

SOUTH GIPPSLAND SHIRE COUNCIL

Council Meeting Agenda

Wednesday 18 March 2026



Council Chambers, Leongatha
Commencing at 2:00 PM



*South Gippsland
Shire Council*

OUR COUNCIL PLAN VISION STATEMENT

Our South Gippsland community is connected, resilient and empowered. We value our unique townships, our rural and coastal landscapes, while balancing growth.

A prosperous region, we draw strength from: visitor experience, emerging and creative industries, our agricultural sector and natural environment. We lead with purpose, are forward thinking, and deliver consolidated and sustainable services for our community.

The Council Agenda relates to the following Strategic Objectives of the Council Plan 2025-2029.



Leading with Integrity



Developing a Sustainable Future



Empowering Communities

SOUTH GIPPSLAND SHIRE COUNCIL

Notice is hereby given that Council Meeting of the
South Gippsland Shire Council will be held on Wednesday 18 March 2026
in the Council Chambers, Leongatha, commencing at 2:00pm

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Allison Jones
Chief Executive Officer

Privacy Statement

Council is required to keep minutes of each Council meeting. The minutes contain details of proceedings which may include personal information about community members disclosed as part of presentations, submissions and questions. The minutes of Council meetings are a public record and can be inspected by members of the public.

1. PRELIMINARY MATTERS

1.1. LIVE-STREAMING COUNCIL MEETING DISCLAIMER

This Council Meeting is being streamed live, recorded and published in accordance with Council's *Live Streaming in Council Meetings Policy*.

Access to the live stream through Council's Internet is an option to view the 'open' component of a Council Meeting. Link to the Live Stream on Council's website: [Live Streaming | Live Streaming | South Gippsland Shire Council](#)

The Chair and/or the CEO have the discretion and authority at any time to direct the termination or interruption of live streaming. Such direction will only be given in exceptional circumstances where deemed relevant. Circumstances may include instances where the content of debate is considered misleading, defamatory or potentially inappropriate to be published.

Today's Meeting is being streamed live as well as recorded and published on Council's website.

Thank you

1.2. WELCOME TO THE COUNCIL MEETING

Public Questions

In accordance with Council's *Governance Rules, clause 57.6 the submission of agenda public questions has now closed. Questions must be received by Council, 24 hours prior to the commencement of the Council Meeting. Questions received within 24 hours of the commencement of the Meeting will be considered at the next Council Meeting.*

1.3. OPENING PRAYER

As we gather here from diverse backgrounds and beliefs, may we hold privilege with good care and trust. As we deliberate and discuss, may we be wise in our discernment, fair in our decisions and visionary in our planning. May we be guided by our common goal of a strong and united South Gippsland.

1.4. ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS

We acknowledge the Bunurong and Gunaikurnai people as the Traditional Custodians of South Gippsland and pay respect to their Elders, past, present, and future, for they hold the memories, traditions, culture, and hopes of Aboriginal and Torres Strait Islander people of Australia.

1.5. APOLOGIES

1.6. CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the South Gippsland Shire Council Meeting held on 18 February 2026 in the Council Chambers, Leongatha be confirmed.

1.7. DECLARATION OF CONFLICTS OF INTEREST FOR COUNCILLORS

The *Local Government Act 2020* (the Act), Division 2 sets out the requirements relating to declaring a Conflict of Interest. Disclosure of a conflict of interest in respect of a matter to be considered at a Council Meeting is required under section 130(1)(a) and specifically applies to a relevant person being a Councillor, member of a delegated committee who is not a Councillor and a member of Council staff.

Council's Governance Rules, Chapter 5 – Clause 2 - Disclosure of a Conflict of Interest at a Council Meeting sets out the prescribed manner required to disclose a conflict of interest at South Gippsland Shire Council.

Council's Governance Rules require a Councillor and/or staff member who has a conflict of interest in a matter being considered at a Council Meeting to announce before the matter is considered and disclose this in a written notice to the Chief Executive Officer. The details included in the disclosure, explain the nature of the conflict of interest, whether it is classified as general or material (s.127 and s.128), the name of the relevant person(s) and their relationship to them.

Failure to comply with disclosures of conflict of interest (s.130) may be subject to penalty points and/or other disciplinary measures depending on the nature of the conflict.

The *Local Government Act 2020* can be accessed from the Victorian Legislation and Parliamentary documents website at www.legislation.vic.gov.au.

Council's Governance Rules can be accessed from [Council's Policies](#) webpage.

1.8. DECLARATION OF CONFLICTS OF INTEREST FOR STAFF

The *Local Government Act 2020* (the Act), Division 2 sets out the requirements relating to declaring a Conflict of Interest. Disclosure of a conflict of interest in respect of a matter to be considered at a Council Meeting is required under section 130(1)(a) and specifically applies to a relevant person being a Councillor, member of a delegated committee who is not a Councillor and a member of Council staff.

Council's *Governance Rules, Chapter 5, clause 6, 7 and 8* sets the prescribed manner required for staff to disclose a conflict of interest when:

- Preparing Reports for Meetings
- Exercise of Delegated Power
- Exercise of a Statutory Function

Council staff must immediately upon becoming aware of a conflict of interest provide a written notice to the Chief Executive Officer disclosing the conflict of interest, explain the nature of the conflict and how it will be managed. Upon becoming aware and declaring a conflict of interest, a staff member may not exercise a power or perform a function in the matter. All prepared reports will record that staff member(s) have considered a conflict of interest and include if any, the details of a disclosure.

Failure to comply with disclosures of conflict of interest (s.130) may be subject to penalty points and/or other disciplinary measures depending on the nature of the conflict.

The *Local Government Act 2020* can be accessed from the Victorian Legislation and Parliamentary documents website at www.legislation.vic.gov.au.

Council's *Governance Rules* can be accessed from [Council's Policies](#) webpage.

CEO Allison Jones has declared a material conflict of interest for confidential agenda item 9.1 – CEO Employment and Remuneration Committee - CEO Interim Performance Review as it relates directly to the Chief Executive Officer role at Council.

2. AGENDA PUBLIC QUESTIONS

2.1. PETITIONS AND JOINT LETTERS

Petitions and Joint Letters are written requests that have been signed by a number of community members. According to the *Governance Rules Division 9 - clause 58 – Petitions and Joint Letters*, members of the community may submit a valid petition or joint letter to a Councillor or to Council addressed to the Chief Executive Officer.

The Councillor presenting the petition or joint letter is responsible for ensuring that they are familiar with the contents and purpose of the petition or joint letter and that it does not contain language disrespectful to Council.

The requirements of the lead petitioner are detailed in the *Governance Rules*, available on Council's website.

2.2. ANSWERS TO PREVIOUS AGENDA PUBLIC QUESTIONS ON NOTICE

Answers to previous questions taken on notice at a former Council Meeting, may be included in the Minutes of this Meeting or alternatively responded to as a customer request inline with Council's *Customer Service Charter and Governance Rules*, available on Council's website.

Background material submitted with a question will not be recorded in the Council Meeting minutes.

2.3. SUBMITTED AGENDA PUBLIC QUESTIONS

All community member questions for Council Meetings are to be written and submitted 24 hours prior to the commencement of a Council Meeting to allow time for a response to be prepared. Reasonable efforts will be made to answer pre-submitted questions at the Meeting. Any question received after the closing time of 24 hours prior to the commencement of a Council Meeting, will be held over to the next scheduled Council Meeting.

When further time is required to prepare an answer, questions may be taken-on-notice and responses will be included in the minutes of the next Council Meeting or alternatively responded to as a customer request in line with Council's *Customer Service Charter* and *Governance Rules*, available on Council's website.

At the Meeting, the person submitting the question(s) may have the option to read out their question(s) and will be recorded in the minutes. Questions may not be allowed where the question(s) is deemed to be:

- is not relevant to any Council agenda topic
- relates to a matter outside the duties, functions and powers of Council;
- is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
- deals with a subject matter already publicly answered; or is repetitious or vexatious questions from the same *Questioner*;
- is aimed at embarrassing a Councillor or a member of Council staff;
- relates to personnel matters; personal hardship of any resident or ratepayer;
- industrial matters; contractual matters; proposed developments; legal advice; law enforcement matters; or
- relates to confidential information as defined under the Act; or
- relates to matters affecting the security of Council property;
- is illegible, vague, not make sense or not be a question;
- relates to council business information and operational matters not specific to Council meeting agenda topics; and/or
- relates to any other matter which Council considers would prejudice Council or any person

A person may submit up to three (3) questions, this includes a combined total of three (3) questions for related parties or groups. The total word count of all questions submitted is to be 200 words or fewer. Background material submitted with a question will not be read out or recorded in the Council Meeting minutes.

The CEO, in consultation with the Mayor, may decide not to refer a question to a Council Meeting if there is a more appropriate way to respond. Questions and responses may be read out by the Chair or a nominated Councillor or Council staff.

Public question time in the agenda will not exceed 15 minutes in duration, unless extended by a further 15 minutes by a resolution of Council.

3. NOTICES OF MOTION AND/OR RESCISSION

3.0. NIL

4. URGENT BUSINESS

Normally no motion should be debated by Councillors unless the matter is already included as an item on the Agenda. However, in some circumstances it is possible to raise urgent motions.

Council's *Governance Rules 2020, clause 23 - Urgent Business*, allows for where a situation has not been provided for under the *Governance Rules*, the Council may determine the matter by resolution. Established practice has provided for urgent motions to be raised at Council provided the matter cannot be dealt with at the next Council Meeting or by Officers under delegation.

It is necessary for the Councillor wishing to raise a matter of urgent business to raise a motion similar to the following:

'That consideration of (the issue) be dealt with as a matter of urgent business and Councillor....be allowed a 'short period' to indicate the reason(s) why the matter should be considered as a matter of urgent business.' If the Chairperson accepts the motion as meeting the urgent business criteria, normal meeting procedures in Council's *Governance Rules 2020, clause 23* will apply.

If the motion to accept the item as a matter of urgent business is passed by Council, the motion relating to the specific issue can then be put and debated in the normal way.

5. COUNCIL REPORTS

5.1. SOUTH GIPPSLAND SPLASH STADIUM ROOF REPAIR OPTIONS

Directorate:	Infrastructure Sustainability
Department:	Infrastructure Delivery

Council Plan

Theme - Leading with Integrity

Careful consideration of options for managing the leaking roof at South Gippsland SPLASH Stadium aligns with the Council Plan Strategy 1.7: *Maintain our assets through responsible financial management.*

EXECUTIVE SUMMARY

The roof of South Gippsland SPLASH Stadium facility in Leongatha has leaked for much of its lifespan and has been faulty since its replacement was completed in March 2022 and is adversely impacting users of the facility.

The roof has had numerous persistent leaks, which have continued to present despite repeated efforts to investigate, manage and repair them.

This report responds to the following resolution at the 10 December 2025 Meeting, that Council:

"That Council:

1. *Receives a report at a future Council Meeting outlining the replacement or repair of the roof for South Gippsland SPLASH Stadium, including:*
 - a. *An assessment of the current roof condition and feasible replacement solutions, including cost estimates, expected lifespan and timeframe.*
2. *The report is to be made available for consideration for the upcoming 2026/27 Annual council budget process."*

RECOMMENDATION

That Council:

1. **Receives this report outlining the options for replacement or repair of the roof for South Gippsland SPLASH Stadium; and**
2. **Refers consideration for the allocation of \$100,000 to conduct planning and design for the replacement of the South Gippsland SPLASH Stadium roof to the 2026/27 Annual Budget process.**

REPORT

On 21 July 2021 Council awarded Contract CON/287 - Replacement of Roof Cladding to Leongatha Stadium & Leongatha Memorial Hall following a public tender process. The works at the South Gippsland SPLASH Stadium in Leongatha were intended to replace the roof cladding and address leaks that had occurred over much of the life of the facility.

Shortly after Practical Completion of this Contract on 29 March 2022, leaks presented in the new SPLASH Stadium roof. Leaks have continued to occur since completion of the works, and the Contractor has attended site on several occasions to try to rectify the leaks without success.

In response to the leaks, Council has sought advice and engaged the services of an independent expert witness, who has inspected the site and produced a "Roof Report" (**Confidential Attachment [10.1.2]** - Roof Report – Independent Expert).

The Roof Report includes a number of findings and recommendations and also investigates the causes and complexity of the leak issues.

To resolve the matter and eliminate the adverse impacts of the leaks on users of the facility, a number of options have been developed for Council's consideration in **Confidential Attachment [10.1.1]** - Options for replacement or repair of the roof for South Gippsland SPLASH Stadium. Options include further repairs, sealant applications, roof replacement and upgrades or contractual avenues.

In order to maximise the roof lifespan and minimise risk of future leaks, it is recommended that Council commence planning and design for the replacement of the roof.

CONSULTATION / COMMUNITY ENGAGEMENT

Council continues to work with Council's Stadium management contractor – YMCA, Basketball Victoria and users of the facility to manage impacts of the roof leaks.

It is likely that any chosen repair or replacement option for the roof will require further consultation and planning to manage disruption during the works.

RESOURCES / FINANCIAL VIABILITY

The replacement of the Stadium roof completed under the contract in early 2022 cost approximately \$390,000 excluding GST.

Repairs conducted since the replacement of the roof in 2022 have been handled as a contractual matter and have not come at any cost to Council.

However, Council has incurred costs over this period for the installation of leak diversion kits, professional advice and the independent expert's Roof Report.

Proceeding with any option for significant repairs or replacement of the roof is likely to be capital in nature. The indicative costs for each option are detailed in **Confidential Attachment [10.1.1]** - Options for replacement or repair of the roof for South Gippsland SPLASH Stadium.

It is recommended that Council considers the allocation of \$100,000 in the Capital Works Program as part of 2026/27 Annual Budget process to conduct planning and design for the replacement of the roof.

RISKS

Council's handling of this issue continues to be a balance between reputational and financial risks.

Council is incurring some reputational damage from users of the stadium as leaks impact their activities.

Given the likely very high cost to remediate the leaking roof issue and ensure a long-life span for the roof, it is considered critical that the matter is handled in a manner that maximises long term value to Council.

STAFF DISCLOSURE

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

CONFIDENTIAL ATTACHMENTS

The consideration of confidential information in a closed session of Council is in accordance with s.66(2)(a) and s.66(5)(a) and (b) of the *Local Government Act 2020*.

Confidential Attachments - [10.1.1] Options for replacement or repair of the roof for South Gippsland SPLASH Stadium and [10.1.2] Roof Report – Independent Expert are designated confidential information pursuant to the Local Government Act 2020, s.3(1)(a) - Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

The grounds for designation have been made as the information is deemed commercial-in-confidence, being information that would prejudice Council's position in commercial negotiations if prematurely released.

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 3. Decision Making

Council Policy / Strategy / Plans

Documents are available on Council's website at the following [LINK](#).

Asset Management Policy (C04)

Procurement Policy (C32)

Legislative Provisions

Local Government Act 2020

5.2. ROAD DISCONTINUANCE AND CONSOLIDATION - 93 LEES ROAD, VENUS BAY

Directorate:	Infrastructure Sustainability
Department:	Infrastructure Planning

Council Plan

Objective – Sustainable Growth

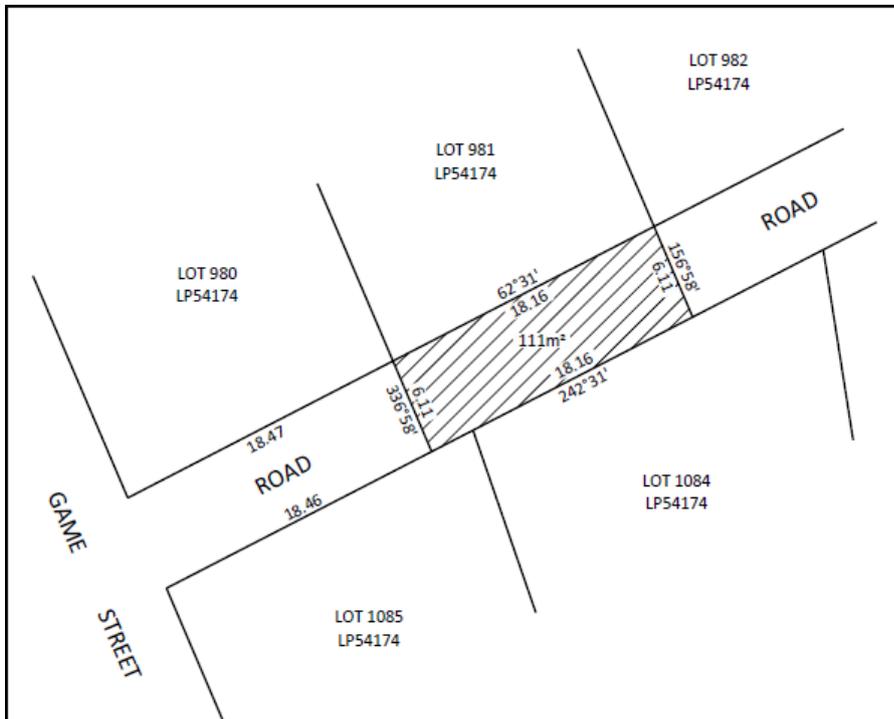
The road discontinuance and sale proposal to consolidate an unused road reserve into private ownership aims to enhance the well-being and liveability of the current/future landowners and improve the amenity of the area. Council will also benefit as this will reduce Council’s potential liabilities over the road.

EXECUTIVE SUMMARY

The purpose of this report is to initiate the statutory process to consider a proposal to discontinue the unused section of part of Landscape Drive, Venus Bay, and to consider the sale of that land to the adjoining landowner of 93 Lees Road, Venus Bay.

Council has been contacted by the owner of 93 Lees Road, Venus Bay, requesting that Council discontinue the unused section of Landscape Drive that is not included on Council’s Public Road Register, as shown hatched in **Figure 1**.

Figure 1:



RECOMMENDATION

That Council:

1. Commences the statutory procedures to consider the discontinuance of part Landscape Drive, Venus Bay being part Crown Allotment 8 (Part), Parish of Tarwin and part Road on LP5474 shown in Figure 1 with an area of 111m² and consider the sale of the land to the abutting land owner of 93 Lees Road, Venus Bay, for not less than a valuation received within six months prior to the sale, pursuant to s.206, s.207A, s.223 and Schedule 10 clause 3 of the Local Government Act 1989;
2. Gives public notice on Council's website and in local newspapers in the edition commencing 24 March 2026 in accordance with s.223 of the Local Government Act 1989 on the proposal (item 1) inviting written submissions to be received by 5pm 20 April 2026;
3. Authorises the Chief Executive Officer to undertake the administrative procedures to enable the Council to carry out its functions under s.223 of the Local Government Act 1989 in respect of the proposal (item 1);
4. If submissions are made to the public notice:
 - a. Authorise the Chief Executive Officer to fix the time, date and place of a meeting for the s.223 hearing for persons who wish to be heard in support of their submissions;
 - b. Receive a further report to consider submissions and determine the outcome at the next available Council meeting.
5. If no submissions are received to the public notice:
 - a. Implement the proposal in recommendation 1; and
 - b. Publish the road discontinuance notice in the Victorian Government Gazette.

REPORT

Council has been contacted by the owner of 93 Lees Road, Venus Bay requesting that Council discontinue the part unused section of Landscape Drive, Venus Bay that abuts their property and sell that land for consolidation into their land. The section of Landscape Drive is not on Council's Public Road Register.

A road discontinuance plan is included in **Figure 1** showing the section of road to be discontinued and sold, and a locality / aerial plan showing Landscape Drive is included in **Figure 2**.

Figure 2: Locality / Aerial Plan



93 Lees Road, Venus Bay is outlined in blue and the unused section of Landscape Drive is outlined in red shown abutting the property. If the road is discontinued and sold, it will be consolidated with 93 Lees Road land.

The proposed discontinuance does not impede or restrict access to neighbouring properties.

CONSULTATION / COMMUNITY ENGAGEMENT

The community engagement process calls for public submissions on the proposal to sell the portion of unused road to the adjoining landowner.

Council’s Infrastructure Delivery Department has no objection to discontinuing to unused road.

RESOURCES / FINANCIAL VIABILITY

The Property Department will consult with an Independent Certified Practising Valuer to determine the value of the land.

The applicant has paid for the survey work required.

RISKS

The proposed road discontinuance and sale of the part unused road will reduce Council’s liabilities over the road and improve the general amenity of the area.

STAFF DISCLOSURE

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

ATTACHMENTS

Nil

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 3. Decision Making

Council Policy / Strategy / Plans

Documents are available on Council's website at the following [LINK](#).

Community Engagement for Property Proposals Policy (CE84)

Community Engagement Policy (C06)

Legislative Provisions

Local Government Act 1989

Regional, State and National Plan and Policies

Nil

5.3. MUNICIPAL ASSOCIATION OF VICTORIA (MAV) STATE COUNCIL MOTIONS

Directorate:	Strategy and Integrity
Department:	Regional Partnerships

Council Plan

Theme - Leading with Integrity

The report aligns with Strategy 1.6 in the 2025 – 2029 Council Plan: To partner with our community to advocate for our shared interests to the Victorian and Australian governments.

EXECUTIVE SUMMARY

The purpose of this report is to seek Council endorsement to submit a Motion for consideration at the Municipal Association of Victoria (MAV) State Council Meeting on 29 May 2026, and to seek support for a Motion being brought forward by Wellington Shire Council.

RECOMMENDATION

That Council endorses the following recommendations to the Municipal Association Victoria (MAV):

1. ***That the Municipal Association of Victoria (MAV) advocate to the Minister for Local Government for a review of the legislated process for the election of Mayors and Deputy Mayors, and that the matter be referred to the Local Government Mayoral Advisory Panel for consideration of options to reduce psychological safety risks associated with conducting these elections in open Council meetings. Options for consideration include, but are not limited to:***
 - a. ***Voting in closed Council and reporting the outcome in open Council;***
 - b. ***Conducting the vote by secret ballot via electronic means.***
2. **Provides written confirmation of its support of Wellington Shire Council's proposed Motion:**
 - a. ***That the Municipal Association of Victoria (MAV) write to the Minister for Energy and Resources to request support for the establishment of a Payment in Lieu of Rates (PiLoR) Framework for offshore electricity generators to contribute to payments in lieu of Local Government rates in Victoria.***

REPORT

Each year councils have an opportunity to put forward Motions relating to matters of strategic and state-wide significance to the MAV State Council.

Decisions made at these events constitute policy directions and remain active until the issue is resolved.

Council's proposed MAV Motion, if supported by Council, would meet the MAV's *Active Local Democracy* strategic priority and would align with Council's *Good Governance Framework*.

The Motion proposed to be submitted by Wellington Shire Council would address the MAV priorities for *Sustainable Economy* and *Intergenerational Infrastructure*.

Motions endorsed at State Council will be advocated to the Victorian Government by MAV on behalf of local government.

CONSULTATION / COMMUNITY ENGAGEMENT

Council has engaged with other councils on election procedures and worked closely with the MAV and relevant agencies regarding offshore wind, including its impacts and opportunities.

RESOURCES / FINANCIAL VIABILITY

There are no resource implications to Council if this Notice of Motion is endorsed.

RISKS

Not submitting a motion at the MAV State Council Meeting may limit Council's opportunity to partner with the sector and advocate on matters of importance to the South Gippsland community.

STAFF DISCLOSURE

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

ATTACHMENTS

Attachments are available on Council's website at the following [LINK](#).

Nil

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 1. Direction & Leadership

Council Policy / Strategy / Plans

Documents are available on Council's website at the following [LINK](#).

Nil

Legislative Provisions

Nil

Regional, State and National Plan and Policies

Nil

5.4. INSTRUMENT OF DELEGATION - S6 COUNCIL TO MEMBERS OF STAFF - MARCH 2026

Directorate:	Strategy and Integrity
Department:	Governance and Integrity

Council Plan

Objective - Leading with Integrity

Council's governance is strengthened by maintaining currency in the delegations and authorisations to Officers, so they can undertake the functions they are required to perform on behalf of Council.

EXECUTIVE SUMMARY

The purpose of this report is to recommend that Council adopts an updated S6 Instrument of Delegation - Council to Members of Staff (**Attachment [5.4.1]**) to include realignment of key positions in the Building and Planning Department.

RECOMMENDATION

That Council resolves that, in the exercise of the powers conferred by s.11(1) of the *Local Government Act 2020* and the other legislation referred to in the attached S6 Instrument of Delegation - Council to Members of Staff (Attachment [5.4.1]**):**

- 1. Members of Council staff holding, acting in or performing the duties of the officers or positions referred to in (**Attachment [5.4.1]**) be delegated with the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument of Delegation;**
- 2. The Chief Executive Officer is authorised to sign the S6 Instrument of Delegation (**Attachment [5.4.1]**), to come into force immediately upon signing;**
- 3. Upon this Instrument of Delegation (**Attachment [5.4.1]**) coming into force, all previous delegations from Council to members of Council staff (other than the Instrument of Delegation to the Chief Executive Officer) are revoked; and**

- 4. The duties and functions set out in the Instrument of Delegation Attachment [5.4.1]) must be performed by Council officers delegated to do so, and the powers set out in the Instrument of Delegation must be executed by them, in accordance with any guidelines or policies that Council may adopt.**

REPORT

The allocation of delegations to the Chief Executive Officer (CEO) or other employees contributes to the effective functioning of Council. It is important to update delegations to reflect changes in personnel / legislation and improvements recommended by legal advisors to ensure decisions made are valid.

Changes to the S6 Instrument of Delegation, Council to Members of Council staff (S6) (**Attachment [5.4.1]**) are outlined below:

- Updating the Conditions and Limitations for the Planning Liaison Officer in line with the Statutory Planning provisions of a Senior Statutory Planning Officer.

It is a requirement under the Act that Council endorse the updated S6 Instrument of Delegation - Council to Members of Staff (**Attachment [5.4.1]**) by resolution of Council.

The current version of the Instrument of Delegation has been in place since 18 February 2026 and will be revoked as per Part 3 of the above recommendation.

CONSULTATION / COMMUNITY ENGAGEMENT

Nil

RESOURCES / FINANCIAL VIABILITY

Nil

RISKS

Failure to update an Instrument of Delegation could result in the decisions of delegated Officers being declared invalid or unenforceable.

STAFF DISCLOSURE

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

ATTACHMENTS

Attachments are available on Council's website at the following [LINK](#).

1. Instrument of Delegation - S6 Council to Members of Staff - March 2026 [**5.4.1** - 246 pages]

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 7. Risk & Compliance

Council Policy / Strategy / Plans

Documents are available on Council's website at the following [LINK](#).

Governance Rules (C82)

Legislative Provisions

Local Government Act 2020

Regional, State and National Plan and Policies

Nil



*South Gippsland
Shire Council*

INSTRUMENT OF DELEGATION

**S6 INSTRUMENT OF DELEGATION -
MEMBERS OF STAFF**

18 MARCH 2026

South Gippsland Shire Council

Instrument of Delegation

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

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

2. record that references in the Schedule refer to the Positions table in this document:

3. declares that:

3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 18 March 2026; and

3.2 the delegation:

3.2.1 comes into force immediately once the Chief Executive Officer's signature is affixed to this Instrument of Delegation;

3.2.2 remains in force until varied or revoked;

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

3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

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

3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;

3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a

(a) policy; or

(b) strategy adopted by Council;

3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or

3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

Signed by the Chief Executive Officer of Council

in the presence of:

Witness:

South Gippsland Shire Council

Delegation Sources

- Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024
- Domestic Animals Act 1994
- Food Act 1984
- Heritage Act 2017
- Local Government Act 1989
- Planning and Environment Act 1987
- Residential Tenancies Act 1997
- Road Management Act 2004
- Planning and Environment Regulations 2015
- Planning and Environment (Fees) Regulations 2016
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015

Positions

Abbreviation	Position	Name
Asset Systems Officer (ASSETSO)	Asset Systems Officer	
Building and Planning Enforcement Officer (B&PEO)	Building and Planning Enforcement Officer	
Chief Executive Officer (CEO)	Chief Executive Officer	
Coordinator Building and Planning Compliance	Coordinator Building and Planning Compliance	
Coordinator Civil Assets Strategy (CCAS)	Coordinator Civil Asset Strategy	
Coordinator Community Safety	Coordinator Community Safety	
Coordinator Environmental Health (EHC)	Coordinator Environmental Health	
Coordinator Procurement and Assurance	Coordinator Procurement and Assurance	
Coordinator Property (CP)	Coordinator Property	

South Gippsland Shire Council

Abbreviation	Position	Name
Coordinator Statutory Planning (Stat Plan Coord)	Coordinator Statutory Planning	
Coordinator Strategic Planning (Strat Plan Coord)	Coordinator Strategic Planning	
Environment Health Technical Officer	Environment Health Technical Officer	
Environmental Health Officer (EHO)	Environmental Health Officer	
Executive Director EC	Executive Director Empowering Communities	
Executive Director IS	Executive Director Infrastructure Sustainability	
Executive Director SI	Executive Director Strategy and Integrity	
Human Resources and Return to Work Support Officer	Human Resources and Return to Work Support Officer	
Manager Community Health and Safety	Manager Community Health and Safety	
Manager Financial Strategy (MFS)	Manager Financial Strategy	
Manager Governance and Integrity (MGI)	Manager Governance and Integrity	
Manager Infrastructure Delivery (MID)	Manager Infrastructure Delivery	
Manager Infrastructure Maintenance (MIM)	Manager Infrastructure Maintenance	
Manager Infrastructure Planning (MIP)	Manager Infrastructure Planning	
Manager Open Space and Environment (MOS&E)	Manager Open Space and Environment	
Manager Planning and Building Services (MPBS)	Manager Planning and Building Services	

South Gippsland Shire Council

Abbreviation	Position	Name
Municipal Building Surveyor	Municipal Building Surveyor	
No delegate	No delegate	
Not applicable	Not applicable	
PCA	People and Culture Advisor	
Planning Administration Officer	Planning Administration Officer	
Planning and Building Support Officer	Planning and Building Support Officer	
Planning Liaison Officer (PLA)	Planning Liaison Officer	
Planning Technical Officer	Planning Technical Officer	
Principal Planner (PPL)	Principal Planner	
Senior Community Safety Officer	Senior Community Safety Officer	
Senior Statutory Planning Officer (Sen Stat Plan Off)	Senior Statutory Planning Officer	
Senior Strategic Planning Officer (Sen Strat Plan Off)	Senior Strategic Planning Officer	
Statutory Planning Officer (Stat Plan Off)	Statutory Planning Officer	
Strategic Planning Officer (Strat Plan Off)	Strategic Planning Officer	
Subdivision Officer (SUB)	Subdivision Officer	

South Gippsland Shire Council

S6 Instrument of Delegation - Members of Staff

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 7	Power to enter into a written agreement with a caravan park owner	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 10	Function of receiving application for registration	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 11	Function of receiving application for renewal of registration	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 12(1)	Power to refuse to grant the registration if not satisfied that the caravan park complies with these regulations	Coordinator Environmental Health (EHC), Manager Community Health and Safety	

South Gippsland Shire Council

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 12(4) & (5)	Duty to issue certificate of registration	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 14(1)	Function of receiving notice of transfer of ownership.	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 14(3)	Power to determine where notice of transfer is displayed	Coordinator Environmental Health (EHC), Manager Community Health and Safety	

South Gippsland Shire Council

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 15(1)	Duty to transfer registration to new caravan park owner	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 15(2)	Duty to issue a certificate of transfer of registration	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 15(3)	Power to determine where certificate of transfer of registration is displayed	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 17	Duty to keep register of caravan parks	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 21(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	Coordinator Environmental Health (EHC), Manager Community Health and Safety	

South Gippsland Shire Council

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 21(2)	Duty to consult with relevant emergency services agencies	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 22	Power to determine places in which caravan park owner must display a copy of emergency procedures	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 23	Power to determine places in which caravan park owner must display copy of public emergency warnings	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 24(2)	Power to consult with relevant floodplain management authority	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 26(b)(i)	Power to approve system for the discharge of sewage and wastewater from a movable dwelling	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 38	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	Coordinator Environmental Health (EHC), Manager Community Health and Safety	

South Gippsland Shire Council

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 38(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 39(3)	Function of receiving installation certificate	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 45(3)	Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
r 45(5)	Power to determine places in which caravan park owner must display the certificate of registration or certificate of renewal of registration, the plan of the caravan park and a copy of the caravan park rules	Coordinator Environmental Health (EHC), Manager Community Health and Safety	

South Gippsland Shire Council

Domestic Animals Act 1994			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41A(1)	Power to declare a dog to be a menacing dog	Senior Community Safety Officer, Coordinator Community Safety , Manager Community Health and Safety	Council may delegate this power to a Council authorised officer

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	If s 19(1) applies
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager	If s 19(1) applies

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Community Health and Safety	
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, (ia) displayed at any point of sale, (ib) be published on the food business's Internet site and (ii) inform the public by notice in a published newspaper, on the Internet site or otherwise	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	If s 19(1) applies
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	Environmental Health Officer (EHO), Coordinator Environmental Health	If s 19(1) applies

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(EHC), Manager Community Health and Safety	
s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	If s 19(1) applies
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager	Note: the power to direct the matters under s 19AA(4)(a) and (b) not capable of delegation

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Community Health and Safety	and so such directions must be made by a Council resolution Only in relation to temporary food premises or mobile food premises
s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	Environmental Health Officer (EHO), 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	
s 19EA(3)	Function of receiving copy of revised food safety program	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s 19FA(1)	Power to direct a proprietor of a food premises to revise the food safety program for the premises or comply with any requirements specified in the food safety program	Environmental Health Officer (EHO)	Where Council is the registration authority Subject to s 19FA(2), which requires a time limit for compliance to be specified
s 19FA(3)(a)	Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	Environmental Health Officer (EHO)	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19FA(3)(b)	Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	Environmental Health Officer (EHO)	Where Council is the registration authority
s 19FA(3)(c)	Power to suspend the registration of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	Environmental Health Officer (EHO)	Where Council is the registration authority
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager	Where Council is the registration authority

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Community Health and Safety	
s 19IA(2)	Duty to give written notice to the proprietor of the premises	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s 19IA(3))
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager	Where Council is the registration authority

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Community Health and Safety	
s 19NA(1)	Power to request food safety audit reports	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	Coordinator Environmental Health (EHC), Manager Community Health and Safety	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	Coordinator Environmental Health (EHC), Manager Community Health and Safety	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Power to register or renew the registration of a food premises	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 36A	Power to accept an application for registration or notification using online portal	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC)	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC)	Where Council is the registration authority
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	Environmental Health Officer (EHO), Coordinator Environmental Health	Where Council is the registration authority

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(EHC), Manager Community Health and Safety	
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager	Where Council is the registration authority

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Community Health and Safety	
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager	Where Council is the registration authority

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Community Health and Safety	
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager	Where Council is the registration authority

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Community Health and Safety	not exceeding the prescribed time limit defined under s 38E(5)
s 38E(4)	Duty to register the food premises when conditions are satisfied	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC)	Where Council is the registration authority

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC)	Where Council is the registration authority
s 39(2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	
s 39A	Power to register, or renew the registration of a food premises despite minor defects	Environmental Health Officer (EHO), 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	Only if satisfied of matters in s 39A(2)(a)-(c)
s 39A (6)	Duty to comply with a direction of the Secretary	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 40E	Duty to comply with direction of the Secretary	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	
s 40F	Power to cancel registration of food premises	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC)	Where Council is the registration authority
s 43	Duty to maintain records of registration	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering or renewing registration of a component of a food business	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 45AC	Power to bring proceedings	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	

South Gippsland Shire Council

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	Coordinator Environmental Health (EHC), Manager Community Health and Safety	Where Council is the registration authority

Heritage Act 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 116	Power to sub-delegate Executive Director's functions, duties or powers	No delegate	Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation

South Gippsland Shire Council

Local Government Act 1989			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 185L(4)	Power to declare and levy a cladding rectification charge	No delegate, Not applicable	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Executive Director EC, Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Executive Director EC, Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Executive Director EC, Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 4I(2)	Duty to make and copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Executive Director EC, Planning Administration Officer , Manager	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	Coordinator Building and Planning Compliance, 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), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 12B(1)	Duty to review planning scheme	Manager Planning and Building Services (MPBS)	
s 12B(2)	Duty to review planning scheme at direction of Minister	Manager Planning and Building Services (MPBS)	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	Manager Planning and Building Services (MPBS)	
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	Coordinator Building and Planning Compliance, 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	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(B&PEO), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 16B	Duty (upon receiving a request to prepare an amendment to the planning scheme) to decide: - to apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F, or - to refuse the request. Note: see also sections 16A, 16D, 16E and 16K.	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Liaison Officer (PLA)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 16C(1)	Duty to give written notice of its decision under section 16B to the person who made the request within 10 business days of making the decision. Note: The notice must contain prescribed information, and reasons if it is a refusal.	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Liaison Officer (PLA)	
s 16C(4)	Duty to give a copy of the request and the notice under subsection 16C(1) to the Minister.	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Liaison Officer (PLA)	
s 16F	Power to apply to the Minister for authorisation to prepare an amendment to the State standard provisions or the local provisions of a planning scheme in force in the municipal district. Note: see also sections 16G and 16K.	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Liaison Officer (PLA)	
s 16F	Power to prepare an amendment to the planning scheme where the Minister has authorised Council to do so under section 16F	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Liaison Officer (PLA)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 16H	Power to prepare an amendment specified in an application without the Minister's authorisation if no response received after 10 business days Note: see also section 16K.	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Liaison Officer (PLA)	Does not apply in relation to an application for the preparation of an amendment that will apply to land to which a Suburban Rail Loop planning area declaration applies.
s 16I	Power to apply to the Minister for authorisation to prepare an amendment to any part of the State standard provisions and local provisions of a planning scheme applying to an area adjoining its municipal district.	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Liaison Officer (PLA)	
s 16I	Power to prepare amendment to the planning scheme applying to an area adjoining Council's municipal district where the Minister has authorised Council to do so under section 16I. Note: see also sections 16D, 16G and 16J.	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Liaison Officer (PLA)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 17(1)	Duty of giving copy amendment to the planning scheme	Senior Strategic Planning Officer (Sen Strat Plan Off), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL)	
s 17(2)	Duty of giving copy s 173 agreement	Coordinator Building and Planning Compliance, 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), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	Executive Director EC, Manager Planning and Building Services (MPBS)	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	Senior Strategic Planning Officer (Sen Strat Plan Off), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan	Until the proposed amendment is approved or lapsed

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Coord), Planning Technical Officer, Principal Planner (PPL)	
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Executive Director EC, Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Executive Director EC, Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Executive Director EC, Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	Where Council is a planning authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	Until the end of 2 months after the amendment comes into operation or lapses
s 21A(4)	Duty to publish notice	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	Except submissions which request a change to the items in s 22(5)(a) and (b)
s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 23A(2)	Power to: - change the amendment in the manner requested; - not change the amendment in the manner requested; or - abandon the amendment or part of the amendment.	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Liaison Officer (PLA)	Where Council is the planning authority. After considering a submission which requests a change to a 'low-impact' amendment (as described in section 16N).
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Administration Officer, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	During the inspection period
s 27(2)	Power to apply for exemption if panel's report not received	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Administration Officer ,	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 28(1)	Duty to notify the Minister if abandoning an amendment, with a copy of any submission considered, and a statement of reasons for the decision	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Administration Officer , Planning Liaison Officer (PLA), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	Note: the power to make a decision to abandon an amendment cannot be delegated
s 28(2)	Duty to publish notice of the decision on Internet site	Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning and Building Support Officer, Planning Administration Officer , Statutory	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning and Building Support Officer, Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 28C	Duty to comply with directions of the Minister after abandoning the amendment with respect to: - providing relevant documentation; and - providing assistance with steps to be taken for the amendment.	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Liaison Officer (PLA)	
s 30(4)(a)	Duty to say if amendment has lapsed	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 30(4)(b)	Duty to provide information in writing upon request	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 32(2)	Duty to give more notice if required	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 33(1)	Duty to give more notice of changes to an amendment	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 36(2)	Duty to give notice of approval of amendment	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 38(5)	Duty to give notice of revocation of an amendment	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Administration Officer ,	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 40(1)	Function of lodging copy of approved amendment	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 41(1)	Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends	Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning and Building Support Officer, Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46AAA	Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	Not applicable	Where Council is a responsible public entity and is a planning authority
s 46AW	Function of being consulted by the Minister	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	Where Council is a responsible public entity
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	Where Council is a responsible public entity

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	Where Council is a responsible public entity
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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),	Where Council is a responsible public entity

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GP	Function of receiving a notice under s 46GO	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	Where Council is the collecting agency
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	Chief Executive Officer (CEO)	Where Council is the collecting agency

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	Where Council is the development agency
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	Chief Executive Officer (CEO)	Where Council is the collecting agency
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	Where Council is the collecting agency

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Planning Liaison Officer (PLA), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	Where Council is the collecting agency
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	Chief Executive Officer (CEO), Executive Director EC, Manager Planning and Building Services (MPBS)	Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records	Executive Director EC, Manager Financial Strategy (MFS), Manager	Where Council is the collecting agency

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning and Building Services (MPBS)	
s 46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is the collecting agency
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component	Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where the Council is the planning authority This duty does not apply where Council is also the collecting agency

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan, as responsible for those works, services or facilities	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Planning Liaison Officer (PLA), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(2)(b)	Function of receiving the monetary component	Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Planning Liaison Officer (PLA), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Planning Liaison Officer (PLA), Manager	If any inner public purpose land is vested in Council under the Subdivision Act 1988 or acquired by Council before the time it is required to be provided to Council under s 46GV(4)

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZ(9)	Function of receiving the fee simple in the land	Chief Executive Officer (CEO), Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZA(1)	Duty to keep proper and separate accounts and records	Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is the development agency under an approved infrastructure contributions plan

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZA(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Planning Liaison Officer (PLA), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide	Coordinator Statutory Planning (Stat Plan Coord), Manager Planning and Building Services (MPBS),	If the VPA is the collecting agency under an approved infrastructure contributions plan

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	reports on the use of the infrastructure contribution to the VPA	Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)	Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	Coordinator Statutory Planning (Stat Plan Coord), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	Where Council is the collecting agency under an approved infrastructure contributions plan

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	Coordinator Statutory Planning (Stat Plan Coord), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	Chief Executive Officer (CEO), Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	Duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)	Chief Executive Officer (CEO), Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	Function of receiving proceeds of sale	Chief Executive Officer (CEO), Executive Director EC, Manager Financial Strategy (MFS), Manager	Where Council is the collection agency under an approved infrastructure contributions plan

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning and Building Services (MPBS)	This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	Chief Executive Officer (CEO), Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	Chief Executive Officer (CEO), Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	Chief Executive Officer (CEO), Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is the collecting agency under an approved infrastructure contributions plan

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	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 collecting agency or development agency
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	Chief Executive Officer (CEO), Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	Where Council is a collecting agency or development agency
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	Chief Executive Officer (CEO), Executive Director EC, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Administration Officer , Statutory Planning Officer (Stat Plan	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Administration Officer, 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC,	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 46Q(1)	Duty to keep proper accounts of levies paid	Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Planning Technical Officer,	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Principal Planner (PPL), Subdivision Officer (SUB)	
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Senior Statutory Planning Officer (Sen Stat Plan Off), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	Manager Planning and Building Services (MPBS)	Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Planning Technical Officer,	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Principal Planner (PPL), Subdivision Officer (SUB)	
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	Manager Planning and Building Services (MPBS)	Must be done in accordance with Part 3
s46Q(4)(e)	Duty to expend that amount on other works etc.	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal	With the consent of, and in the manner approved by, the Minister

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planner (PPL), Subdivision Officer (SUB)	
s 46QC	Power to recover any amount of levy payable under Part 3B	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 46QD	Duty to prepare report and give a report to the Minister	Coordinator Statutory Planning (Stat Plan Coord), Manager Planning and	Where Council is a collecting agency or development agency

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with the public availability requirements, during the inspection period	Not applicable	
s 46V(4)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with s 197B of the Act and on payment of the prescribe fee, after the inspection period	Coordinator Statutory Planning (Stat Plan Coord), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it	Coordinator Statutory Planning (Stat Plan Coord), Manager Planning and Building Services (MPBS),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 46V(6)	Duty to make a copy of the approved strategy plan incorporating all amendments to it available in accordance with the public available requirements	Coordinator Statutory Planning (Stat Plan Coord), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 46Y	Duty to carry out works in conformity with the approved strategy plan	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 47	Power to decide that an application for a planning permit does not comply with that Act	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, 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, Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 48A	Power to notify an applicant that the application is incomplete Note: The notice must set out any required fees or information, the date for payment or production, and the effect of non-compliance set out in section 48B(1).	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord)	Where Council is the responsible authority
s 48C	Power to refund a fee paid for an application which is void and of no effect under section 48B(1)	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord)	Where Council is the responsible authority
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning and Building Services (MPBS), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Planning Technical Officer, Subdivision Officer (SUB)	
s 50(4)	Duty to amend application	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Statutory	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 50(5)	Power to refuse to amend application	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 50(6)	Duty to make note of amendment to application in register	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 50A(1)	Power to make amendment to application	Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 50A(4)	Duty to note amendment to application in register	Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planner (PPL), Subdivision Officer (SUB)	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, 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, Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 52(3)	Power to give any further notice of an application where appropriate	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 54(1)	Power to require the applicant to provide more information	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 54(1B)	Duty to specify the lapse date for an application	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	Manager Planning and Building Services (MPBS)	
s 57A(5)	Power to refuse to amend application	Manager Planning and Building Services (MPBS)	
s 57A(6)	Duty to note amendments to application in register	Manager Planning and Building Services (MPBS)	
s 57B(1)	Duty to determine whether and to whom notice should be given	Manager Planning and Building Services (MPBS)	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	Manager Planning and Building Services (MPBS)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 57C(1)	Duty to give copy of amended application to referral authority	Manager Planning and Building Services (MPBS)	
s 58	Duty to consider every application for a permit	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 58A	Power to request advice from the Planning Application Committee	Executive Director EC, Manager Planning and Building Services (MPBS)	
s 60	Duty to consider certain matters	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 60(1A)	Duty to consider certain matters	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning	In accordance with Council Resolution 25 August 2010 Item B2 the delegate must not determine to grant a planning permit and must

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	instead refer the permit application to Council for Council determination where: a) Five or more objection to the grant of the permit are received by Council, or b) In the Chief Executive Officers opinion, the permit application raises significant issues of Council policy or public interest.
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services	The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006 <hr/> In accordance with Council Resolution 25 August 2010 Item B2 the delegate must not determine to grant a planning permit and must instead refer the permit application to Council for Council determination where:

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	a) Five or more objections to the grant of the permit are received by Council, or b) In the Chief Executive Officer's opinion, the permit application raises significant issues of Council policy or public interest.
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, 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, Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Administration Officer, 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 62(1)	Duty to include certain conditions in deciding to grant a permit	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 62(2)	Power to include other conditions	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning	This provision applies also to a decision to grant an amendment to a permit - see s 75

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 64(3)	Duty not to issue a permit until after the specified period	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services	This provision applies also to a decision to grant an amendment to a permit - see s 75

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 64(5)	Duty to give each objector a copy of an exempt decision	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	This provision applies also to a decision to grant an amendment to a permit - see s 75

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Administration Officer, 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, Principal Planner (PPL), Subdivision Officer (SUB)	This provision applies also to a decision to grant an amendment to a permit - see s 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL)	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Administration Officer, 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, Principal Planner (PPL), Subdivision Officer (SUB)	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC,	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 69(1)	Function of receiving application for extension of time of permit	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 69(1A)	Function of receiving application for extension of time to complete development	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 69(2)	Power to extend time	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 70	Duty to make copy permit available for inspection in accordance with the public availability requirements	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 71(1)	Power to correct certain mistakes	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 71(2)	Duty to note corrections in register	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 73	Power to decide to grant amendment subject to conditions	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 74	Duty to issue amended permit to applicant if no objectors	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, 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, Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 76D	Duty to comply with direction of Minister to issue amended permit	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, 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, Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 83	Function of being respondent to an appeal	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 83B	Duty to give or publish notice 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	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 84AB	Power to agree to confining a review by the Tribunal	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 86	Duty to issue a permit at order of Tribunal within 3 business days	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 91(2)	Duty to comply with the directions of VCAT	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 93(2)	Duty to give notice of VCAT order to stop development	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 95(3)	Function of referring certain applications to the Minister	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 95(4)	Duty to comply with an order or direction	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, 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, Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	The request to prepare the amendment must be made under section 16A. Delegate must not agree to consider the application for the permit concurrently with the preparation of the proposed amendment unless it has made a decision under section 16B(a) to apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F.
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 96F	Duty to consider the panel's report under s 96E	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, 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, Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 96H(3)	Power to give notice in compliance with Minister's direction	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 96J	Duty to issue permit as directed by the Minister	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Administration Officer , 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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 96Z	Duty to keep levy certificates and levy exemption certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Liaison Officer (PLA), Manager Planning and Building Services (MPBS)	
s 97C	Power to request Minister to decide the application	Executive Director EC, Manager Planning and Building Services (MPBS)	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Statutory	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with the public availability requirements	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, 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, Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 97L	Duty to include Ministerial decisions in a register kept under s 49	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer, 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	Executive Director EC	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Coordinator Building and Planning Compliance, 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), Planning Administration Officer, Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Coordinator Building and Planning Compliance, 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), Planning Administration Officer, Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 97Q(4)	Duty to comply with directions of VCAT	Coordinator Building and Planning Compliance, 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), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	Coordinator Building and Planning Compliance, 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), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Statutory Planning Officer (Stat Plan	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 101	Function of receiving claim for expenses in conjunction with claim	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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),	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 103	Power to reject a claim for compensation in certain circumstances	Coordinator Building and Planning Compliance, Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s.107(1)	Function of receiving claim for compensation	Coordinator Building and Planning Compliance, 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), Planning Administration	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 107(3)	Power to agree to extend time for making claim	Coordinator Building and Planning Compliance, 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), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Planning Administration Officer , Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 114(1)	Power to apply to the VCAT for an enforcement order	Coordinator Building and Planning Compliance, Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	Coordinator Building and Planning Compliance, 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	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(B&PEO), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	Coordinator Building and Planning Compliance, 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), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison	

South Gippsland Shire Council

Planning and Environment Act 1987			
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), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 123(1)	Power to carry out work required by enforcement order and recover costs	Executive Director IS, Executive Director EC	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	Executive Director IS, Executive Director EC	Except Crown Land
s 125(1)	Power to apply to any court of competent jurisdiction or to the tribunal for an injunction restraining any person from contravening an enforcement order or an interim enforcement order.	Coordinator Building and Planning Compliance, Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Municipal Building Surveyor, Coordinator Community Safety , Manager	Section 123 of the Victorian Civil and Administrative Tribunal Act 1998 applies on an application to the Tribunal.

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 129	Function of recovering penalties	Coordinator Building and Planning Compliance, 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), Planning Administration Officer, Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 130(5)	Power to allow person served with an infringement notice further time	Coordinator Building and Planning Compliance, 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), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 149A(1)	Power to refer a matter to the VCAT for determination	Coordinator Building and Planning Compliance, 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), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 149B	Power to apply to the Tribunal for a declaration.	Coordinator Building and Planning Compliance, Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Municipal Building Surveyor, Coordinator Community Safety , Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses	Coordinator Building and Planning Compliance, Senior Strategic Planning Officer (Sen Strat Plan	Where Council is the relevant planning authority

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B) power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Administration Officer, Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 158F	Power to make submissions in response to a directions panel	Coordinator Statutory Planning (Stat Plan Coord), Executive Director EC, Planning Liaison Officer (PLA)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 171(2)(f)	Power to carry out studies and commission reports	Coordinator Building and Planning Compliance, 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), Planning Administration Officer, Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 171(2)(g)	Power to grant and reserve easements	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	Chief Executive Officer (CEO)	Where Council is a development agency specified in an approved infrastructure contributions plan
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the	Chief Executive Officer (CEO)	Where Council is a collecting agency specified in an approved infrastructure contributions plan

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	land is required to be provided to Council under s 46GV(4)		
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	Chief Executive Officer (CEO)	Where Council is the development agency specified in an approved infrastructure contributions plan
s 173(1)	Power to enter into agreement covering matters set out in s 174	No delegate	Chief Executive Officer
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	No delegate	Where Council is the relevant responsible authority Chief Executive Officer

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	Coordinator Building and Planning Compliance, Coordinator Property (CP), Building and Planning Enforcement Officer (B&PEO), Manager Planning and Building Services (MPBS), Manager Community Health and Safety	
	Power to give consent on behalf of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	Coordinator Building and Planning Compliance, 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), Planning Administration Officer, Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 178	power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 178A(1)	Function of receiving application to amend or end an agreement	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 178A(5)	Power to propose to amend or end an agreement	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 178C(4)	Function of determining how to give notice under s 178C(2)	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(c)	Power to refuse to amend or end the agreement	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	If no objections are made under s 178D Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	After considering objections, submissions and matters in s 178B

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	After considering objections, submissions and matters in s 178B
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Executive Director IS, Executive Director EC, Manager Planning and Building Services (MPBS)	After considering objections, submissions and matters in s.178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Executive Director IS, Executive Director EC, Manager Planning and Building Services (MPBS)	After considering objections, submissions and matters in s 178B
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Executive Director IS, Executive	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Director EC, Manager Planning and Building Services (MPBS)	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Executive Director IS, Executive Director EC, Manager Planning and Building Services (MPBS)	
s 178F(4)	Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	No delegate	Chief Executive Officer

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Executive Director EC, Manager Planning and Building Services (MPBS)	
s 179(2)	Duty to make copy of each agreement available in accordance with the public availability requirements	Coordinator Building and Planning Compliance, 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), Planning Administration Officer, Statutory Planning Officer (Stat Plan Off), Planning Liaison	

South Gippsland Shire Council

Planning and Environment Act 1987			
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), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 181	Duty to apply to the Registrar of Titles to record the agreement	Coordinator Building and Planning Compliance, 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), Planning and Building Support Officer, Planning Administration Officer, Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	Coordinator Building and Planning Compliance, 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), Planning and Building Support Officer, Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	Coordinator Building and Planning Compliance, 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), Planning and Building Support Officer, Planning Administration Officer, 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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 182	Power to enforce an agreement	Coordinator Building and Planning Compliance, 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), Planning Administration Officer, Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	Coordinator Building and Planning Compliance, 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), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	Coordinator Building and Planning Compliance, 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), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	Coordinator Building and Planning Compliance, 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), Planning Administration Officer, Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after	Coordinator Building and Planning Compliance, Senior Strategic	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	an application is made for the review of its failure to end or amend the agreement	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), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	Coordinator Building and Planning Compliance, Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Planning Administration Officer, Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 184G(2)	Duty to comply with a direction of the Tribunal	Coordinator Building and Planning Compliance, 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), Planning Administration	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 184G(3)	Duty to give notice as directed by the Tribunal	Coordinator Building and Planning Compliance, 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), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	Coordinator Statutory Planning (Stat Plan Coord), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Principal Planner (PPL)	
s 198(1)	Function to receive application for planning certificate	Coordinator Building and Planning Compliance, 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	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(B&PEO), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 199(1)	Duty to give planning certificate to applicant	Coordinator Building and Planning Compliance, 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), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison	

South Gippsland Shire Council

Planning and Environment Act 1987			
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), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 201(1)	Function of receiving application for declaration of underlying zoning	Coordinator Building and Planning Compliance, 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), Planning Administration Officer, Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 201(3)	Duty to make declaration	Coordinator Building and Planning Compliance, 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), Planning Administration Officer, Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
-	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	Coordinator Building and Planning Compliance, 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), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
-	Power to decide, in relation to any planning scheme or permit, that a specified thing may be altered or modified with Council's consent	Coordinator Building and Planning Compliance, 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), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
-	Power to decide, in relation to any planning scheme or permit, that a specified thing may be done subject to Council's prior consent or must not be done without Council's prior consent	Coordinator Building and Planning Compliance, 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), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
-	Power to decide, in relation to any planning scheme or permit, that a specified thing is required to be approved and or endorsed by Council	Coordinator Building and Planning Compliance, Senior Strategic Planning Officer (Sen Strat Plan	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Building and Planning Enforcement Officer (B&PEO), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
-	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	Coordinator Building and Planning Compliance, 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	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(B&PEO), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
-	Power to approve and or endorse any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	Coordinator Building and Planning Compliance, 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), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison	

South Gippsland Shire Council

Planning and Environment Act 1987			
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), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
-	Power to give written authorisation in accordance with a provision of a planning scheme	Coordinator Building and Planning Compliance, 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), Planning Administration Officer, Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	Coordinator Building and Planning Compliance, 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), Planning Administration Officer, Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	Coordinator Building and Planning Compliance, 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), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Manager Community Health and Safety, Coordinator Strategic Planning (Strat Plan Coord), Planning Technical	

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer, Principal Planner (PPL), Subdivision Officer (SUB)	

Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	
s 522(1)	Power to give a compliance notice to a person	Environmental Health Officer (EHO), Executive Director EC, Coordinator Environmental Health (EHC), Manager Community Health and Safety	
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	No delegate	Chief Executive Officer

South Gippsland Shire Council

Residential Tenancies Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 525(4)	Duty to issue identity card to authorised officers	PCA, Executive Director SI , Human Resources and Return to Work Support Officer , Coordinator Procurement and Assurance, Manager Financial Strategy (MFS), Manager Planning and Building Services (MPBS)	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	
s 526A(3)	Function of receiving report of inspection	Environmental Health Officer (EHO), Coordinator Environmental Health (EHC), Manager Community Health and Safety	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	Executive Director EC, Manager Community Health and Safety	

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM), Manager Governance and Integrity (MGI)	Obtain consent in circumstances specified in s 11(2)
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 11(9)(b)	Duty to advise Registrar	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM), Manager Governance and Integrity (MGI)	

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM), Manager Governance and Integrity (MGI)	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM), Manager Governance and Integrity (MGI)	Where Council is the coordinating road authority
s 12(2)(b)	Function of providing consent to the Head, Transport for Victoria for the discontinuance of a road or part of a road	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 12(10)	Duty to notify of decision made	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID), Executive	Duty of coordinating road authority where it is the discontinuing body

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Director IS, Manager Infrastructure Maintenance (MIM), Manager Governance and Integrity (MGI)	Does not apply where an exemption is specified by the regulations or given by the Minister
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	Manager Infrastructure Planning (MIP), Coordinator Property (CP), Manager Infrastructure Delivery (MID), Executive Director IS, Manager Infrastructure Maintenance (MIM)	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate
s 14(4)	Function of receiving notice from the Head, Transport for Victoria	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 15(2)	Duty to include details of arrangement in public roads register	Manager Infrastructure Planning (MIP), Coordinator Civil Assets Strategy (CCAS), Executive Director IS, Manager Infrastructure Maintenance (MIM), Asset Systems Officer (ASSETSO)	
s 16(7)	Power to enter into an arrangement under s 15	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 16(8)	Duty to enter details of determination in public roads register	Manager Infrastructure Planning (MIP), Coordinator Civil Assets Strategy (CCAS), Executive Director IS, Manager Infrastructure Maintenance (MIM), Asset Systems Officer (ASSETSO)	
s 17(2)	Duty to register public road in public roads register	Manager Infrastructure Planning (MIP), Coordinator Civil Assets Strategy (CCAS), Executive Director IS, Manager Infrastructure Maintenance (MIM), Asset Systems Officer (ASSETSO)	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	Manager Infrastructure Planning (MIP), Coordinator Civil Assets Strategy (CCAS), Executive Director IS, Manager	Where Council is the coordinating road authority

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Infrastructure Maintenance (MIM), Asset Systems Officer (ASSETSO)	
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	Manager Infrastructure Planning (MIP), Coordinator Civil Assets Strategy (CCAS), Executive Director IS, Manager Infrastructure Maintenance (MIM), Asset Systems Officer (ASSETSO)	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)
s 18(3)	Duty to record designation in public roads register	Manager Infrastructure Planning (MIP), Coordinator Civil Assets Strategy (CCAS), Executive Director IS, Manager	Where Council is the coordinating road authority

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Infrastructure Maintenance (MIM), Asset Systems Officer (ASSETSO)	
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	Manager Infrastructure Planning (MIP), Coordinator Civil Assets Strategy (CCAS), Executive Director IS, Manager Infrastructure Maintenance (MIM), Asset Systems Officer (ASSETSO)	
s 19(4)	Duty to specify details of discontinuance in public roads register	Manager Infrastructure Planning (MIP), Coordinator Civil Assets Strategy (CCAS), Executive Director IS, Manager Infrastructure Maintenance (MIM), Asset Systems Officer (ASSETSO)	
s 19(5)	Duty to ensure public roads register is available for public inspection	Manager Infrastructure Planning (MIP), Coordinator Civil Assets Strategy (CCAS), Executive Director IS, Manager Infrastructure Maintenance (MIM), Asset Systems Officer (ASSETSO)	

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 21	Function of replying to request for information or advice	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 22(5)	Duty to give effect to a direction under s 22	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 40(1)	Duty to inspect, maintain and repair a public road.	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 42(1)	Power to declare a public road as a controlled access road	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	Power of coordinating road authority and sch 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	Power of coordinating road authority and sch 2 also applies
s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	Executive Director IS, Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			If road is a municipal road or part thereof
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority If road is a municipal road or part thereof and where road is to be specified a freight road
s 48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	Where Council is the responsible road authority, infrastructure manager or works manager
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 49	Power to develop and publish a road management plan	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 51	Power to determine standards by incorporating the standards in a road management plan	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 54(2)	Duty to give notice of proposal to make a road management plan	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 54(6)	Power to amend road management plan	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 54(7)	Duty to incorporate the amendments into the road management plan	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	
s 63(1)	Power to consent to conduct of works on road	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	Where Council is the coordinating road authority
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	Where Council is the coordinating road authority
s 67(3)	Power to request information	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community	Where Council is the coordinating road authority

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Safety Officer, Coordinator Community Safety	
s 68(2)	Power to request information	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	No delegate	Chief Executive Officer
s 72	Duty to issue an identity card to each authorised officer	Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), PCA, Executive Director IS, Human Resources and Return to Work Support Officer , Senior Community Safety Officer, Manager Infrastructure Maintenance (MIM), Coordinator Procurement and Assurance, Manager Financial Strategy (MFS), Coordinator Community Safety ,	

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager Open Space and Environment (MOS&E)	
s 85	Function of receiving report from authorised officer	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	
s 86	Duty to keep register re s 85 matters	Manager Infrastructure Planning (MIP), Executive Director IS	
s 87(1)	Function of receiving complaints	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	
s 87(2)	Duty to investigate complaint and provide report	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 96	Power to authorise a person for the purpose of instituting legal proceedings	Chief Executive Officer (CEO)	
s 112(2)	Power to recover damages in court	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	
s 116	Power to cause or carry out inspection	Manager Infrastructure Planning (MIP), Executive Director IS	
s 119(2)	Function of consulting with the Head, Transport for Victoria	Manager Infrastructure Planning (MIP), Executive Director IS	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	
s 121(1)	Power to enter into an agreement in respect of works	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	
s 122(1)	Power to charge and recover fees	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	
s 123(1)	Power to charge for any service	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 2 cl 5	Duty to publish notice of declaration	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	
sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	Where Council is the infrastructure manager or works manager
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	Where Council is the infrastructure manager or works manager
sch 7 cla 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	infrastructure and technical advice or assistance in conduct of works	Safety Officer, Coordinator Community Safety	
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	Where Council is the infrastructure manager or works manager
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	Manager Infrastructure Planning (MIP), Executive Director IS, Senior Community Safety Officer, Coordinator Community Safety	Where Council is the infrastructure manager or works manager
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	Manager Infrastructure Planning (MIP), Executive Director IS, Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority
sch 7 cl 12(5)	Power to recover costs	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the works manager
sch 7 cl 13(2)	Power to vary notice period	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 16(8)	Power to include consents and conditions	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority
sch 7 cl 18(1)	Power to enter into an agreement	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority
sch 7 cl 19(1)	Power to give notice requiring rectification of works	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	Manager Infrastructure Planning (MIP), Executive Director IS	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch 7 cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the responsible road authority
sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	Manager Infrastructure Planning (MIP), Executive Director IS	Where Council is the responsible road authority

South Gippsland Shire Council

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with cls 3(2) and 4	Manager Infrastructure Planning (MIP), Executive Director IS	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)

Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r.6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	Senior Strategic Planning Officer (Sen Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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,	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.

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Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Principal Planner (PPL), Subdivision Officer (SUB)	
r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	Senior Strategic Planning Officer (Sen Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	
r.25(a)	Duty to make copy of matter considered under section 60(1A)(g) in accordance with the public availability requirements	Senior Strategic Planning Officer (Sen Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services	Where Council is the responsible authority

South Gippsland Shire Council

Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer, Principal Planner (PPL), Subdivision Officer (SUB)	
r.25(b)	Function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available in accordance with the public availability requirements	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	Where Council is not the responsible authority but the relevant land is within Council's municipal district
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Administration	where Council is not the planning authority and the amendment affects land within Council's municipal district; or

South Gippsland Shire Council

Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer , 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, Principal Planner (PPL), Subdivision Officer (SUB)	where the amendment will amend the planning scheme to designate Council as an acquiring authority.

Planning and Environment (Fees) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	Executive Director EC, Manager Planning and Building Services (MPBS)	

South Gippsland Shire Council

Planning and Environment (Fees) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	Executive Director EC, Manager Planning and Building Services (MPBS)	
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r 19 or 20	Executive Director EC, Manager Planning and Building Services (MPBS)	

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 8(1)	Duty to conduct reviews of road management plan	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	

South Gippsland Shire Council

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 9(2)	Duty to produce written report of review of road management plan and make report available	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority
r.10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	
r 13(1)	Duty to publish notice of amendments to road management plan	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	where Council is the coordinating road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	

South Gippsland Shire Council

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 16(3)	Power to issue permit	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	Where Council is the responsible road authority

South Gippsland Shire Council

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	Where Council is the responsible road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	

Road Management (Works and Infrastructure) Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 15	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act

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Road Management (Works and Infrastructure) Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 22(2)	Power to waive whole or part of fee in certain circumstances	Manager Infrastructure Planning (MIP), Manager Infrastructure Maintenance (MIM)	Where Council is the coordinating road authority

5.5. SUMMARY OF STRATEGIC BRIEFINGS - 13 JANUARY 2026 - 12 FEBRUARY 2026

Directorate:	Strategy and Integrity
Department:	Governance and Integrity

Council Plan

Theme - Leading with Integrity

Council's transparency and governance is strengthened by regularly reporting on summaries of briefings held, that assist Council to make informed decisions in Council Meetings on behalf of the community.

EXECUTIVE SUMMARY

The purpose of this report to Council is to provide a summary of the information presented to Councillors between 13 January 2026 and 12 February 2026.

This aligns with the principles of the *Local Government Act 2020* and supports transparency around Council decisions and actions.

RECOMMENDATION

That Council receives and notes this report, the Summary of Strategic Briefings - 13 January 2026 – 12 February 2026.

REPORT

Meeting Title	Details
Wednesday 4 February 2026	
Planning – Monthly Briefing	<p>Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Clare Williams, Bron Beach, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae</p> <p>Apology: Nil Conflict of Interest: Nil</p>
Heritage Update	<p>Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Clare Williams, Bron Beach, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae</p> <p>Apology: Nil Conflict of Interest: Nil</p>

Meeting Title	Details
Risk Strategy Workshop	<p>Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Clare Williams, Bron Beach, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae</p> <p>Apology: Nil Conflict of Interest: Nil</p>
Prejudicial Matter - Rate Recovery (S181) Proposed Sale of Properties	<p>Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Clare Williams, Bron Beach, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae</p> <p>Apology: Nil Conflict of Interest: Nil</p>
Organisational and Financial Performance Report - July 2025 to December 2025	<p>Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Clare Williams, Bron Beach, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae</p> <p>Apology: Nil Conflict of Interest: Nil</p>
Expression of Interest to Present to Council <ul style="list-style-type: none"> • National Australia Bank (NAB) 	<p>Councillor Attending John Schelling, Brad Snell, Bron Beach, Nathan Hersey</p> <p>Apology: Sarah Gilligan, Clare Williams, John Kennedy, Steve Finlay and Scott Rae Conflict of Interest: Nil</p>
Wednesday 11 February 2026	
Integrated Planning – 2026/27 Budget and Council Plan Actions Workshop 2	<p>Councillor Attending John Schelling, Sarah Gilligan, Brad Snell, Bron Beach, Nathan Hersey, John Kennedy, Steve Finlay and Scott Rae</p> <p>Apology: Clare Williams</p>

Meeting Title	Details
	Conflict of Interest: Nil

STAFF DISCLOSURE

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

ATTACHMENTS

Nil

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 3. Decision Making

Council Policy / Strategy / Plans

Documents are available on Council's website at the following [LINK](#).

Public Transparency Policy (C75)

Legislative Provisions

Local Government Act 2020

5.6. DOCUMENTS SEALED, CONTRACTS VARIED, AWARDED OR EXTENDED BY CEO - 13 JANUARY 2026 - 12 FEBRUARY 2026

Directorate:	Strategy and Integrity
Department:	Financial Strategy

Council Plan

Theme - Leading with Integrity

Council's transparency of financial decisions made and overall financial sustainability is strengthened by regularly reporting on documents sealed, contracts awarded, varied or extended under the CEO's delegation.

EXECUTIVE SUMMARY

The purpose of this report to Council is to document the following actions undertaken by the Chief Executive Officer (CEO) which occurred during the period 13 January 2026 - 12 February 2026. Council's *Procurement Policy (C32)*, *General Local Law 2024* and *Planning and Environment Act 1987* requires the CEO to report to Council any of the following actions undertaken to the next appropriate Meeting:

- Documents sealed;
- Contracts awarded by Council after a public tender process;
- Contracts awarded after a public tender process within the CEO's delegation; and
- Contract variations approved by the CEO above contingency.

RECOMMENDATION

That Council receives and notes this report Documents Sealed, Contracts Varied, Awarded or Extended by CEO - 13 January 2026 - 12 February 2026 those being:

1. **Documents Sealed:**
 - a. **Section 173 Agreement between South Gippsland Shire Council and the owner of 379 Lang Lang – Poowong Road, Nyora to subdivide land, creation of easements, remove native vegetation and access to RDZ1. Seal applied 15 January 2026.**
 - b. **Section 173 Agreement between South Gippsland Shire Council and the owner of 2 Ogilvie Street, Mirboo North for the development and subdivision of the subject land and removal of vegetation. Seal applied 28 January 2026.**

2. **Contracts awarded by Council after a public tender process:**
 - a. **CON/444-B for the Panel of Suppliers for Quarry Products awarded to The Trustee for Allens Family Trust T/A Allens Contracting, on a Schedule of Rates basis, signed 23 January 2026.**
3. **Contracts awarded after a public tender process within the CEO's delegation:**
 - a. **CON/452 - Design & Construct All Abilities Access Pontoon at Port Welshpool Boating Facility, awarded to Bellingham Marine Australia Pty Ltd for a Lump Sum of \$469,900, signed 5 February 2026.**
4. **Contract variations approved by the CEO above contingency:**
 - a. **Nil**

REPORT

Under the *Local Government Act 2020* (the Act), s.14 states that each Council is a body corporate with perpetual succession; and must have a common seal. Sealing a document makes it an official document of Council as a corporate body. Documents that require sealing include agreements, leases or any other contractual or legally binding document that binds Council to another party.

Use of the *General Local Law 2024*, Part 5 - Administration, clause 65 – Common Seal of Council, states that if the Chief Executive Officer (CEO) uses the Common Seal in a manner described by sub-clause (5), this means on the authority of a Council resolution, then Council must be advised of such use on a regular basis.

In accordance with the *General Local Law 2024*, Part 5 - Administration, clause 65 (6), the following are presented to Council as documents sealed during the period from 13 January 2026 - 12 February 2026.

Nil

Section 173 Agreements are prepared in accordance with s.173 of the *Planning and Environment Act 1987*, allowing Council to enter into agreements relating to the use or development of land, conditions to which the land be used or developed or any matter that relates to planning or planning schemes in Victoria. Section 174 of the *Planning and Environment Act 1987* requires that such an agreement be under seal and must bind the owner to the covenants specified in the agreement.

In accordance with the Instrument of Delegation and *Planning and Environment Act 1987*, the following are presented to Council as documents sealed during the period from 13 January 2026 - 12 February 2026.

1. Section 173 Agreement between South Gippsland Shire Council and the owner of 379 Lang Lang – Poowong Road, Nyora to subdivide land, creation

of easements, remove native vegetation and access to RDZ1. Seal applied 15 January 2026.

2. Section 173 Agreement between South Gippsland Shire Council and the owner of 2 Ogilvie Street, Mirboo North for the development and subdivision of the subject land and removal of vegetation. Seal applied 28 January 2026.

Contracts Awarded, Varied or Extended

In accordance with Council's Procurement Policy, where contracts are awarded after public tender, they are to be reported publicly. Where contracts above the CEO's delegation are varied or extended, they are required to be reported to the next practicable Council Meeting.

3. Contracts awarded by Council after a public tender process:
 - a. CON/444-B for the Panel of Suppliers for Quarry Products awarded to The Trustee for Allens Family Trust T/A Allens Contracting, on a Schedule of Rates basis, signed 23 January 2026.
4. Contracts awarded after a public tender process within the CEO's delegation:
 - a. CON/452 - Design & Construct All Abilities Access Pontoon at Port Welshpool Boating Facility, awarded to Bellingham Marine Australia Pty Ltd for a Lump Sum of \$469,900, signed 5 February 2026.
5. Contract variations approved by the CEO above contingency:
 - a. Nil

STAFF DISCLOSURE

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

ATTACHMENTS

Nil

REFERENCE DOCUMENTS

Council's Good Governance Framework

Pillar 3. Decision Making

Council Policy / Strategy / Plans

Documents are available on Council's website at the following [LINK](#).

Governance Rules (C82)

General Local Law 2024

Procurement Policy (C32)

Legislative Provisions

Local Government Act 1989

Local Government Act 2020

Planning and Environment Act 1987

6. COUNCILLOR REPORTS

6.1. COUNCILLOR REPORTS

6.2. REQUESTS FOR LEAVE OF ABSENCE

6.3. COUNCILLOR UPDATES

7. CLOSED SESSION

The *Local Government Act 2020* (the Act), section 66 provides that if a council or delegated committee determines that a meeting is to be closed to the public to consider confidential information, the Council or delegated committee must record in the minutes of the meeting that are available for public inspection –

- a) the ground or grounds for determining to close the meeting to the public by reference to the grounds specified in the definition of ***confidential information*** in section 3(1); and
- b) an explanation of why the specified ground or grounds applied.

The Act defines ***confidential information*** in s.3(1)(a)-(l), and includes information that may prejudice or impact; commercial negotiations, the security of Council, land use planning, law enforcement, legal privilege, personal information, private commercial information, confidential meeting information, internal arbitration, Councillor conduct panel information and information specified under s.77 of the previous *Local Government Act 1989*.

Once confidential information has been considered and decided in a closed session of a Council Meeting, a further resolution to resume open Council is required.

RECOMMENDATION

That Council pursuant to section 66(5)(a) and (b) of the *Local Government Act 2020* close the Council Meeting to the public to consider the following confidential information:

- a. **Per s.3(1)(f) Agenda item 9.1 – CEO Employment and Remuneration Committee - CEO Interim Performance Review, designated as personal information,**
- b. **being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs;**
- c. **The grounds for designation have been made to protect the privacy of an individual's personal information.**

8. MEETING CLOSED

NEXT MEETING

The next Council Meeting open to the public will be held on Wednesday, 15 April 2026 commencing at 2:00pm in the Council Chambers, Leongatha.