Environmental Health Officer (EHO), WWO, Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Public Health and Wellbeing Act 2008 | | | |
|--------------------------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 62(3)(b) | Function of determining whether matter is better settled privately and, if so, advising of methods for settling matter privately | Environmental Health Officer (EHO), WWO, Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 62(4)(a) | Power to exercise the powers in section 66 where that section applies, for the purposes of s 62(3)(a) | Environmental Health Officer (EHO), WWO, Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 62(4)(b) | Power to issue an improvement notice or a prohibition notice for the purposes of s 62(3)(a) | Environmental Health Officer (EHO), WWO, Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 62(4)(c) | Power to bring proceedings under s 219(2) for an offence against this Act for the purposes of s 62(3)(a) | Environmental Health Officer (EHO), WWO, Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Public Health and Wellbeing Act 2008 | | | |
|--------------------------------------|---|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 64 | Power to institute proceedings for an offence under s 61 | Environmental Health Officer (EHO), WWO, Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 65 | Power to investigate nuisance occurring outside municipal district | Environmental Health Officer (EHO), WWO, Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 66(2)(a) | Power to enter and take steps to abate nuisance and do all things necessary for abatement | Environmental Health Officer (EHO), WWO, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | Where nuisance comes from land for which the occupier and owner are unknown or cannot be found Unless another Council is abating the nuisance under s 66(2) |

South Gippsland Shire Council

| Public Health and Wellbeing Act 2008 | | | |
|--------------------------------------|---|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 66(2)(b) | Power to do all things necessary for abatement of nuisance | Environmental Health Officer (EHO), WWO, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | Where nuisance comes from land for which the occupier and owner are unknown or cannot be found Unless another Council is abating the nuisance under s 66(2) |
| s 66(4) | Power to recover costs incurred under s 66(2) | Environmental Health Officer (EHO), WWO, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 67 | Function of receiving application for registration of prescribed accommodation | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 67A | Function of receiving application for registration of lower risk prescribed accommodation | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), | |

South Gippsland Shire Council

| Public Health and Wellbeing Act 2008 | | | |
|--------------------------------------|--|---|---------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Manager Community Health and Safety (MCHSafety) | |
| s 69 | Function of receiving application for registration of premises upon which a person conducts business | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | Applies to higher risk services |
| s 69A | Function of receiving application for registration of premises upon which a person conducts business | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | Applies for lower risk services |
| s 71 | Function of receiving applications for the issue, renewal or transfer of a registration | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 73(1)(a) | Power to give the applicant notice requiring specified information before considering the application under s 71 | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), | |

South Gippsland Shire Council

| Public Health and Wellbeing Act 2008 | | | |
|--------------------------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Manager Community Health and Safety (MCHSafety) | |
| s 73(1)(b) | Power to inspect prescribed accommodation or premises before considering the application under s 71 | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 73(1)(c) | Power to require alterations or improvements to prescribed accommodation or premises before considering the application under s 71 | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 73(2) | Power to issue, transfer or renew a registration subject to s 73(1)(c) | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 73A | Duty and power to enter information in the Rooming House Register | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), | |

South Gippsland Shire Council

| Public Health and Wellbeing Act 2008 | | | |
|--------------------------------------|---|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Manager Community Health and Safety (MCHSafety) | |
| s.74 | power to decide issue, transfer or renew registration | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 76(1)(a) | Power to refuse to issue a registration | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | Decision of delegate only valid where Council later ratifies the refusal |
| s 76(1)(b) | Power to issue a registration subject to a condition imposed on the registration by the Council under s 73(2) | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | Subject to s 74 |
| s 76(1)(c) | Power to vary a registration | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), | |

South Gippsland Shire Council

| Public Health and Wellbeing Act 2008 | | | |
|--------------------------------------|--|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Manager Community Health and Safety (MCHSafety) | |
| s 76(1)(d) | Power to cancel a registration | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 76(1)(e) | Power to suspend a registration | Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 76(1)(f) | Power to refuse to transfer a registration | Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | Decision of delegate only valid where Council later ratifies the refusal |
| s 76(1)(g) | Power to transfer a registration subject to a condition imposed on the registration by the Council under s 73(2) | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | Subject to s 74 |

South Gippsland Shire Council

| Public Health and Wellbeing Act 2008 | | | |
|--------------------------------------|---|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 76(1)(h) | Power to refuse to renew a registration | Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | Decision of delegate only valid where Council later ratifies the refusal |
| s 76(1)(i) | Power to renew a registration subject to a condition imposed on the registration by the Council under s 73(2) | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | Subject to s 74 |
| s 76(3) | Duty to notify applicant or registration holder of decision under s 76 and ground(s) on which it was based | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 78 | Power to issue a replacement certificate of registration | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Public Health and Wellbeing Act 2008 | | | |
|--------------------------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 78A(1) | Power to accept applications for the issue, transfer or renewal of registration in the online portal if accommodation or premises in located in the municipal district | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC) | |
| s 78A(2) | Duty to pay the charge for use of the online portal | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC) | |
| s 181(1) | Power to take any step in paragraphs (a)-(d) with respect to items seized by an authorised officer appointed by Council | Environmental Health Officer (EHO), Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 181(2) | Duty to notify owner of item forfeited under s 181(1)(c), setting out how to seek review of the decision | Environmental Health Officer (EHO), Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 182 | Power to destroy or otherwise dispose of forfeited item | Environmental Health Officer (EHO), Executive Director EC, Coordinator | |

South Gippsland Shire Council

| Public Health and Wellbeing Act 2008 | | | |
|--------------------------------------|---|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 185(1) | Function of receiving complaints about authorised officers appointed by the Council | Executive Director EC, Manager Community Health and Safety (MCHSafety) | Complaint must be in writing or other form approved by Council |
| s 185(2) | Power to approve form in which complaint is made | Executive Director EC, Manager Community Health and Safety (MCHSafety) | |
| s185(4)(a) | Duty to investigate any written complaint provided under s 185(2) | Executive Director EC, Manager Community Health and Safety (MCHSafety) | |
| s185(4)(b) | Duty to provide written report to the complainant on the results of the investigation under s 185(4)(a) | Executive Director EC, Manager Community Health and Safety (MCHSafety) | |
| s 194(2)(a) | Power to issue an improvement notice | Environmental Health Officer (EHO), WWO, Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | In accordance with s 194(3) |

South Gippsland Shire Council

| Public Health and Wellbeing Act 2008 | | | |
|--------------------------------------|--|---|-----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s194(2)(b) | Power to issue a prohibition notice | Environmental Health Officer (EHO), WWO, Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | In accordance with s 194(3) |
| s 196(1) | Power to apply to Magistrates' Court for an injunction (compelling a person to comply or restraining a person from contravening an improvement notice or prohibition notice) | Environmental Health Officer (EHO), WWO, Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 197(2) | Power to cause a complaint to be made to the Magistrates' Court (where prohibition notice or improvement notice issued and person does not comply or nuisance likely to recur) | Environmental Health Officer (EHO), WWO, Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 197(5)(a) | Power, where order issued under s 197(4), to enter land and abate nuisance and do whatever is necessary to execute the order | Environmental Health Officer (EHO), WWO, Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Public Health and Wellbeing Act 2008 | | | |
|--------------------------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 197(5)(b) | Power to recover costs and expenses incurred | Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 197(6) | Power to recover costs and expenses in court | Executive Director EC, Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 205(2) | Function of receiving applications for review of Council decisions | Executive Director EC, Manager Community Health and Safety (MCHSafety) | |
| s 205(3) | Duty to review decision where application received under s 205(2) | Executive Director EC, Manager Community Health and Safety (MCHSafety) | |
| s 205(5) | Power to agree a period greater than 28 days for review of a decision with the applicant | Executive Director EC, Manager Community Health and Safety (MCHSafety) | |
| s 205(6)(a) | Power to make a decision affirming, varying or revoking a decision | Executive Director EC, Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Public Health and Wellbeing Act 2008 | | | |
|--------------------------------------|---|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 205(6)(b) | Power to make any other decision where original decision is revoked | Executive Director EC, Manager Community Health and Safety (MCHSafety) | Where decision is to refuse an application, decision of delegate only valid where Council later ratifies the refusal |
| s 205(7) | Duty to give applicant for review a written statement of the decision and reasons | Executive Director EC, Manager Community Health and Safety (MCHSafety) | |
| s 205(8) | Duty to inform applicant for review of right to apply to VCAT for a review under s207 | Executive Director EC, Manager Community Health and Safety (MCHSafety) | |
| s 209(2) | Power to serve infringement notice | Environmental Health Officer (EHO), WWO, Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 219(2)(a) | Power to bring proceedings for offence against Part 6, 9 or 10 (or any regulations under Part 6, 9 or 10) | Environmental Health Officer (EHO), WWO, Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Public Health and Wellbeing Act 2008 | | | |
|--------------------------------------|--|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 219(2)(b) | Power to bring proceedings for offence relating to an improvement notice or a prohibition notice | Environmental Health Officer (EHO), WWO, Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s 228(1) | Power to seek reimbursement of costs incurred where person is found guilty of an offence | Environmental Health Officer (EHO), WWO, Executive Director EC, Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 228(2) | Power to seek payment for cost of work conducted by Council where awarded legal costs | Environmental Health Officer (EHO), WWO, Executive Director EC, Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | 'work' is defined in s 228(3) |
| s 229(3) | Power to take the actions necessary to ensure compliance with the direction, requirement, improvement notice or prohibition notice | Environmental Health Officer (EHO), WWO, Executive Director EC, Coordinator Environmental Health (EHC), Coordinator | Where Council is so authorised by Chief Health Officer under s 229(2) |

South Gippsland Shire Council

| Public Health and Wellbeing Act 2008 | | | |
|--------------------------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 230(2)(b) | Power to recover, in court, costs incurred under s 229 | Environmental Health Officer (EHO), WWO, Executive Director EC, Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

| Public Records Act 1973 | | | |
|-------------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 8A | Duty to cause records to be transferred to custody of Public Records Office | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Digital and Technology (MD&T) | |

South Gippsland Shire Council

| Residential Tenancies Act 1997 | | | |
|--------------------------------|--|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 91ZU(1) | Power to give a renter a notice to vacate rented premises | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | Where Council is a public statutory authority engaged in the provision of housing |
| s 91ZZC(1) | Power to give a renter a notice to vacate rented premises | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | Where Council is a public statutory authority authorised to acquire land compulsorily for its purposes |
| s 91ZZE(1) | Power to give a renter a notice to vacate rented premises | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | Where Council is a public statutory authority engaged in the provision of housing |
| s 91ZZE(3) | Power to publish Council's criteria for eligibility for the provision of housing | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | Where Council is a public statutory authority engaged in the provision of housing |
| s 142D | Function of receiving notice regarding an unregistered rooming house | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | |

South Gippsland Shire Council

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

South Gippsland Shire Council

| Road Management Act 2004 | | | |
|--------------------------|---|---|---------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 14(7) | Power to appeal to the Minister regarding decision of the Head, Transport for Victoria | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID) | |
| s 48M | Function of consulting with the relevant authority in relation to the development of guidelines for bus stopping points and bus stop infrastructure | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID) | |
| s 48N | Duty to notify relevant authority within 28 days of installation, removal or relocation of a bus shelter, seat or hardstand located at, or in the immediate vicinity of, a bus stopping point | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID) | |
| s 72(1) | Duty to issue an identity card to each authorised officer the entity appoints | Payroll Support Officer (PAYO), PCA, Manager People and Culture (MP&C), Human Resources & Return to Work Support Officer , Coordinator Human Resources , Coordinator Organisational Development (COD) | Where Council is an appointing entity |

South Gippsland Shire Council

| Road Management Act 2004 | | | |
|--------------------------|---|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 86 | Duty to keep a register containing the particulars of all matters reported to Council under s 85 | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Manager Infrastructure Maintenance (MIM) | Where Council is the appointing entity |
| s 87(1) | Function of receiving complaints about the exercise of a power by an authorised officer under the Road Management Act 2004 (Vic) | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Manager Infrastructure Maintenance (MIM) | Where Council is the appointing entity |
| s 87(2)(a) | Power to investigate complaint | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Manager Infrastructure Maintenance (MIM) | Where Council is the appointing entity |
| s 87(2)(b) | Power to provide written report | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Manager Infrastructure Maintenance (MIM) | Where Council is the appointing entity |
| s 88(2) | Function of receiving a document or information from a person who provides a document or information in response to a requirement of an authorised officer under the Road Management Act 2004 (Vic) | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Manager Infrastructure Maintenance (MIM) | Where Council is the appointing entity |

South Gippsland Shire Council

| Road Management Act 2004 | | | |
|--------------------------|--|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 89(2) | Power to provide written authority to an authorised officer to give any information acquired by the authorised officer in carrying out those functions to any other person, whether directly or indirectly | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Manager Infrastructure Maintenance (MIM) | Where Council is the appointing entity |
| sch 2 cl 4 | Power to make submissions on the Head, Transport for Victoria's proposal to act under s 42 and cl 3 | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID) | |
| sch 5A cl 15(3) | Duty to provide a certificate under cl 15(2)(b)(ii) of sch 5A on the written request of the Head, Transport for Victoria | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID) | |
| sch 5A cl 26 | Duty to surrender land to the Crown following an order of the Governor in Council | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID) | |
| sch 5A cl 27 | Duty to surrender Council's interest in any Crown land to the Crown following an order of the Governor in Council | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID) | |
| sch 5A cl 51 | Power to claim from the Head, Transport for Victoria an amount for loss or expense incurred as a result of an order under Division 2 Part 5 of the Act | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID) | Council must have sustained pecuniary loss or incurred an expense |

South Gippsland Shire Council

| Road Safety Act 1986 | | | |
|----------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 59(1)(a) and (d) | Power to authorise officer or other person to request or signal driver or person in charge of motor vehicle to do certain things, such as stop the motor vehicle | Community Safety Officer (CSO), Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 77(2)(b) | Power to prosecute and authorise staff member to prosecute | Building and Planning Enforcement Officer (B&PEO), Community Safety Officer (CSO), Executive Director EC, Community Safety Support Officer (CSSO), Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 77(4) | Power to authorise officer to take proceedings for any offence which relates to the parking or leaving standing of a vehicle if the offence occurs on land or premises which are vested in, or under the control of, Council | No delegate | Chief Executive Officer |

South Gippsland Shire Council

| Road Safety Act 1986 | | | |
|-------------------------|--|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 84BE(1) | Function of receiving a statement under this section | Building and Planning Enforcement Officer (B&PEO), Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | Where Council is the enforcement official |
| s 84BE(4), (5) and (5A) | Power to decide to accept statements as effective statements for the purposes of this Part | Building and Planning Enforcement Officer (B&PEO), Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | Where Council is the enforcement official |
| s 84BE(6) | Duty to cause notice to be served on the statement-giver stating whether the enforcement official accepted the statement as an effective statement | Building and Planning Enforcement Officer (B&PEO), Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), | Where Council is the enforcement official |

South Gippsland Shire Council

| Road Safety Act 1986 | | | |
|----------------------|---|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Manager Community Health and Safety (MCHSafety) | |
| s 84BF | Power to cancel acceptance of a statement | Building and Planning Enforcement Officer (B&PEO), Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | Where Council is the enforcement official |
| s 87(1) | Power to serve, or cause to be served, a parking infringement notice | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 87(1D) | Duty to issue an identity card to authorised person Council appoints | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Manager People and Culture (MP&C), Human Resources & Return to Work Support Officer , Manager Infrastructure Maintenance (MIM), Coordinator | Chief Executive Officer |

South Gippsland Shire Council

| Road Safety Act 1986 | | | |
|----------------------|--|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Procurement and Assurance (CR&P), Manager Financial Strategy (MFS), Manager Open Space and Environment (MOS&E), Coordinator Health, Safety and Wellbeing (CHS&W) | |
| s 87(1E) | Power to authorise a member of staff to sign identity card | Not Delegated | Chief Executive Officer's electronic signature is applied by People and Culture Administration Officer. |
| s 87(8) | Power to authorise person for purpose of serving parking infringement notices in accordance with s 87(1C) | Not Delegated | Chief Executive Officer |
| s 90D(1) | Power to enter into an agreement with the owner or occupier or land for the provision of parking services | Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 90I | Power to issue parking permits to enable vehicles displaying a parking permit for people with disabilities | Community Safety Officer (CSO), Asset Protection Officer (APO), Community Safety | |

South Gippsland Shire Council

| Road Safety Act 1986 | | | |
|----------------------|--|---|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | to be parked in accordance with the Road Safety Road Rules 2017 (Vic) | Support Officer (CSSO), Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety), LLCLO | |
| s 98(1) | Power to request Minister to extend application of Act | Community Safety Officer (CSO), Community Safety Support Officer (CSSO), Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 99A(4) | Power to establish requirements for traffic management plan | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM), Manager Planning and Building Services (MPBS) | Where Council is the coordinating road authority under the Road Management Act 2004 |
| s 99B(1) | Power to issue permit to conduct non-road activity (including on conditions specified in s 99B(3)) | Manager Infrastructure Planning (MIP), Community Safety Officer (CSO), Manager Infrastructure Delivery (MID), Executive Director IS, Community Safety Support Officer (CSSO), Senior Community Safety Officer (SCSO), Manager Infrastructure Maintenance (MIM), | Where Council is the coordinating road authority under the Road Management Act 2004 |

South Gippsland Shire Council

| Road Safety Act 1986 | | | |
|----------------------|--|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |
| s 99B(2) | Power to authorise closure of highway to traffic | Manager Infrastructure Planning (MIP), Community Safety Officer (CSO), Manager Infrastructure Delivery (MID), Executive Director IS, Senior Community Safety Officer (SCSO), Manager Infrastructure Maintenance (MIM), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | Where Council is the coordinating road authority under the Road Management Act 2004 |

| Rooming House Operators Act 2016 | | | |
|----------------------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 49(3) | Duty to comply with request under s 49(1) to answer any questions | Executive Director EC, Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Second Hand Dealers and Pawnbrokers Act 1989 | | | |
|--|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 26F | Duty to comply with Director's or inspector's request to answer questions or provide information regarding endorsed pawnbroker's business as pawnbroker | Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

| Service Victoria Act 2018 | | | |
|---------------------------|---|----------|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 7(1) | Function of receiving a previously transferred customer service function | MVCC | |
| s 7(5) | Power to perform a customer service function in accordance with the enactment that confers the function on the service agency | MVCC | |
| s 12 | Function of receiving a previously transferred identity verification function | MVCC | |

South Gippsland Shire Council

Service Victoria Act 2018

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|-----------------|-----------------------------------|
| s 12(5) | Power to perform an identity verification function in accordance with the enactment that confers the function on the service agency | MVCC | |
| s 47E | Power to make changes to information in database | MVCC | |
| s 54A(2) | Power to disclose regulated information in certain circumstances in (a) – (g) | MVCC | |
| s 58(3) | Power to provide agreement to Minister | MVCC | |

Sheriff Act 2009

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|--|-------------------------------|-----------------------------------|
| s 54(1) | Duty to comply with request for information made under s 53(1) | Chief Executive Officer (CEO) | Unless s 54(1)(a) and (b) apply |

South Gippsland Shire Council

| Sport and Recreation Act 1972 | | | |
|-------------------------------|--|---------------|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 6(3) | Power to enter into agreement with Minister and to agree to conditions for Minister to carry out works or undertakings or provide services | Not Delegated | |
| s 14(3) | Function of receiving funds for works for provision of sport and recreation | Not Delegated | |

| Subdivision Act 1988 | | | |
|----------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 3(5) | Power to require variation of easement or restriction in compliance with planning scheme or permit | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), | |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 5(3)(c) | Function of receiving application for certification | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 5(3)(d) | Power to provide statement of compliance | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory | |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|------------------------------------|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 5(4) | Power to accept and consider plans | Manager Infrastructure Planning (MIP), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Manager Infrastructure Delivery (MID), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat | |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 5(4A) | Power to consider and certify plans before Transfer of Land Act 1958 application determined | Manager Infrastructure Planning (MIP), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Manager Infrastructure Delivery (MID), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 6(1) | Duty to certify plan within prescribed time in specified circumstances | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer | |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 6(2) | Duty to refuse to certify plan where conditions in s 6(1) not met and give reasons in writing | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer | |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|--|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 7A(2) | Duty to, within 7 days after certifying the plan, give the Secretary to the Department of Environment, Land, Water and Planning written notice of that certification, a copy of the application for certification and the certified plan | Coordinator Statutory Planning (Stat Plan Coord), Planning & Building Administration Officer (PBAO), Manager Planning and Building Services (MPBS), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 8(1) | Duty to refer plans to referral authority in certain circumstances | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning & Building Administration Officer (PBAO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical | Unless sub s 8(2)-(5) apply Form of referral per r 13 and 14 of the Subdivision (Procedures) Regulations 2021 |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 8(6) | Duty to give referral authority copy of certified plan where not referred to referral authority | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 10(1) | Power to require applicant to alter plan | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning | |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 10(2) | Power to agree to an alteration at request of applicant | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|---|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 10(5) | Duty to send altered plan to referral authority | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning & Building Administration Officer (PBAO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | Must send notice in prescribed Form 7 in Schedule 1 outlining revised times, r 19 of the Subdivision (Procedures) Regulations 2021 |
| s 10(7) | Duty to notify surveyor of alteration required by Council | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning | |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 11(1) | Function of receiving application to amend certified plan | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 11(2) | Duty to refer application under s 11(1) to referral authority | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 11(2A) | Power to amend without referral if minor amendment | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager | |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 11(7) | Duty to re-certify plan or advise of refusal in writing with reasons | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 11(10) | Duty to notify surveyor of an amendment by acquiring authority where plan prepared by surveyor | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer | |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 11(11) | Duty to give copy of re-certified plans to referral authority | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer | |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|-----------------------------------|---|-----------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 11A(1) | Power to require more information | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 15(1) | Power to require engineering plan | Manager Infrastructure Planning (MIP), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Manager | Does not apply where s 14 applies |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|---|---|-----------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Infrastructure Delivery (MID), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 15(2) | Duty to approve/refuse approval/require alterations of engineering plan | Manager Infrastructure Planning (MIP), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Manager Infrastructure Delivery (MID), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat | Does not apply where s 14 applies |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|--|---|-----------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 15(6) | Power to charge for engineering plans prepared by it | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | Does not apply where s 14 applies |
| s 17(2)(a) | Power to appoint supervisor of works | Manager Infrastructure Planning (MIP), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory | Does not apply where s 14 applies |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|---------------------------------|---|-----------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Planning (Stat Plan Coord), Manager Infrastructure Delivery (MID), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 17(2)(b) | Power to charge for supervision | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer | Does not apply where s 14 applies |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|---|---|-----------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 17(2)(c) | Power to enter into agreement with owner or applicant in anticipation of applicant becoming owner | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | Does not apply where s 14 applies |
| s 17(2A) | Power to request Minister to nominate authority to consider what works are required | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning | Does not apply where s 14 applies |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|--|---|-----------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 17(2D) | Power to transfer works/interest in land relating to the works by agreement from Council to a relevant authority | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | Does not apply where s 14 applies |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|--|---|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 18(1) | Power to require applicant to set aside land for public open space and/or pay a percentage | Coordinator Statutory Planning (Stat Plan Coord), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL), Subdivision Officer (SUB) | Does not apply where ss 14 and 18(8) apply Must have regard to matters in s 18(1A)-2 |
| s 18(1B) | Power to vary time of payment by agreement with applicant | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|---|---|-----------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 18(4) | Power to agree with applicant to set aside/pay different percentage | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | Does not apply where s 14 applies |
| s 18(7) | Power to refund amount paid under s 18(1) where no longer intend to subdivide | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager | Does not apply where s 14 applies |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 18(8) | Power to consider it unlikely that each lot will be further subdivided. | Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Statutory Planning Officer (Stat Plan Off), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 18A(6) | Power to decide to refund the amount paid to it, if satisfied that it is no longer intended to subdivide the land | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison | |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|---|---|-----------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 19(1) | Power to obtain valuation where value is not agreed | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | Does not apply where s 14 applies |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|---|---|-----------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 19(3) | Duty to give applicant copy of valuation | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | Does not apply where s 14 applies |
| s 19(5) | Power to obtain revaluation on each anniversary of the making of the public open space requirement and vary the requirement accordingly, where the public open space requirement has not been complied with | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager | Does not apply where s 14 applies |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|---|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 21(1) | Duty to issue statement of compliance, subject to s 21(2C) and (2CA) | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | Does not apply where s 14 applies Time limits apply (s 21(1)-(2)) |
| s 21(2A)(a)&(b) | Duty to, in writing, notify Development Victoria of request within 7 days of receiving a request for issue of statement | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer | |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|--|--|-----------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | of compliance, and to provide Authority with a copy of planning permit | (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 21(2CA) | Duty not to issue a statement of compliance in relation to a plan relating to land, in respect of which an infrastructure contribution is imposed under an approved infrastructure contributions plan, unless the applicant has satisfied the Council of the criteria set out in s 21(2CA)(a) and (2CA)(b) | Executive Director EC, Manager Planning and Building Services (MPBS), Subdivision Officer (SUB) | |
| s 21(4) | Power to provide in the statement of compliance that agreement pursuant to Planning and Environment Act 1987 no longer applies in certain circumstances | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning | Does not apply where s 14 applies |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 21(9) | Duty to give a notice to the Commissioner of State Revenue that a statement of compliance has been issued | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer | |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 21(10)(a) | Duty to, within 7 days after issuing a statement of compliance for a plan of subdivision relating to land in respect of which there is a levy recording (within the meaning of the Melbourne Strategic Assessment (Environment Mitigation Levy) Act 2020 (Vic)), give the Secretary to the Department of Environment, Land, Water and Planning written notice that the statement has been issued | Manager Planning and Building Services (MPBS) | |
| s 21(10)(b) | Duty to, within 7 days after issuing a statement of compliance for a plan of subdivision relating to land in respect of which there is a levy recording (within the meaning of the Melbourne Strategic Assessment (Environment Mitigation Levy) Act 2020 (Vic)), give the Secretary to the Department of Environment, Land, Water and Planning a copy of the statement | Manager Planning and Building Services (MPBS) | |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 21(10)(c) | Duty to, within 7 days after issuing a statement of compliance for a plan of subdivision relating to land in respect of which there is a levy recording (within the meaning of the Melbourne Strategic Assessment (Environment Mitigation Levy) Act 2020 (Vic)), give the Secretary to the Department of Environment, Land, Water and Planning a copy of the plan of subdivision | Manager Planning and Building Services (MPBS) | |
| s 24A(1) | Duty to do any of the things listed in the table in this s 24A where so required by planning scheme with respect to reserves, etc | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 24A(2) | Power to certify a plan prepared under s 24A(1) where applicant certifies land no longer reserved | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 25(1) | Function of being notified by Registrar of registration of plan and duty to notify any public authority for which easement has been created/reserve has vested. | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager | |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 25(2) | Function of being notified by Registrar if plan is withdrawn or refused registration | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 25(3) | Duty to notify referral authority affected by withdrawal/refusal | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer | |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 34E | Power to apply to VCAT for order compelling an owners corporation to carry out a requirement or perform a duty | Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s 34H(5) | Function of receiving notice from Registrar of amendment or cancellation of plan on winding up | Manager Planning and Building Services (MPBS) | |
| s 35(1) | Duty of acquiring authority to submit plan for certification and registration where land subdivided | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory | |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 35(2) | Power to require acquiring authority to submit certification new/amended plan | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer | s 35(3)-(5) apply |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 35(6) | Duty of an acquiring authority to advise Registrar of vesting date | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 35(8) | Power of acquiring authority to submit for certification and registration of any land vested/registered in its own name | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning | s 35(9) applies |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|--|--|---------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 35(11) | Duty to give notice to the Commissioner of State Revenue that the plan has been certified | Manager Planning and Building Services (MPBS) | Provision commences 5 June 2024 |
| s 36(1) | Function of stating in writing that it considers that subdivision requires removal/acquisition of easement | Manager Infrastructure Planning (MIP), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Manager Infrastructure Delivery (MID), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager | s 35(1AA) applies |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|----------------------------------|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 38 | Power to provide written consent | Manager Infrastructure Planning (MIP), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Manager Infrastructure Delivery (MID), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|----------------------------------|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 38A(1) | Power to provide written consent | Manager Infrastructure Planning (MIP), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Manager Infrastructure Delivery (MID), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 38B | Power to provide written consent | Manager Infrastructure Planning (MIP), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Manager Infrastructure Delivery (MID), Planning | |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|----------------------------------|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 38C | Power to provide written consent | Manager Infrastructure Planning (MIP), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Manager Infrastructure Delivery (MID), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer | |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| s 39(1) | Power to refer disputes to VCAT | Coordinator Statutory Planning (Stat Plan Coord), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL) | Unless s 39(2) applies |
| s 39(3) | Power to apply to the County Court to order registration of plan be stopped in certain circumstances | Coordinator Statutory Planning (Stat Plan Coord), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL) | |
| sch 2 cl 11(1) | Power to apply to a court for an order regarding scheme of development | Manager Infrastructure Planning (MIP), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Manager Infrastructure Delivery (MID), Planning Officer (Plan Off), Statutory Planning | |

South Gippsland Shire Council

| Subdivision Act 1988 | | | |
|----------------------|-------------------------------|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |

| Summary Offences Act 1966 | | | |
|---------------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 4 | Power to give permission or consent to certain things | Environmental Health Officer (EHO), WWO, Manager Infrastructure Planning (MIP), Coordinator Sustainability (CS), Coordinator Property (CP), Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Community | |

South Gippsland Shire Council

| Summary Offences Act 1966 | | | |
|---------------------------|--|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Safety Officer (CSO), Coordinator Buildings (BC), Environmental Projects Officer (EPO), Manager Infrastructure Delivery (MID), Asset Planning Officer (APO), Community Safety Support Officer (CSSO), Senior Customer Service Officer (Sen CSO), Manager Infrastructure Maintenance (MIM), Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Coordinator Building and Recreation Assets (CB&R), Principal Planner (PPL) | |
| s 6A(1) | Duty to consult with Victoria Police before granting an application for a permit for the use of Council land, a road closure or anything else that the Council believes will facilitate a public protest being held by the applicant | Not Delegated | Subject to s 6A(2)(b) Chief Executive Officer |
| s 50A(3)(a) | Power to apply to Governor in Council for declaration that municipal district be a 'district' for purposes of s 50A offences | Executive Director IS, Executive Director EC, Executive Director SI | |

South Gippsland Shire Council

Summary Offences Act 1966

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|---|-----------------------------------|
| s 50A(3)(b) | Power to apply to Governor in Council for revocation/variation of declaration under s 50A(3)(a) | Executive Director IS, Executive Director EC, Executive Director SI | |

Taxation Administration Act 1997

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|--|----------------------------------|-----------------------------------|
| s 92(1)(e)(vfa) | Function of receiving information from a tax officer under or in relation to the administration of a taxation law | Manager Financial Strategy (MFS) | |
| s 92(1)(h) | Function of receiving information from a tax officer under or in relation to the administration of a taxation law, being in relation to the Short Stay Levy Act 2024 | Manager Financial Strategy (MFS) | |

South Gippsland Shire Council

| Transfer of Land Act 1958 | | | |
|---------------------------|--|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 26X(1) | Function of receiving enquiries, from the Registrar, for personal information that identifies ratepayers and mortgagors of land, for the purpose of comparing that information with information retained by the Registrar or the Registrar-General in relation to land that is to be brought under the Act | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | |
| s 26X(2) | Function of disclosing personal information that identifies who is a ratepayer or mortgagor of the land | Senior Rates and Valuation Officer (Sen RVO), Senior Revenue Officer (SRO) | |
| s 45(1) | Power to sign a transfer of land in respect of which a decision to acquire or dispose of land has been made under the Local Government Act 2020 | Manager Infrastructure Planning (MIP), Coordinator Property (CP) | Where Council is the landowner Note: Where Council receives a request for consent to the creation or surrender of an easement (right of carriageway) in a s 45 transfer of land that Council is not a party to, see s 73B |

South Gippsland Shire Council

| Transfer of Land Act 1958 | | | |
|---------------------------|---|---|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 54 | Power to make application to be registered proprietor | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Community Health and Safety (MCHSafety) | Applies only where the Council is an 'acquiring authority' as defined in s 53 |
| s 55(3) | Duty to take possession of any certificate of title, or other document produced to Council on any claim for compensation and to lodge them immediately with the registrar | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Community Health and Safety (MCHSafety) | Applies only where the Council is an 'acquiring authority' as defined in s 53 |
| s 57(1) | Duty to lodge notification with the Registrar upon service of notice of intention | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Community Health and Safety (MCHSafety) | Applies only where the Council is an 'acquiring authority' as defined in s 53 |
| s 57(2) | Power to withdraw notice of intention to acquire | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Community Health and Safety (MCHSafety) | Applies only where the Council is an 'acquiring authority' as defined in s 53 |

South Gippsland Shire Council

| Transfer of Land Act 1958 | | | |
|---------------------------|--|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 62(4) | Function of receiving notice from Registrar of where land is located | Manager Infrastructure Planning (MIP) | |
| s 73B | Power to consent to the creation or surrender of the right of carriageway | Executive Director IS | Where land is located in Council's municipal district |
| s 88(1B) | Power to consent to the varying or releasing of a restrictive covenant | No delegate | Where land is located in Council's municipal district Chief Executive Officer |
| s 88(2) | Power to lodge with the Registrar a notification of the acquisition of an easement or any other right over or affecting land | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID), Manager Community Health and Safety (MCHSafety) | Applies only where the Council is an 'acquiring authority' as defined in s 53 |
| s 106(1)(b) | Power to consent to the registration of a dealing or plan | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure | |

South Gippsland Shire Council

| Transfer of Land Act 1958 | | | |
|---------------------------|-------------------------------|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Delivery (MID), Manager Community Health and Safety (MCHSafety) | |

| Transport Integration Act 2010 | | | |
|--------------------------------|--|--------------------------|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 25(1) | Duty to have regard to the transport system objectives when exercising powers and performing functions under interface legislation which are likely to have a significant impact on the transport system | Executive Director IS | |
| s 25(2) | Duty to have regard to the decision making principles in making decisions under interface legislation* which are likely to have a significant impact on the transport system. | Executive Director IS | |
| s 25(3) | Duty to have regard to applicable specified policy principles | Executive Director IS | |

South Gippsland Shire Council

| Transport Integration Act 2010 | | | |
|--------------------------------|---|-----------------------|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 25(4) | Duty to have regard to applicable specified policy principles | Executive Director IS | |
| s 26 | Power to determine the weight to give to each transport system objective under ss 24 and 25 | Executive Director IS | |
| s 27 | Power to determine the weight to give to each decision making principle under ss 24 and 25 | Executive Director IS | |
| s 115F(3) | Function of collaborating with the Commercial Passenger Vehicle Commission | Executive Director IS | |
| s 197B(2) | Function of receiving notice from regulated bodies | Executive Director IS | Where Council is the responsible authority and s 197 applies |
| s 197B(3) | Duty to meet with representatives from Director of Transport Safety | Executive Director IS | Where Council is the responsible authority and s 197 applies |

South Gippsland Shire Council

| Transport Integration Act 2010 | | | |
|--------------------------------|---|-----------------------|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 197D | Duty to comply with guidelines issued under Act and directions of Secretary or Minister | Executive Director IS | |

| Valuation of Land Act 1960 | | | |
|----------------------------|--|----------------------------------|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 6(1) | Duty to give notice of the valuation to be each rating authority interested in the valuation of land in the area for which the valuation is being made | Manager Financial Strategy (MFS) | Where Council is the valuation authority |
| s 6(2) | Power to require the general valuation prepared by the valuation authority to show items in paragraphs (a) - (c) | Manager Financial Strategy (MFS) | Where Council is a rating authority |
| s 6(3) | Duty to give notice to valuer-general | Manager Financial Strategy (MFS) | Where Council is the rating authority |
| s 6(4) | Duty to ensure the valuer-general's request is given effect to | Manager Financial Strategy (MFS) | Where the Council is the valuation authority |

South Gippsland Shire Council

| Valuation of Land Act 1960 | | | |
|----------------------------|--|----------------------------------|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 7AB(2) | Power to adjust the rate or fire services property levy payable retrospectively for any period it considers just | Manager Financial Strategy (MFS) | |
| s 7A(1) | Power to pay valuer subject to the requirements of this section | Manager Financial Strategy (MFS) | |
| s 7AE(2) | Duty to comply with an Order in Council requiring the making of a new valuation | Manager Financial Strategy (MFS) | |
| s 7A(2) | Power to make a payment, irrespective of s 7A(1), if Council satisfies paragraphs (a) and (b) | Manager Financial Strategy (MFS) | |
| s 7B(1) | Duty to provide valuation to valuer-general within 2 months of date on which the valuation was returned to Council | Manager Financial Strategy (MFS) | |
| s 8AA(1B) | Duty to pay the valuer-general in accordance with section where Council has requested a supplementary valuation | Manager Financial Strategy (MFS) | |

South Gippsland Shire Council

| Valuation of Land Act 1960 | | | |
|----------------------------|--|----------------------------------|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 8AA(2)(a) | Power to agree the fees in respect of servicing of a valuation | Manager Financial Strategy (MFS) | |
| s 10(1) | Power to make a nomination to have the power to cause a valuation of all land in its municipal district for a specified year | Manager Financial Strategy (MFS) | |
| s 10(6) | Power to revoke nomination made under s 10(1) | Manager Financial Strategy (MFS) | |
| s 11 | Duty to cause a general valuation | Manager Financial Strategy (MFS) | Where Council is the valuation authority |
| s 12 | Function of causing a valuation of rateable land at the direction of the Minister | Manager Financial Strategy (MFS) | Where Council is the valuation authority |
| s 13DA(1) | Power to appoint people to carry out valuations | Executive Director SI | Where Council is the valuation authority |

South Gippsland Shire Council

| Valuation of Land Act 1960 | | | |
|----------------------------|--|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | | The person(s) to be appointed must hold the qualifications or experience specified by Minister |
| s 13DC(2) | Power to use in force valuations in certain circumstances | Senior Rates and Valuation Officer (Sen RVO), Senior Revenue Officer (SRO) | |
| s 13DF(3A) | Power to use supplementary valuation before it is certified to levy or adjust municipal rate or fire services property levy | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |
| s 13DF(5) | Power to adjust rate or fire services property levy payable retrospectively where supplementary valuation made in circumstance referred to in s 13DF(2)(o) | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |

South Gippsland Shire Council

| Valuation of Land Act 1960 | | | |
|----------------------------|--|----------------------------------|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 13DFA(2) | Function of receiving written certification of supplementary valuation from valuer-general | Manager Financial Strategy (MFS) | |
| s 13DFB(1) | Power to request valuer-general to carry out a supplementary valuation | Manager Financial Strategy (MFS) | |
| s 13DFB(3) | Function of receiving the supplementary valuation within 10 business days after the supplementary valuation is returned to the valuer-general | Manager Financial Strategy (MFS) | |
| s 13DG(3) | Duty to make a valuation of all rateable land where Council has had annexed to its municipal district any area which is not part of a former municipal district. | Manager Financial Strategy (MFS) | Where Council is the valuation authority |
| s 13G(1) | Power to make a nomination to have the Power to cause a valuation of land specified in s 13G(2) for a specified year | Manager Financial Strategy (MFS) | Where Council is the collection agency |
| s 13G(7) | Power to revoke nomination made under s 13G(1) | Manager Financial Strategy (MFS) | Where Council is the collection agency |

South Gippsland Shire Council

| Valuation of Land Act 1960 | | | |
|----------------------------|---|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 13H | Duty to cause a general valuation of non-rateable leviable land to be made, returned to it and provided to the relevant collection agency | Manager Financial Strategy (MFS) | Where Council is the valuation authority |
| s 13I | Duty to comply with a Ministerial Direction given under s 13I | Manager Financial Strategy (MFS) | Where Council is the collection agency and also the valuation authority |
| s 13J | Power to appoint people to carry out valuation | Manager Financial Strategy (MFS) | <p>The person(s) to be appointed must hold qualifications or experience specified by Minister</p> <p>Applies when Council is making a valuation for the purposes of the Fire Services Property Levy Act 2012</p> |
| s 13L(4) | Power to use a supplementary valuation before it is certified by the valuer-general | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | Where Council is the collection agency |

South Gippsland Shire Council

| Valuation of Land Act 1960 | | | |
|----------------------------|---|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 13L(6) | Power to adjust the fire services property levy payable retrospectively for any period considered just | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | Where Council is the collection agency |
| s 13M(2) | Function of receiving certification in writing that the valuer-general is satisfied that the supplementary valuation is correct | Manager Financial Strategy (MFS) | Where Council is the collection agency |
| s 13N(1) | Power to request the Valuer-General to make a supplementary valuation | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | Where Council is the collection agency |
| s 13N(3) | Function of receiving the supplementary valuation within 10 business days after the supplementary valuation is returned to the valuer-general | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | Where Council is the collection agency |

South Gippsland Shire Council

| Valuation of Land Act 1960 | | | |
|----------------------------|--|---|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| 13Q(4) | Power to adjust a rate or fire services property levy | Manager Financial Strategy (MFS) | |
| s 15(3) | Duty to give notices in paragraphs (a) and (b) if information is received from a valuation authority under s 15(1)(b) as to a general valuation | Manager Financial Strategy (MFS) | Where Council is the rating authority |
| s 20(3) | Function of receiving objection and written submission where objection is because the value is too low or too high, and the value is not less than the prescribed amount | Manager Financial Strategy (MFS) | Where Council is the valuation authority |
| s 21(2) | Duty to refer an objection received to the valuation authority | Manager Financial Strategy (MFS) | Where Council is not the valuation authority which made the valuation |
| s 21(2A) | Duty to refer objection to valuer | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | Where Council is the valuation authority |
| s 21(5) | Function of receiving written notice from the valuer-general of recommendation | Senior Revenue Officer (SRO), | Where Council is the rating authority |

South Gippsland Shire Council

| Valuation of Land Act 1960 | | | |
|----------------------------|--|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Manager Financial Strategy (MFS) | |
| s 21(6) | Duty to give effect to the decision of the valuer-general | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | Where Council is the rating authority |
| s 22(5) | Function of receiving copy of application to VCAT for review of valuation decision | Manager Financial Strategy (MFS) | Where Council is the valuation authority |
| s 22(6) | Duty to forward to principal registrar of VCAT notice of objection and copies of any notices given under s 21 and any information given or submissions lodged under s 20, in relation to objection, within 1 month after being served with copy of objector's application for review under s 22(5) | Manager Financial Strategy (MFS) | Where Council is the valuation authority |

South Gippsland Shire Council

Victorian Environmental Assessment Council Act 2001

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

Victorian Local Government Grants Commission Act 1976

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|---|-----------------------------------|
| s 10 | Duty to supply prescribed information to the commission by certain time | Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM), Manager Financial Strategy (MFS) | |

South Gippsland Shire Council

Victoria State Emergency Service Act 2005

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|--|-----------------|-----------------------------------|
| s 34(1) | Power to apply for registration of a group of persons as a unit of the Service | Not Delegated | Chief Executive Officer |
| s 35(2) | Power to consult with the Chief Officer of Operations regarding removal of controller of a registered unit from office | No delegate | Chief Executive Officer |

Victorian Data Sharing Act 2017

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|--|--|---|
| s 10(a) | Power to provide some, or all, of the specified data to the Chief Data Officer | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Community Health and Safety (MCHSafety) | If the Chief Data Officer gives a notice under s 8 |

South Gippsland Shire Council

| Victorian Data Sharing Act 2017 | | | |
|---------------------------------|--|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 10(b) | Power not to respond to the request | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Community Health and Safety (MCHSafety) | If the Chief Data Officer gives a notice under s 8 |
| s 13(a) | Power to provide some, or all, of the specified data to the Chief Data Officer | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Community Health and Safety (MCHSafety) | If the Chief Data Officer gives a notice under s 11 |
| s 13(b) | Power not to respond to the request | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Community Health and Safety (MCHSafety) | If the Chief Data Officer gives a notice under s 11 |
| s 24(3)(c) | Function of being informed by the Chief Data Officer, or data analytics body, if the Victorian Data Sharing Act 2017, Privacy and Data Protection Act 2014 or Health Records Act 2001 has been, or is likely to have been, breached in | Executive Director SI , Coordinator Information Compliance & Data Integrity | |

South Gippsland Shire Council

| Victorian Data Sharing Act 2017 | | | |
|---------------------------------|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | relation to data handled under the Victorian Data Sharing Act while in the control of the Chief Data Officer, or of the data analytics body | (CICDI), Manager Community Health and Safety (MCHSafety) | |
| s 33(4) | Duty to have regard to policies or guidelines issued under s 33(1) | Executive Director SI , Coordinator Information Compliance & Data Integrity (CICDI), Manager Community Health and Safety (MCHSafety) | |

| Victorian Inspectorate Act 2011 | | | |
|---------------------------------|--|---------------|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 28(2) | Power to enter into agreements or arrangements for use of services with the Victorian Inspectorate | Not Delegated | Chief Executive Officer |

South Gippsland Shire Council

Victorian Planning Authority Act 2017

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|--|--|-----------------------------------|
| s 33(2) | Duty to comply with request by Authority under s 33(1) for information or assistance | Executive Director EC, Manager Planning and Building Services (MPBS) | |
| s 34(1) | Function of consulting with Authority where exercising its Powers likely to affect Council's functions | Executive Director EC, Manager Planning and Building Services (MPBS) | |

Water Act 1989

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|--|---|-----------------------------------|
| s12(1)(a) | Duty to make any authorisation or permission that may affect the drainage system subject to any conditions required to ensure the conservation of waterways, wetlands and aquifers | Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM) | |
| s12(1)(b) | Power to withhold authorisation or permission until such works are carried out that are required to avoid or lessen any possible adverse effect | Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM) | |

South Gippsland Shire Council

| Water Act 1989 | | | |
|----------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s27(4)(a)(ii) | Function of receiving notice of a proposed declaration by the Minister that an area will be a water supply protection area | Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM), Manager Planning and Building Services (MPBS) | |
| s 32H | Duty to keep copy of approved management plan available for inspection | Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s.36(3)(c) | Function of receiving a copy of an application for the grant of a bulk entitlement if Minister considers the Council is directly affected | Manager Infrastructure Delivery (MID) | |
| s67A | Function of receiving a copy of an application under s 67 in respect of a dam | Manager Infrastructure Delivery (MID) | |
| s 67B | Duty to advise the Minister of response to application | Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Water Act 1989 | | | |
|----------------|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 122ZA(2) | Function of consenting to Minister's determination under s 122ZA(1)(b) | Manager Infrastructure Delivery (MID), Manager Community Health and Safety (MCHSafety) | |
| s.122ZC | Power to contribute money to environmental or recreational area for improving or maintaining the area | Manager Infrastructure Delivery (MID), Manager Community Health and Safety (MCHSafety) | |
| s144(2)(c) | Function of receiving a declaration by an Authority that land will be a serviced property for the purposes of the Act, if likely to be affected | Manager Infrastructure Delivery (MID) | |
| s152 | Function of receiving notice of intention to affect works | Manager Infrastructure Delivery (MID) | |
| s153 | Function of receiving notice to alter or remove works | Manager Infrastructure Delivery (MID) | |
| s.165(1) | Power to require an Authority to fix fire plugs to works | Manager Infrastructure Delivery (MID) | |

South Gippsland Shire Council

| Water Act 1989 | | | |
|-----------------------|---|--|-----------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s165(2) | Duty to meet costs of providing, installing, marking and maintaining all fire plugs that the Council requires | Manager Infrastructure Delivery (MID) | |
| s.171D(1) | Power to require Melbourne Water Corporation to fix fire plugs to works | Manager Infrastructure Delivery (MID) | |
| s.171D(2) | Duty to meet costs of providing, installing, marking and maintaining fire plug, where plug is in Council's municipal district | Manager Infrastructure Delivery (MID) | |
| s.180(1) | Duty to forward copy application for septic tank permit to Authority | WWO, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s180(3) | Function of receiving any notification of the location of the nearest sewer, the availability of works to service the land and any requirements | WWO, Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Water Act 1989 | | | |
|----------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s180(4) | Duty to comply with any requirement of the Authority in regard to the application | WWO, Manager Infrastructure Delivery (MID), Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s180(5) | Duty to not make a decision within 21 days after the copy is forwarded to the Authority | WWO, Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety) | |
| s188(3) | Function of receiving notice of proposed declaration of a waterway if the Council may have an interest in the waterway | Manager Infrastructure Delivery (MID), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s205(3) | Function of receiving notice of proposed declaration that an area of land will be liable to flooding or be a floodway area | Manager Infrastructure Delivery (MID), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Water Act 1989 | | | |
|----------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s206(1)(b) | Function of receiving notice that an Order has been published in the Government Gazette | Manager Infrastructure Delivery (MID), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| s206(3) | Duty to prevent land uses that are inconsistent with any identified flood hazards | Manager Infrastructure Delivery (MID), Manager Planning and Building Services (MPBS) | |
| s 208(2) | Duty to notify Authority of intention to undertake or erect any regulated works or structure before undertaking or erecting the works or structure | Manager Community Health and Safety (MCHSafety) | |
| s214(2)(b) | Duty to be represented on a committee to carry out investigations in relation to water management if the Council is affected | Manager Infrastructure Planning (MIP) | |
| s.217 | Power to apply for an order for removal or modification of works | Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Water Act 1989 | | | |
|----------------|---|---------------------------------------|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s218(2)(b)(ii) | Function of receiving notice of proposed declaration that an area of land will be a drainage course | Manager Infrastructure Delivery (MID) | |
| s218(7) | Duty to act in accordance with a management plan approved by the Minister, if the Council has management and control of a drainage course | Manager Infrastructure Delivery (MID) | |
| s218(8) | Power to require an owner, occupier or other public statutory body to remove any interferences, carry out any works and maintain any structures, if the Council has the management and control of a drainage course | Manager Infrastructure Delivery (MID) | Subject to the limitations set out in 218 |
| s218(10) | Duty to comply with any request by another public statutory body within 1 month | Manager Infrastructure Delivery (MID) | |
| s218(14) | Power to enter into and remain on the drainage course for the purpose of doing anything that an owner or occupier failed to do | Manager Infrastructure Delivery (MID) | |

South Gippsland Shire Council

| Water Act 1989 | | | |
|----------------|---|---------------------------------------|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s244(7) | Function of receiving a copy of a community agreement, if land in the area is affected | Manager Infrastructure Delivery (MID) | |
| s244(8)(b) | Power to consent to community agreement where it involves the construction of a drain across a road reserve | Manager Infrastructure Delivery (MID) | |
| s246 | Power to exercise the powers and perform the Functions of the committee if requested by the committee, where land is affected by a community drainage or salinity mitigation or community water supply scheme | Manager Infrastructure Delivery (MID) | |
| s263(2) | Function of receiving a request to arrange for a supplementary valuation to be made | Manager Infrastructure Delivery (MID) | |
| s 281A(1) | Power to enter into agreement with Melbourne Water Corporation to collect money owing to Melbourne Water Corporation under the Act | Not applicable | |

South Gippsland Shire Council

| Water Act 1989 | | | |
|----------------|--|---------------------------------------|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| s 281A(3) | Duty to collect money owing to Melbourne Water Corporation under the Act, that relates to Council's municipal district | Not applicable | On the terms and conditions agreed with Melbourne Water Corporation or, in default of agreement, determined by the Essential Services Commission |
| s286(1)(a) | Duty to contribute to the revenue of the Authority if requested | Manager Infrastructure Delivery (MID) | Conditions set out in s285 and s286 |
| s287(1)(a) | Duty to make a special contribution to the revenue of the Authority if requested | Manager Infrastructure Delivery (MID) | Conditions set out in s285 and s287 |

| Building Regulations 2018 | | | |
|---------------------------|---|---|---------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| r 5(2) | Power to designate an area liable to flooding | Manager Planning and Building Services (MPBS) | Where Council is the relevant council |

South Gippsland Shire Council

| Building Regulations 2018 | | | |
|---------------------------|---|--|---------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| r 44 | Function of receiving documents | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council |
| r 49 | Duty to keep documents in any manner specified by the Keeper of Public Records until the building is demolished or removed from the allotment | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council |
| r 50 | Duty to make documents available on request | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance | Where Council is the relevant council |

South Gippsland Shire Council

| Building Regulations 2018 | | | |
|---------------------------|---------------------------------------|--|---------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Administration Officer (BAPCAO), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| r 51 | Function of providing information | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council |
| r 73(2) | Power of providing report and consent | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council |
| r 74(4) | Power of providing report and consent | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager | Where Council is the relevant council |

South Gippsland Shire Council

| Building Regulations 2018 | | | |
|---------------------------|---------------------------------------|--|---------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| r 75(4) | Power of providing report and consent | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council |
| r 76(4) | Power of providing report and consent | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council |
| r 77(3) | Power of providing report and consent | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council |

South Gippsland Shire Council

| Building Regulations 2018 | | | |
|----------------------------------|---------------------------------------|---|---------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| r 78(6) | Power of providing report and consent | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council |
| r 79(6) | Power of providing report and consent | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council |
| r 80(6) | Power of providing report and consent | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council |
| r 81(6) | Power of providing report and consent | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), | Where Council is the relevant council |

South Gippsland Shire Council

| Building Regulations 2018 | | | |
|---------------------------|---------------------------------------|---|---------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Manager Community Health and Safety (MCHSafety) | |
| r 82(5) | Power of providing report and consent | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council |
| r 83(3) | Power of providing report and consent | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council |
| r 84(9) | Power of providing report and consent | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council |

South Gippsland Shire Council

| Building Regulations 2018 | | | |
|----------------------------------|---------------------------------------|---|---------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| r 85(3) | Power of providing report and consent | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council |
| r 86(3) | Power of providing report and consent | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council |
| r 87(2) | Power of providing report and consent | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council |
| r 89(3) | Power of providing report and consent | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), | Where Council is the relevant council |

South Gippsland Shire Council

| Building Regulations 2018 | | | |
|---------------------------|---------------------------------------|---|---------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Manager Community Health and Safety (MCHSafety) | |
| r 90(2) | Power of providing report and consent | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council |
| r 91(5) | Power of providing report and consent | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council |
| r 92(2) | Power of providing report and consent | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council |

South Gippsland Shire Council

| Building Regulations 2018 | | | |
|----------------------------------|---------------------------------------|---|---------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| r 94(6) | Power of providing report and consent | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant Council |
| r 95(3) | Power of providing report and consent | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council |
| r 96(3) | Power of providing report and consent | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council |
| r 97(2) | Power of providing report and consent | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), | Where Council is the relevant council |

South Gippsland Shire Council

| Building Regulations 2018 | | | |
|---------------------------|---|---|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Manager Community Health and Safety (MCHSafety) | |
| r 109(1) | Power of providing report and consent | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council |
| r 109(2) | Power of providing report and consent | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council |
| r 109(3) | Power to give consent under rr 109(1) or 109(2) | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council if it considers that the projection of the part of the building beyond the street |

South Gippsland Shire Council

| Building Regulations 2018 | | | |
|---------------------------|---------------------------------------|---|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | | alignment will not be detrimental to the safety of the public |
| r 116(4) | Power of providing report and consent | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council |
| r 130(1) | Power of providing report and consent | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant service authority |
| r 132(1) | Power of providing report and consent | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council |

South Gippsland Shire Council

| Building Regulations 2018 | | | |
|---------------------------|---|--|---------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| r 133(2) | Power of providing report | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council |
| r 134(2) | Power of providing report and consent | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council |
| r 147L(2) | Function of receiving an application for registration | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS | Where Council is the relevant council |
| r 147M(2) | Function of receiving an application for registration | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), | Where Council is the relevant council |

South Gippsland Shire Council

| Building Regulations 2018 | | | |
|---------------------------|--|--|---------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Building and Planning Compliance Administration Officer (BAPCAO), MBS | |
| r 147N(2) | Function of receiving an application for registration | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS | Where Council is the relevant council |
| r 147O(1) | Power to give notice | Coordinator Building and Planning Compliance (B&PCC), MBS | Where Council is the relevant council |
| r 147Q | Duty to enter information relating to a swimming pool or spa into Council's register | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS | Where Council is the relevant council |
| r 147R(1) | Duty to give notice of the matters in r 147R(1)(a) – (g) | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), | Where Council is the relevant council |

South Gippsland Shire Council

| Building Regulations 2018 | | | |
|---------------------------|---|--|---------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Building and Planning Compliance Administration Officer (BAPCAO), MBS | |
| r 147R(4) | Duty to specify a date for the purposes of r 147R(1)(g) | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS | Where Council is the relevant council |
| r 147R(5) | Power to specify date | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS | Where Council is the relevant council |
| r 147S(1) | Duty to remove from the register the information about the swimming pool or spa set out in r 147J, as soon as practicable, where satisfied that a registered swimming pool or registered spa no longer exists or is no longer capable of containing water to a depth of greater than 300 mm | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS | Where Council is the relevant council |

South Gippsland Shire Council

| Building Regulations 2018 | | | |
|---------------------------|--|--|---------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| r 147S(2) | Duty to give a notice in writing after removing the information about the swimming pool or spa from the register | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS | Where Council is the relevant council |
| r 147T(1) | Duty to determine the date of construction | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS | Where Council is the relevant council |
| r 147U(1) | Duty to determine the date of construction | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS | Where Council is the relevant council |
| r 147V(1) | Duty of receiving a certificate of compliance | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), | Where Council is the relevant council |

South Gippsland Shire Council

| Building Regulations 2018 | | | |
|---------------------------|---|--|---------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Building and Planning Compliance Administration Officer (BAPCAO), MBS | |
| r 147V(4) | Duty to give notice in writing following lodgement of a certificate of pool and spa barrier compliance by the owner | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS | Where Council is the relevant council |
| r 147W(1) | Power to exempt an owner from the requirement under r 147V(1) to lodge a certificate of pool and spa barrier compliance | Coordinator Building and Planning Compliance (B&PCC), MBS | Where Council is the relevant council |
| r 147W(2) | Duty to give a notice in writing if an owner is exempted under r 147V(1) | Coordinator Building and Planning Compliance (B&PCC), MBS | Where Council is the relevant council |
| r 147Z(1) | Power to extend the period for lodgement of a certificate of pool and spa barrier compliance if satisfied of the criteria in r 147Z(1)(a) – (e) | Coordinator Building and Planning Compliance (B&PCC), MBS | Where Council is the relevant council |

South Gippsland Shire Council

| Building Regulations 2018 | | | |
|---------------------------|--|--|---------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| r 147Z(3) | Duty to give a notice, in writing, to the owner of the land specifying a new due date for the lodgement of a certificate of pool and spa barrier compliance as soon as practicable after that decision is made | Coordinator Building and Planning Compliance (B&PCC), MBS | Where Council is the relevant council |
| r 147ZD | Duty to update the applicable barrier standard on the register to include the applicable barrier standard referred to in the certificate | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS | Where Council is the relevant council |
| r 147ZE | Duty to give a notice, in writing, to the owner as soon as practicable following lodgement of a certificate of pool and spa barrier compliance under r 147ZC | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS | Where Council is the relevant council |
| r 147ZJ(3) | Duty to give a notice, in writing, to the owner of the land on which the swimming pool or spa relating to the barrier is located | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), | Where Council is the relevant council |

South Gippsland Shire Council

| Building Regulations 2018 | | | |
|---------------------------|--|--|---------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Building and Planning Compliance Administration Officer (BAPCAO), MBS | |
| r 147ZL(1) | Duty to update the register with details of the name of the new owner of the land as soon as practicable | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS | Where Council is the relevant council |
| r 147ZL(2) | Duty to give a notice, in writing, to the new owner of the land | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS | Where Council is the relevant council |
| r 147ZM | Duty to submit the requested information to the Authority in the form approved by the Authority | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS | Where Council is the relevant council |

South Gippsland Shire Council

| Building Regulations 2018 | | | |
|----------------------------------|---|---|---------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| r 148 | Duty to prepare maps | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| r 149(1) | Duty to amend or prepare map for the existing or new designated special area | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council |
| r 149(2) | Duty to advise the Authority if a designated special area is altered or created | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| r 149(3) | Duty to lodge copies of designated special area maps with the Authority | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), | Where Council is the relevant council |

South Gippsland Shire Council

| Building Regulations 2018 | | | |
|---------------------------|---|---|-----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Manager Community Health and Safety (MCHSafety) | |
| r 149(4) | Duty to make an up-to-date copy of each designated special area map, applicable to council's municipal district, available to the public for inspection | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| r 150 | Power to designate areas within council's municipal district in which buildings are likely to be subject to attack by termites. | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| r 152(1) | Power to designate areas in council's municipal district that are likely to be subject to significant snowfalls | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | For the purposes of the BCA |

South Gippsland Shire Council

| Building Regulations 2018 | | | |
|----------------------------------|--|---|---------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| r 153(2) | Power of providing report and consent | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council |
| r 153(4) | Duty not to give consent under r 153(2) if there is likely to be a danger to the life, health or safety of the occupants of the building due to flooding of the site | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council |
| r 153(5) | Power to specify, council's report, a level for the surface of the lowest floor of a building on the site | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council |
| r 153(6) | Duty to consult with the floodplain management authority for the site and specify a level in line with r 153(6)(b) requirements | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), | Where Council is the relevant council |

South Gippsland Shire Council

| Building Regulations 2018 | | | |
|---------------------------|---|---|---------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Manager Community Health and Safety (MCHSafety) | |
| r 153(7) | Duty to, without delay, advise the floodplain management authority and sewerage authority for the site of the floor level (if any) specified under r 153(5) | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council |
| r 154(1) | Power of providing report and consent | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council |
| r 154(2) | Power to include, in the report and consent Council provides, recommendations controlling the location and construction of retaining walls and fences in relation to designated land or designated work | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council |

South Gippsland Shire Council

| Building Regulations 2018 | | | |
|---------------------------|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| r 154(3) | Duty to consult with the waterway management authority for the designated land or designated works before giving consent under r 154(1) | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| r 166B(c)(ii) | Power to approve floor area size greater than 60m ² | Coordinator Building and Planning Compliance (B&PCC), MBS | |
| r 166C(1)(a) | Function of receiving notification from building owner of intention to commence occupying the building as the owner's principal place of residence | Coordinator Building and Planning Compliance (B&PCC), MBS | |
| r 166C(1)(b) | Function of receiving notification from building owner of the proposed commencement date of that occupation | Coordinator Building and Planning Compliance (B&PCC), MBS | |
| r 166C(2) | Function of receiving notification from building owner of proposed commencement date of occupation | Coordinator Building and Planning Compliance (B&PCC), MBS | |

South Gippsland Shire Council

| Building Regulations 2018 | | | |
|---------------------------|--|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| r 187(2) | Power of providing report and consent | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council Subject to r 187(3) |
| r 202(1) | Duty to keep the documents relating to occupancy permits in any manner specified by the Keeper of Public Records | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | For the purposes of s 75 of the Building Act 1993 |
| r 202(2) | Duty to keep documents relating to a temporary approval for 3 years after the earlier of the two periods set out in rr 202(2)(a) and 202(2)(b) | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS, Manager Planning and Building Services | For the purposes of s 75 of the Building Act 1993 |

South Gippsland Shire Council

| Building Regulations 2018 | | | |
|---------------------------|-----------------------------------|--|---------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | (MPBS), Manager Community Health and Safety (MCHSafety) | |
| r 203 | Function of receiving documents | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| r 205 | Function of receiving information | Coordinator Building and Planning Compliance (B&PCC), Building and Planning Enforcement Officer (B&PEO), Building and Planning Compliance Administration Officer (BAPCAO), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council |

South Gippsland Shire Council

| Building Regulations 2018 | | | |
|---------------------------|--|---|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| r 215(3)(c) | Function of receiving a determination and report under s 120(2)(a) of the Building Act 1993 | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council If the essential safety measure is required under an emergency order or a building order under Part 8 of the Building Act 1993 |
| r 280(1) | Power to exempt a Class 10 building that is to be constructed on farm land and used for farming purposes, from all or any of the requirements of these Regulations | Coordinator Building and Planning Compliance (B&PCC), MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | Where Council is the relevant council |

South Gippsland Shire Council

Country Fire Authority Regulations 2014

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|-----------------------------|-----------------------------------|
| r 105(3) | Duty to notify the executive officer of the regional fire prevention committee of the name of the nominee nominated in accordance with r 105(2) | Not Delegated | Chief Executive Officer |
| r 105(8) | Duty to give written notice to Authority of names and addresses of persons elected as representatives of Council | Coordinator Governance (CG) | |

Dangerous Goods (Explosives) Regulations 2022

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|---|---|
| r 147(3) | Function of receiving written notice of intention to discharge firework, Chinese firecrackers or theatrical fireworks | Community Safety Officer (CSO), Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety), LLCLO | Does not apply if local law requires a person to give Council greater notice of an intention to discharge fireworks |

South Gippsland Shire Council

Dangerous Goods (Explosives) Regulations 2022

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|---|--|
| r 147(6) | Function of receiving written notice of intention to discharge fireworks or firecrackers in or near port waters | Community Safety Officer (CSO), Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety), LLCLO | Where Council administers the relevant area of water |

Drugs, Poisons and Controlled Substances Regulations 2017

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|--|---|-----------------------------------|
| r 7(1) | Power to have possession of 'Schedule 4 poisons' that are necessary for immunisation programs coordinated by Council in accordance with the Public Health and Wellbeing Act 2008 | Lead Immunisation Nurse (LIN), Immunisation Administration Officer (IAO), Immunisation Nurse (IN) | |

South Gippsland Shire Council

Electricity Safety (Electric Line Clearance) Interim Regulations 2025

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|---|-----------------------------------|
| sch 1 cl 16 | Function of receiving notice before cutting or removing certain trees | Coordinator Biodiversity (SB), Coordinator Parks and Gardens (CP&G), Manager Infrastructure Maintenance (MIM), Manager Open Space and Environment (MOS&E) | |
| sch 1 cl 19 | Function of receiving notice after completion of cutting or removal of the trees | Coordinator Biodiversity (SB), Coordinator Parks and Gardens (CP&G), Manager Infrastructure Maintenance (MIM), Manager Open Space and Environment (MOS&E) | |
| sch 1 cl 20 | Power to consult relating to safety of cutting or removal of trees close to an electric line | Coordinator Biodiversity (SB), Coordinator Parks and Gardens (CP&G), Manager Infrastructure Maintenance (MIM), Manager Open Space and Environment (MOS&E) | |
| sch 1 cl 21(1) | Power to consult relating to assisting to determine an additional distance that allows for conductor sag and sway | Coordinator Biodiversity (SB), Coordinator Parks and Gardens (CP&G), Manager Infrastructure Maintenance (MIM), Manager Open Space and Environment (MOS&E) | |

South Gippsland Shire Council

Electricity Safety (Electric Line Clearance) Interim Regulations 2025

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|---|-----------------------------------|
| sch 1 cl 21(3) | Duty to keep record of the additional distance for at least 5 years | Coordinator Biodiversity (SB), Coordinator Parks and Gardens (CP&G), Manager Infrastructure Maintenance (MIM), Manager Open Space and Environment (MOS&E) | |

Infringements Regulations 2016

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|--|-----------------------------------|
| r 8 | Duty to report listed information to Attorney-General | Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

Land Acquisition and Compensation Regulations 2021

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|--|--|--|
| r 11 | Function of providing certain information as set out in (a)-(h) as requested by an Authority | Manager Infrastructure Planning (MIP), Coordinator Property (CP), MBS | |
| r 12 | Function of providing certain information as set out in (a) - (d) as requested by an Authority | Manager Infrastructure Planning (MIP), Coordinator Property (CP), MBS, Manager Planning and Building Services (MPBS) | Where Council is responsible authority |

Local Government (General) Regulations 2015

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|--|-----------------------------------|
| r 10 | Duty to include in the notice of rates and charges the information prescribed | Senior Revenue Officer (SRO), Manager Financial Strategy (MFS) | |

South Gippsland Shire Council

| Local Government (Land Information) Regulations 2021 | | | |
|--|---|------------------------|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| r 5(2) | Duty to sign a land information certificate | Coordinator Accounting | Refer also to s 121(4) of the Local Government Act 2020. Signing of a land information certificate must be by the member of staff of the Council to whom the power to sign a land information certificate has been delegated. |

| Local Government (Long Service Leave) Regulations 2021 | | | |
|--|---|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| r 7(2) | Function of receiving request from member to grant pay instead of long service leave | Payroll Support Officer (PAYO), Manager People and Culture (MP&C), Coordinator Human Resources , Payroll Team Leader (PAYTL) | Following approval from relevant director |
| r 7(3) | Duty to pay the member one-tenth of 3 months ordinary pay for each year of completed recognised service | Payroll Support Officer (PAYO), Coordinator | |

South Gippsland Shire Council

Local Government (Long Service Leave) Regulations 2021

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|---|---|
| | | Human Resources , Payroll Team Leader (PAYTL) | |
| r 7(5)(a) | Duty to transfer long service leave entitlement to the other Council with the payment to be transferred under r 19(3) | Payroll Support Officer (PAYO), Coordinator Human Resources , Payroll Team Leader (PAYTL) | |
| r 7(5)(b) | Duty to pay the public body or special body (as the case requires) an amount equal to one-fortieth of one month's ordinary pay for each completed month of recognised of the member calculated in accordance with these Regulations | Payroll Support Officer (PAYO), Coordinator Human Resources , Payroll Team Leader (PAYTL) | |
| r 7(6)(b) | Duty to pay the member one-tenth of 3 months ordinary pay for each year of completed recognised service | Payroll Support Officer (PAYO), Coordinator Human Resources , Payroll Team Leader (PAYTL) | If, before the member's termination becomes effective, the member has not taken the whole of the long service leave to which the member is entitled or pay instead of that leave, or deferred the taking of |

South Gippsland Shire Council

| Local Government (Long Service Leave) Regulations 2021 | | | |
|--|--|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | | the long service leave entitlement under subregulation (4) |
| r 8(2) | Power to receive notice in writing from member who ceases employment in any of the circumstances set out under subregulation (1) to elect to take pay instead of all or any part of the long service leave to which the member is entitled | Payroll Support Officer (PAYO), Manager People and Culture (MP&C), Coordinator Human Resources , Payroll Team Leader (PAYTL) | |
| r 8(3) | Duty to pay the member one-tenth of 3 months ordinary pay for each year of completed recognised service | Payroll Support Officer (PAYO), Coordinator Human Resources , Payroll Team Leader (PAYTL) | |
| r 8(4)(b) | Duty to pay member one-tenth of 3 months ordinary pay for each year of completed recognised service | Payroll Support Officer (PAYO), Coordinator Human Resources , Payroll Team Leader (PAYTL) | If a member who ceases employment in any of the circumstances set out under subregulation (1) has not taken the whole of the long service leave to which the member is entitled or pay instead of that |

South Gippsland Shire Council

Local Government (Long Service Leave) Regulations 2021

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|--|--|
| | | | leave before their termination or retirement becomes effective |
| r 8(6) | Duty to pay the member referred to in subregulation (5) one-tenth of 3 months ordinary pay for each year of completed recognised service | Payroll Support Officer (PAYO), Coordinator Human Resources , Payroll Team Leader (PAYTL) | |
| r 8(7)(b)(i) | Function of approving medical practitioner | Coordinator Organisational Development (COD) | |
| r 9(2) | Duty to pay the legal personal representative of the member referred to in subregulation (1) (as the case requires) (a) the pay which the member elected to take; and (b) pay instead of any long service leave to which the member was entitled and which the member had not taken, or for which the member has not paid | Payroll Support Officer (PAYO), Manager People and Culture (MP&C), Coordinator Human Resources , Payroll Team Leader (PAYTL) | |

South Gippsland Shire Council

Local Government (Long Service Leave) Regulations 2021

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|--|-----------------------------------|
| r 13(6) | Power to include, to the extent determined in each particular case by first Council, the whole or any portion of a period of service when the member was absent from duty with the prior or subsequent approval | Payroll Support Officer (PAYO), Manager People and Culture (MP&C), Coordinator Human Resources , Payroll Team Leader (PAYTL) | |
| r 14(1)(b) | Duty to grant the member a day off instead of a public holiday | All Executive Directors, Executive Managers and Managers | |
| r 14(2) | Power to agree on a mutually convenient time with the member | All Executive Directors, Executive Managers and Managers | |
| r 15 | Power to agree on a mutually convenient time with the member to take all or part of long service leave entitlement | All Executive Directors, Executive Managers and Managers | |

South Gippsland Shire Council

Local Government (Long Service Leave) Regulations 2021

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|--|--|---|
| r 16 | Power to approve long serve leave entitlement at half the salary for twice the period | All Executive Directors, Executive Managers and Managers | |
| r 17 | Power to approve a member to engage in any employment for hire or reward while the member is on long service leave | Executive Director IS, Executive Director EC, Executive Director SI | |
| r 18 | Duty to provide another Council with any information in its possession which may be required by that other Council for the purposes of these Regulations | Payroll Support Officer (PAYO), Manager People and Culture (MP&C), Coordinator Human Resources , Payroll Team Leader (PAYTL) | |
| r 19(2) | Duty to, within 2 months of being informed of the employment, pay to the Council an amount equal to one-fortieth of one month's pay for each completed month of service of the member with Council | Payroll Support Officer (PAYO), Manager People and Culture (MP&C), Coordinator Human Resources , Payroll Team Leader (PAYTL) | Where Council is the member's former employer |

South Gippsland Shire Council

| Local Government (Long Service Leave) Regulations 2021 | | | |
|--|--|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| r 19(3) | Duty to, within 2 months of being informed of the employment, pay to the Council an amount equal to one-fortieth of one month's pay for each completed month of service of the member with Council | Payroll Support Officer (PAYO), Manager People and Culture (MP&C), Coordinator Human Resources , Payroll Team Leader (PAYTL) | Where Council is the member's former employer |
| r 19(4) | Duty to refund a payment made to it under subregulation (3) | Payroll Support Officer (PAYO), Manager People and Culture (MP&C), Coordinator Human Resources , Payroll Team Leader (PAYTL) | Where Council is the member's new employer |
| r 20 | Power to enter into an agreement with an authority, person responsible for an office or Authority referred to in regulation 13(4) regarding transfer of entitlements | Payroll Support Officer (PAYO), Manager People and Culture (MP&C), Coordinator Human Resources , Payroll Team Leader (PAYTL) | |

South Gippsland Shire Council

| Local Government (Planning and Reporting) Regulations 2020 | | | |
|--|---|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| r 5(1) | Duty to include statements describing the financial resources are in the prescribed form | Coordinator Accounting , Manager Financial Strategy (MFS) | |
| r 5(2) | Duty to include a statement of capital works in the Financial Plan | Coordinator Accounting , Manager Financial Strategy (MFS) | |
| r 6 | Duty to include prescribed information in the Financial Plan | Coordinator Accounting , Manager Financial Strategy (MFS) | |
| r 7 | Duty to include the prescribed information in the financial statements included in the budget | Coordinator Accounting , Manager Financial Strategy (MFS) | |
| r 8 | Duty to include other prescribed information in the budget or revised budget | Coordinator Accounting , Manager Financial Strategy (MFS) | |
| r 9(2) | Duty to include the prescribed information in the report of operations | Coordinator Governance (CG), Manager Governance and Integrity (MGI) | |

South Gippsland Shire Council

| Local Government (Planning and Reporting) Regulations 2020 | | | |
|--|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| r 10 | Duty to include in the report of operations a description of the operations of Council | Coordinator Governance (CG), Manager Governance and Integrity (MGI) | |
| r 11 | Duty to include prescribed information relating to performance results in the performance statements | Coordinator Governance (CG), Manager Governance and Integrity (MGI) | |
| r 14 | Duty to include the prescribed information in financial statements contained in the annual report | Coordinator Accounting , Manager Financial Strategy (MFS) | |

| Occupational Health and Safety Regulations 2017 | | | |
|---|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| r 375(3)(c)(ii) | Function to assist in the preparation of an emergency management plan for a major hazard facility | Executive Director EC, Manager Planning and Building Services (MPBS) | |

South Gippsland Shire Council

| Occupational Health and Safety Regulations 2017 | | | |
|---|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| r 376(c) | Function to receive a copy of the parts of the emergency plan relating to the off-site consequences of a major incident occurring | Executive Director EC, Manager Planning and Building Services (MPBS) | |
| r 379(4)(b) | Function to review and, if necessary, revise the emergency management plan in relation to the off-site consequences of a major incident occurring | Executive Director EC, Manager Planning and Building Services (MPBS) | |
| r 394(1) | Function to receive information about the safety of a major hazard facility | Executive Director EC, Manager Planning and Building Services (MPBS) | |
| r 396 | Function to be consulted on all matters that could affect the health and safety of members of the local community in the event of a major incident occurring | Executive Director EC, Manager Planning and Building Services (MPBS) | |
| r 433(2)(b)(ii) | Function of assisting in the preparation of an emergency management plan for a prescribed mine | Executive Director EC, Manager Planning and Building Services (MPBS) | |

South Gippsland Shire Council

Occupational Health and Safety Regulations 2017

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|--|--|-----------------------------------|
| r 434(b)(ii) | Function to receive a copy of the emergency plan relating to the off-site consequences of a major incident occurring | Executive Director EC, Manager Planning and Building Services (MPBS) | |

Public Health and Wellbeing Regulations 2019

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|--|-----------------------------------|
| r 19(6) | Function of receiving a copy of a disease vector control notice | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC) | |
| r 59(4) | Function of being notified of test results | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC) | |
| r 59(7) | Function of receiving written notice | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC) | |

South Gippsland Shire Council

Public Health and Wellbeing Regulations 2019

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|---|-----------------------------------|
| r 98 | Function of being notified by the Secretary | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC) | |
| r 112(1) | Power to request information | Environmental Health Officer (EHO), Coordinator Environmental Health (EHC) | |

Public Health and Wellbeing (Prescribed Accommodation) Regulations 2020

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|--------------------------|-----------------------------------|
| r 12(2) | Power to determine a building to be of cultural heritage significance if one of the circumstances in (2)(a) - (d) exist | Executive Director EC | |

South Gippsland Shire Council

| Road Safety Road Rules 2017 | | | |
|-----------------------------|---|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| r 200(2) | Power to permit drivers of heavy and long vehicles to stop on roads in a built-up area for longer than 1 hour | Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe) | |
| r 244C | Function of consulting with the Head, Transport for Victoria regarding specification of a route or area under r 244C(1) | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID) | |
| r 289(1)(d) | Power to prohibit drivers riding bicycles or animals on the nature strip | Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety) | Apply in accordance with General Local Law 2014 |

| Road Safety (General) Regulations 2019 | | | |
|--|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| 79(1)(b) | Power to authorise staff member to file a charge | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID) | |

South Gippsland Shire Council

| Road Safety (Traffic Management) Regulations 2019 | | | |
|---|--|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| r 5 | Power to appoint school crossing supervisor | Manager Community Health and Safety (MCHSafety) | |
| r 10(1) | Function of receiving notice, in writing, from the Head, Transport for Victoria if the Head, Transport for Victoria proposes to erect, display, place, remove or alter a traffic control device of a kind referred to in r 9(4)(a) to (f) (a proposal) on a road or road related area that is within the municipal district of the Council | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID) | Unless the road or road related area forms part of a freeway or arterial road |
| r 10(2) | Power to disagree, in writing, with the proposal | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID) | |
| r 11(1) | Power to erect, display, place, remove or alter traffic control devices on roads or road related areas | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery | Where Council is a responsible entity |

South Gippsland Shire Council

| Road Safety (Traffic Management) Regulations 2019 | | | |
|---|---|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | (MID), Manager Infrastructure Maintenance (MIM) | |
| r 11(2)(a) | Power to erect, display, place, remove or alter a minor traffic control device that is for the control of stopping or parking of vehicles in accordance with Part 12 of the Road Safety Road Rules 2017 (Vic) | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Manager Infrastructure Maintenance (MIM) | On a road or road related area forming part of an arterial road within Council's municipal district |
| r 11(2)(b) | Power to erect, display, place, remove or alter a traffic control device that is associated with a children's crossing | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Manager Infrastructure Maintenance (MIM) | |
| r 11(2)(c) | Power to erect, display, place, remove or alter a traffic control device installed in accordance with r 15 | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Manager | |

South Gippsland Shire Council

| Road Safety (Traffic Management) Regulations 2019 | | | |
|---|---|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Infrastructure Maintenance (MIM) | |
| r 11(2)(d) | Power to erect, display, place, remove or alter any other minor traffic control device or a major traffic control device | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Manager Infrastructure Maintenance (MIM) | With the authorisation of the Head, Transport for Victoria Subject to r 11(3) |
| r 11(4) | Duty to alter the minor traffic control device to remove the inconsistency or remove the minor traffic control device | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Manager Infrastructure Maintenance (MIM) | If a minor traffic control device referred to in r 11(2)(a) is inconsistent with a major traffic control device located on the same length of road |
| r 12(1)(d) | Power to authorise an authorised works manager, or a person acting on behalf of an authorised works manager, to erect, display, place, remove or alter any other minor traffic control device | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID) | Where Council is the coordinating road authority for that road or road related area Note: see r 23(b) |

South Gippsland Shire Council

| Road Safety (Traffic Management) Regulations 2019 | | | |
|---|--|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| r 13(1)(f) | Power to authorise a person, to whom a coordinating road authority has issued a permit under section 99B of the Road Safety Act 1986 (Vic) to conduct a nonroad activity, to erect, display, place, remove or alter any other minor traffic control device | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID) | Where Council is the coordinating road authority for that road or road related area Note: see r 23(b) |
| r 18(1)(b) | Power to authorise a person to erect, display, place, remove or alter traffic control devices | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID) | Where Council is the coordinating road authority Note: see r 23(b) |
| r 27 | Power to permit, in writing, a person to drive a vehicle on a road in an organised procession (other than a funeral procession) or a parade | Manager Infrastructure Planning (MIP), Asset Protection Officer (APO), Manager Infrastructure Delivery (MID) | Where Council is the coordinating road authority for that road |
| r 30(4) | Power to approve, in writing, a police-controlled rolling road closure | Manager Infrastructure Planning (MIP), Asset Protection Officer (APO), | Where Council is the coordinating road authority |

South Gippsland Shire Council

| Road Safety (Traffic Management) Regulations 2019 | | | |
|---|---|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Manager Infrastructure Delivery (MID) | |
| r 32(2)(d)(ii) | Power to approve a highway collection being conducted | Manager Infrastructure Planning (MIP), Asset Protection Officer (APO), Manager Infrastructure Delivery (MID) | |
| r 34(1) | Function of receiving an application for a permit under s 99B of the Road Safety Act 1986 (Vic) from a person intending to conduct a non-road activity on a highway | Manager Infrastructure Planning (MIP), Asset Protection Officer (APO), Manager Infrastructure Delivery (MID) | Where Council is the coordinating road authority |
| r 34(4) | Power to reduce, waive or refund the fee for a permit | Manager Infrastructure Planning (MIP), Asset Protection Officer (APO), Manager Infrastructure Delivery (MID) | Where Council is a coordinating road authority If there are special circumstances that justify the reduction, waiver or refund of the fee |

South Gippsland Shire Council

Road Safety (Vehicles) Regulations 2021

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|--|---|-----------------------------------|
| r 122(3) | Power to enter into an agreement with Secretary to provide extracts for fees | Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM) | |

Subdivision (Fees) Regulations 2016

| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|---------------------------------------|-----------------------------------|
| r 9 | Power to fix a fee for considering an engineering plan submitted under s 15 of the Subdivision Act 1988 | Manager Infrastructure Delivery (MID) | |
| r 12 | Power to waive or rebate the payment of a fee payable under the Subdivision Act 1988 | Manager Infrastructure Delivery (MID) | |
| r 13 | Duty to record reasons for waiving or rebating payment of a fee under r 12 in writing | Manager Infrastructure Delivery (MID) | |

South Gippsland Shire Council

| Subdivision (Procedures) Regulations 2021 | | | |
|---|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| r 20 | Function of being advised by Registrar of any amendments made to any certified plan under s 22(2)(a) of Subdivision Act 1988 | Manager Planning and Building Services (MPBS), Subdivision Officer (SUB) | |
| r 11 | Duty to give the applicant the street address and lot location of each plot on the plan | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning & Building Administration Officer (PBAO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| r 14(a) | Duty to provide the referral authority with a copy of the application and certain details | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning & Building Administration Officer (PBAO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services | |

South Gippsland Shire Council

| Subdivision (Procedures) Regulations 2021 | | | |
|---|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| r 14(b) | Duty to provide the applicant with a copy of the application and certain details | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning & Building Administration Officer (PBAO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| r 19(1) | Duty to send the referral authority notice of revised time for consideration of the plan, when sending a copy of altered plan under s 10(5) of Subdivision Act 1988 | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning & Building Administration Officer (PBAO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services | |

South Gippsland Shire Council

| Subdivision (Procedures) Regulations 2021 | | | |
|---|---|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| r 19(3) | Duty to send the applicant notice of revised time for consideration of the plan when altered plan is sent to a referral authority under s 10(5) of Subdivision Act 1988 | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning & Building Administration Officer (PBAO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| r 23(a) | Duty to provide the referral authority with a copy of the plan and certain details, when referring an application to amend a certified plan under s 11(2) of Subdivision Act 1988 | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning & Building Administration Officer (PBAO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services | |

South Gippsland Shire Council

| Subdivision (Procedures) Regulations 2021 | | | |
|---|---|--|------------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| r 23(b) | Duty to provide the applicant with a copy of the application and certain details, when referring an application to amend a certified plan under s 11(2) of Subdivision Act 1988 | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning & Building Administration Officer (PBAO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| r 29 | Duty to provide the applicant with the amended street address and lot location of each lot on amended plan or new plan | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning & Building Administration Officer (PBAO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services | In circumstances described in r 29 |

South Gippsland Shire Council

| Subdivision (Procedures) Regulations 2021 | | | |
|---|--|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| r 33(1) | Duty to maintain a register of applications | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning & Building Administration Officer (PBAO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | May be kept in conjunction with register of permit applications kept under s 49(1) of the Planning and Environment Act 1987 |
| r 33(4) | Duty to make the register available for inspection | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning & Building Administration Officer (PBAO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services | |

South Gippsland Shire Council

| Subdivision (Procedures) Regulations 2021 | | | |
|---|--|--|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |
| r 36(4) | Duty to send notice of refusal where Council refuses to issue a statement of compliance under s 21 of Subdivision Act 1988 | Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning & Building Administration Officer (PBAO), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL), Subdivision Officer (SUB) | |

South Gippsland Shire Council

| Miscellaneous and Administrative Powers | | | |
|---|---|---|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| Section A - Finance Issues | Power to sign and issue Council order forms for purchase of goods, services and works and to enter into contracts for provision of goods, services and works to the Council | All Executive Directors, Executive Managers, Managers, Coordinators, Team Leaders and Supervisors | Delegate in accordance with Council's policies and Procurement Manual - Procurement Levels. |
| Section A - Finance Issues | Power to authorise payment of wages, salaries, related payments. | All Executive Directors, Executive Managers and Managers | |
| Section A - Finance Issues | Power to authorise payment of Councillor and Mayoral allowances | Executive Director SI , Coordinator Governance (CG), Manager Governance and Integrity (MGI) | <p>Within the amount of allowance as determined by Council the Victorian Independent Remuneration Tribunal in accordance with s 7439 of the Local Government Act 1989 2020</p> <p>In accordance with s 39(6) of the Local Government Act 2020, s 74 of the Local Government Act 1989 continues to apply in respect of allowances payable to Mayors, Deputy Mayors and Councillors until the first Determination made by the Victorian Independent Remuneration Tribunal in accordance with s 39(6) of the Local Government Act 2020</p> |

South Gippsland Shire Council

| Miscellaneous and Administrative Powers | | | |
|---|--|---|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | | |
| Section A - Finance Issues | Power to open bank accounts in Council's name | Executive Director SI , Manager Financial Strategy (MFS) | |
| Section A - Finance Issues | Power to approve invoices and accounts for payment. Budget items - e.g. super. | All Executive Directors, Executive Managers, Managers, Coordinators, Team Leaders and Supervisors | Officers as nominated in Council's Procurement Manual - Procurement Approval Levels |
| Section A - Finance Issues | Power to authorise enforcement of overdue debts | Manager Financial Strategy (MFS) | |
| Section A - Finance Issues | Power to appoint collection agency | Manager Financial Strategy (MFS) | |
| Section A - Finance Issues | Power to approve contract variations | All Executive Directors, Executive Managers, Managers, Coordinators, Team Leaders and Supervisors | Officers as nominated in Council's Procurement Manual - Procurement Approval Levels |

South Gippsland Shire Council

| Miscellaneous and Administrative Powers | | | |
|---|---|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| Section A - Finance Issues | Power to amend or vary agreements | All Executive Directors, Executive Managers, Managers, Coordinators, Team Leaders and Supervisors | Officers as nominated in Council's Procurement Manual - Procurement Approval Levels |
| Section A - Finance Issues | Power to sign cheques | Manager Financial Strategy (MFS) | In accordance with cheque signing policy - refer to Manager Finance Risk and Procurement. |
| Section A - Finance Issues | Power to authorise Petty Cash | Manager Financial Strategy (MFS) | |
| Section A - Finance Issues | Power to issue credit cards to staff | Executive Director IS, Executive Director EC, Executive Director SI | In accordance with Council's Procurement Manual |
| Section A - Finance Issues | Power to authorise calling of invitations for expressions of interest or tenders for works, services and equipment. | Executive Director SI , Coordinator Procurement and Assurance (CR&P), Procurement Officer (PO), Manager Financial Strategy (MFS) | |

South Gippsland Shire Council

| Miscellaneous and Administrative Powers | | | |
|---|--|---|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| Section A - Finance Issues | Power to authorise to sign contracts of sale and vendor statements for land approved for sale. | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Executive Director IS | Subject to the requirement that the approval of the Director Infrastructure be obtained prior to the documents being signed. For all other documents associated with the sale of Council land please refer to Delegation 7A - Miscellaneous Delegations. |
| Section A - Finance Issues | Power to sign contracts of sale for the approved acquisition of Real Estate (see 2A). | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Executive Director IS | Subject to the approved acquisition of land by the CEO, or if decided by the CEO, the approval of the Council. The delegates are also authorised to sign all documents associated with the approved acquisition subject to the approval of the Director Infrastructure. The approved land acquisition must have been publicly advertised in accordance with the Land Acquisition and Compensation Act 1986 for sale for the delegate to exercise this delegation. |

South Gippsland Shire Council

| Miscellaneous and Administrative Powers | | | |
|---|--|---|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| Section A - Finance Issues | Power to authorise the order, release, refund, or return of securities, bank guarantees and bonds, relating to property transactions only. | Manager Financial Strategy (MFS) | Subject to consultation with Manager Infrastructure Planning or Coordinator Property. |
| Section A - Finance Issues | Power to authorise progress payments. | All Executive Directors, Executive Managers, Managers, Coordinators, Team Leaders and Supervisors | Officers as nominated in Council's Procurement Manual - Procurement Approval Levels |
| Section A - Finance Issues | Power to authorise payment of contract variations. | All Executive Directors, Executive Managers, Managers, Coordinators, Team Leaders and Supervisors | Officers as nominated in Council's Procurement Manual - Procurement Approval Levels |
| Section A - Finance Issues | Power to determine fees and charges. | Not Delegated | Council |
| Section A - Finance Issues | Power to authorise the sale or disposal of assets other than land. | All Executive Directors, Executive Managers and Managers | |

South Gippsland Shire Council

| Miscellaneous and Administrative Powers | | | |
|---|--|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | | In accordance with Asset Disposal Policy and consultation with Manager Finance, Risk & Procurement |
| Section A - Finance Issues | Power to write off bad debts | Manager Financial Strategy (MFS) | In accordance with Debt Recovery on Unpaid Rates & Charges Policy where applicable |
| Section A – Finance Issues | Power to approve electronic payments and transfers | Corporate Accountant, Coordinator Accounting , Manager Financial Strategy (MFS), Infrastructure Accountant (IA) | |
| Section B - Building Issues | Power to determine fees required under cl 1(c)(i) of sch 2, ss 18, 42 and 54 of the Building Act 1993 for building permit, application for an occupancy permit (building work), application for an occupancy permit (places of public entertainment) and under rr 147P(3), 147X and 147ZJ of the Building Regulations 2018 in relation to swimming pool or spa barriers. | Coordinator Building and Planning Compliance (B&PCC), Executive Director EC, MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |

South Gippsland Shire Council

| Miscellaneous and Administrative Powers | | | |
|---|--|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| Section B - Building Issues | Power to determine fees payable, person responsible for payment of fees and method of payment and recovery of fees for any application, approval, permit, consent, referral, request, information, inspection, consultation, advice, report, the keeping of documents and records or other function, service or work performed or provided under the Building Act 1993, Building Regulations 2018 or for the purposes of any other building control or related function of the Council by the Council or its delegate or any member of staff of the Council. | Executive Director EC, MBS, Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety) | |
| Section C - Miscellaneous Issues | Power to appoint agent, and enter into agency agreement, for the purposes of s108 of the Local Government Act 2020 | Executive Director SI , Coordinator Procurement and Assurance (CR&P), Procurement Officer (PO), Manager Financial Strategy (MFS) | |
| Section C - Miscellaneous Issues | Power to obtain legal opinions and instruct external legal providers | All Executive Directors, Executive Managers, Managers and Coordinators | Approval to seek legal opinion must be obtained from a Director or CEO except for Manager |

South Gippsland Shire Council

| Miscellaneous and Administrative Powers | | | |
|---|---|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | | Community Health & Safety and Manager Infrastructure Planning |
| Section C - Miscellaneous Issues | Power to approve legal costs | All Executive Directors, Executive Managers, Managers, Coordinators, Team Leaders and Supervisors | Officers as nominated in Council's Procurement Manual - Procurement Approval Levels |
| Section C - Miscellaneous Issues | Power to make "ex gratia" settlement of insurance claims. | Executive Director SI , Coordinator Procurement and Assurance (CR&P), Manager Financial Strategy (MFS) | In accordance with Procurement Manual - Approval Levels and established departmental practice |
| Section C - Miscellaneous Issues | Power to manage processing of insurance claims. | Assurance and Compliance Officer, Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS) | |

South Gippsland Shire Council

| Miscellaneous and Administrative Powers | | | |
|---|---|---|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| Section C - Miscellaneous Issues | Power to execute funding and service agreements with other levels of government. | Not Delegated | Chief Executive Officer |
| Section C - Miscellaneous Issues | Power to execute applications for government grants. | Not Delegated | Chief Executive Officer |
| Section C - Miscellaneous Issues | Power to determine suitability and value of "in kind" local contributions toward \$ for \$ capital works. | Not Delegated | Chief Executive Officer |
| Section C - Miscellaneous Issues | Power to assess and determine applications for HACC services. | Not Delegated | |
| Section C - Miscellaneous Issues | Power to grant approval for storage or sale of liquor on Council premises. | Executive Director IS, Executive Director EC, Executive Director SI | Subject to consultation with Property Department. |

South Gippsland Shire Council

| Miscellaneous and Administrative Powers | | | |
|---|---|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| Section C - Miscellaneous Issues | Power to make seasonal and casual allocation of sporting grounds. | Executive Director IS | |
| Section C – Miscellaneous Issues | Power to lodge with the Register a caveat, and subsequently seek its withdrawal in accordance with s 89(1) of the Transfer of Land Act 1958 | Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID), Manager Community Health and Safety (MCHSafety) | |
| Section C - Miscellaneous Issues | Power to enter into agreements for voluntary or not-for-profit organisation to use Council facilities | Executive Director IS, Executive Director EC, Executive Director SI | Subject to consultation with Property Department. |
| Section C - Miscellaneous Issues | Power to make statements to the press | Executive Director IS, Executive Director EC, Executive Director SI , MVCC | Positions nominated in Council's Communication and Engagement Policy |

South Gippsland Shire Council

| Miscellaneous and Administrative Powers | | | |
|---|--|---|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| Section C - Miscellaneous Issues | Power to make a decision relating to the conduct of a proceeding before the Victorian Civil and Administrative Tribunal, including a decision to settle the proceeding | Senior Rates and Valuation Officer (Sen RVO), Coordinator Building and Planning Compliance (B&PCC), Manager Infrastructure Planning (MIP), Coordinator Sustainability (CS), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Rates and Valuations Administration Officer (R&VAO), Senior Revenue Officer (SRO), Executive Director IS, Executive Director EC, Executive Director SI , MBS, Coordinator Governance (CG), Coordinator Procurement and Assurance (CR&P), Coordinator Environmental Health (EHC), Manager Financial Strategy (MFS), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety | Where Council is a party to a proceeding at the Victorian Civil and Administrative Tribunal |

South Gippsland Shire Council

| Miscellaneous and Administrative Powers | | | |
|---|---|--|----------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | (MCHSafety), Principal Planner (PPL) | |
| Section C – Miscellaneous Issues | Power to enter into or vary a lease or licence of vehicles | Financial Accountant (FA), Coordinator Accounting , Manager Financial Strategy (MFS) | #Insert any financial limitation |
| Section C – Miscellaneous Issues | Power to enter into or vary a lease or licence of equipment | Financial Accountant (FA), Coordinator Accounting , Manager Financial Strategy (MFS) | #Insert any financial limitation |
| Section C - Miscellaneous Issues | Power to give authority to make statements to the press | Not Delegated | Chief Executive Officer |
| Section C - Miscellaneous Issues | Power to authorise the issue of media releases | Coordinator Communications, Engagement and Advocacy (CCEA), Communications and Engagement Officer (C&EO), All Executive Directors, Executive Managers and Managers | |

South Gippsland Shire Council

| Miscellaneous and Administrative Powers | | | |
|---|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| Section C - Miscellaneous Issues | Power to authorise access to Council files and documents | Executive Director IS, Executive Director EC, Executive Director SI | |
| Section C - Miscellaneous Issues | Power to sign correspondence | Executive Director IS, Executive Director EC, Executive Director SI | |
| Section C - Miscellaneous Issues | Power to enter into a licence for the occupation or use of property | Financial Accountant (FA), Coordinator Accounting , Manager Financial Strategy (MFS) | |
| Section C - Miscellaneous Issues | Power to make a decision relating to the conduct of a proceeding before Court, including a decision to settle the proceeding | Senior Rates and Valuation Officer (Sen RVO), Coordinator Building and Planning Compliance (B&PCC), Manager Infrastructure Planning (MIP), Coordinator Sustainability (CS), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Rates and Valuations | |

South Gippsland Shire Council

| Miscellaneous and Administrative Powers | | | |
|---|--|---|----------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Administration Officer (R&VAO), Senior Revenue Officer (SRO), Manager People and Culture (MP&C), Executive Director IS, Executive Director EC, Executive Director SI , MBS, Coordinator Governance (CG), Coordinator Procurement and Assurance (CR&P), Coordinator Environmental Health (EHC), Manager Financial Strategy (MFS), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Principal Planner (PPL) | |
| Section C - Miscellaneous Issues | Power to approve litigation settlement amounts | No delegate | up to ## insert amount## |

South Gippsland Shire Council

| Miscellaneous and Administrative Powers | | | |
|---|--|--|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| Section C - Miscellaneous Issues | Power to appeal a decision of the Victorian Civil and Administrative Tribunal or Court | Manager Infrastructure Planning (MIP), Executive Director IS, Executive Director EC, Executive Director SI | Manager Infrastructure Planning is delegated only in relation to road management matters. |
| Section C - Miscellaneous Issues | Duty to administer a competition and consumer protection compliance program | Coordinator Procurement and Assurance (CR&P), Manager Financial Strategy (MFS) | |
| Section C - Miscellaneous Issues | Duty to administer a privacy compliance program | Coordinator Procurement and Assurance (CR&P), Manager Financial Strategy (MFS) | |
| Section C - Miscellaneous Issues | Power to authorise entertainment expenses | Executive Director IS, Executive Director EC, Executive Director SI | |
| Section C - Miscellaneous Issues | Power to authorise publication on the internet | Coordinator Communications, Engagement and Advocacy (CCEA), Executive Director SI , Manager | |

South Gippsland Shire Council

| Miscellaneous and Administrative Powers | | | |
|---|---|--|--|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| | | Digital and Technology (MD&T), Communications and Engagement Officer (C&EO), MVCC, Intranet Champions | |
| Section C - Miscellaneous Issues | Power to authorise publication on the Intranet | Coordinator Communications, Engagement and Advocacy (CCEA), Communications and Engagement Officer (C&EO), All Executive Directors, Executive Managers and Managers, Intranet Champions | |
| Section C - Miscellaneous Issues | Power to make or authorise the making of submissions to external bodies | Executive Director IS, Executive Director EC, Executive Director SI | |
| Section C - Miscellaneous Issues | Power to approve arrangements having important public relations aspect (e.g. opening ceremony for new facilities) | Executive Director IS, Executive Director EC, Executive Director SI | In accordance with Mayor, Deputy Mayor and Councillor Attendance at Functions Policy where applicable. |

South Gippsland Shire Council

| Miscellaneous and Administrative Powers | | | |
|---|--|---|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| Section C - Miscellaneous Issues | Power to authorise expenditure on advertising and media | Manager People and Culture (MP&C), Executive Director IS, Executive Director EC, Executive Director SI , Coordinator Procurement and Assurance (CR&P), Manager Financial Strategy (MFS), MVCC | Or relevant Budget Holders (within Procurement Manual - Approval Levels. |
| Section C - Miscellaneous Issues | Power to give permission to publish any document or publication | Executive Director IS, Executive Director EC, Executive Director SI | |
| Section C - Miscellaneous Issues | Power to authorise allocation or changeover of garbage bins | Manager Infrastructure Planning (MIP), Coordinator Sustainability (CS) | |
| Section C - Miscellaneous Issues | Power to serve statements under the Land Acquisition and Compensation Act 1986 | Manager Infrastructure Planning (MIP), Executive Director IS, Executive Director EC, Executive Director SI | Manager Infrastructure Planning only in respect to road management matters. |

South Gippsland Shire Council

| Miscellaneous and Administrative Powers | | | |
|---|---|---|---|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| Section C - Miscellaneous Issues | Power to sign transfer-related documentation under the Duties Act 2000 | Executive Director IS, Executive Director EC, Executive Director SI , Manager Financial Strategy (MFS) | |
| Section C - Miscellaneous Issues | Power to authorise the release of deposit moneys under the Sale of Land Act 1962 | Executive Director IS, Executive Director EC, Executive Director SI , Manager Financial Strategy (MFS) | |
| Section C - Miscellaneous Issues | Power to serve statutory notices in relation to land owned or managed by Council | Manager Infrastructure Planning (MIP), Executive Director IS, Executive Director EC, Executive Director SI , Manager Financial Strategy (MFS) | Manager Infrastructure Planning only in respect to road management matters. |
| Section C - Miscellaneous Issues | Power to request a Minister or Secretary to appoint a Council officer to be an authorised officer or authorised for a particular purpose under an Act | Not Delegated | Chief Executive Officer |

South Gippsland Shire Council

| Miscellaneous and Administrative Powers | | | |
|---|--|--|----------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| Section C - Miscellaneous Issues | Function of lodging claims for Natural Disaster Financial Assistance and liaising with the Department of Treasury and Finance regarding claims | Executive Director IS, Executive Director EC, Executive Director SI , Manager Infrastructure Maintenance (MIM) | |
| Section C - Miscellaneous Issues | Power to acquire or dispose of an interest in land other than the fee simple | Financial Accountant (FA), Coordinator Accounting , Manager Financial Strategy (MFS) | #Insert any financial limitation |
| Section C – Miscellaneous Issues | Power to enter into or vary a lease or licence where Council is the lessor or licensor | No delegate | |
| Section C – Miscellaneous Issues | Power to review and determine rents under rent review provisions of leases and licences | Not Delegated | |
| Section C – Miscellaneous Issues | Power to approve urgent repairs to buildings and equipment owned by Council (including replacement of equipment) | Financial Accountant (FA), Coordinator Accounting , Manager Financial Strategy (MFS) | #Insert any financial limitation |

South Gippsland Shire Council

| Miscellaneous and Administrative Powers | | | |
|---|--|--|----------------------------------|
| Provision | Power and Functions Delegated | Delegate | Conditions and Limitations |
| Section C – Miscellaneous Issues | Power to purchase or dispose of equipment and other fixed assets | Financial Accountant (FA), Coordinator Accounting , Manager Financial Strategy (MFS) | #Insert any financial limitation |
| Section C – Miscellaneous Issues | Power to approve the purchase or hire of vehicles | Financial Accountant (FA), Coordinator Accounting , Manager Financial Strategy (MFS) | #Insert any financial limitation |
| Section C – Miscellaneous Issues | Power to use credit cards | Financial Accountant (FA), Coordinator Accounting , Manager Financial Strategy (MFS) | #Insert any financial limitation |
| Section C - Miscellaneous Issues | Power to approve sponsorships and charitable donations | Financial Accountant (FA), Coordinator Accounting , Manager Financial Strategy (MFS) | #Insert any financial limitation |
| Section C - Miscellaneous Issues | Power to verify identity for the purposes of property and land use matters | Financial Accountant (FA), Coordinator Accounting , Manager Financial Strategy (MFS) | #Insert any financial limitation |