

Melton City Council

## Melton City Council

### S6 Instrument of Delegation - Members of Staff

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

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

#### **Titles**

<b>Title</b>	<b>Position</b>
AMC	Coordinator Animal Management
CAM	Coordinator Asset Management & GIS
CAP	Coordinator Amenity Protection
CAS	Coordinator Accounting Services
CCD	Coordinator City Design
CCES	Coordinator City Environment and Sustainability
CCS	Coordinator City Strategy
CDI	Coordinator Design & Infrastructure
CEH	Coordinator Environmental Health
CSP	Coordinator Statutory Planning
CTT	Traffic & Transport Coordinator
DCA	Development Contributions Accountant
DE1	Development Engineer 1
DE2	Development Engineer 2
DP1	Development Planner 1
EMPP	Executive Manager Property and Projects

Melton City Council

<b>Title</b>	<b>Position</b>
ESM	Manager Engineering Services
FCM	Manager Families and Children Services
FM	Manager Finance
GC	Coordinator Governance
GMCS	General Manager Community Services
GMCS1	General Manager Corporate Services
GMPD	General Manager Planning and Development
IPC	Infrastructure Planning Coordinator
IPE	Infrastructure Planning Engineer
LGM	Manager Legal & Governance
LO	Legal Officer
MBS	Municipal Building Surveyor
MCDSE	Manager City Design, Strategy and Environment
MCP	Manager Capital Projects
MCP1	Manager Community Planning
MCS	Manager Community Safety
MDC	Coordinator Major Developments
MDP	Major Development Planner
MEA	Manager Engagement and Advocacy
MERO	Municipal Emergency Response Officer
MPDE	Major Projects Development Engineer
ND	Not Delegated
OM	Manager Operations

Melton City Council

Title	Position
PA	Planning Assistant
PC	Coordinator Procurement
PCS	Principal Construction Supervisor
PP	Principal Planner
PPO	Planning Projects Officer
PSM	Manager Planning Services
SDCA	Senior Development Contributions Accountant
SLO	Senior Legal Officer
SMDP	Senior Major Developments Planner
SO	Subdivisions Officer
SSUBO	Senior Subdivisions Officer
STE	Senior Traffic Engineer
TE1	Traffic Engineer 1
TE2	Traffic Engineer 2
TLBS	Team Leader Building Services
TLH	Team Leader Housing Services
TO1	Technical Officer 1

**Title Groups**

Positions Group	Title	Positions (Titles)
DPG	Development Planners	DP1, DP2, DP3, DP4
EHO	Environmental Health Officers	EHO1, EHO2, EHO3, EHO4, TLEH
GM	General Managers	GMCS, GMPD, GMCS1, EMPP

Melton City Council

Positions Group	Title	Positions (Titles)
MDPG	Major Development Planners	MDP, MDP2
PEO	Planning Enforcement Officers	PEO1, PEO2
PSOG	Planning Support Officer	PSO1, PSO2
SPG	Strategic Planning Group	SP1, SP2, SP3, SP4
SSPG	Senior Strategic Planners	SSP3, SSP1, SSP2, SSP4, SSP5

3. declares that:
  - 3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 17 August 2020, and
  - 3.2 the delegation:
    - 3.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
    - 3.2.2 remains in force until varied or revoked;
    - 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
    - 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 3.3 the delegate must not determine the issue, take the action or do the act or thing:
    - 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
    - 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
      - (a) policy; or
      - (b) strategy
 adopted by Council;
    - 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
    - 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

Melton City Council

The **Common Seal** of the **Melton City** )

**Council** was hereunto affixed in the )

presence of: )

..... Councillor

..... Chief Executive Officer

..... Dated

Melton City Council

**Delegation Sources**

- Cemeteries and Crematoria Act 2003
- Domestic Animals Act 1994
- Environment Protection Act 1970
- Food Act 1984
- Heritage Act 2017
- Local Government Act 1989
- Planning and Environment Act 1987
- Residential Tenancies Act 1997
- Road Management Act 2004
- Cemeteries and Crematoria Regulations 2015
- Planning and Environment Regulations 2015
- Planning and Environment (Fees) Regulations 2016
- Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015

Melton City Council

**S6 Instrument of Delegation - Members of Staff**

<b>Cemeteries and Crematoria Act 2003</b>			
<b>Provision</b>	<b>Powers and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
s 8(1)(a)(ii)	Power to manage one or more public cemeteries	GMCS1, MEA	Where Council is a Class B cemetery trust
s 12(1)	Function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act	GMCS1, MEA	Where Council is a Class B cemetery trust
s 12(2)	Duty to have regard to the matters set out in paragraphs (a) - (c) in exercising its functions	GMCS1, MEA	Where Council is a Class B cemetery trust
s 12A(1)	Function to do the activities set out in paragraphs (a) - (n)	ND	Where Council is a Class A cemetery trust
s 12A(2)	Duty to have regard to matters set out in paragraphs (a) - (e) in exercising its functions	ND	Where Council is a Class A cemetery trust
s 13	Duty to do anything necessary or convenient to enable it to carry out its functions	GMCS1, MEA	
s 14	Power to manage multiple public cemeteries as if they are one cemetery.	GMCS1, MEA	
s 15(1) and (2)	Power to delegate powers or functions other than those listed	GMCS1, MEA	
s 15(4)	Duty to keep records of delegations	GMCS1, MEA	

Melton City Council

<b>Cemeteries and Crematoria Act 2003</b>			
<b>Provision</b>	<b>Powers and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
s 17(1)	Power to employ any persons necessary	GMCS1, MEA	
s 17(2)	Power to engage any professional, technical or other assistance considered necessary	GMCS1, MEA	
s 17(3)	Power to determine the terms and conditions of employment or engagement	GMCS1, MEA	Subject to any guidelines or directions of the Secretary
s 18(3)	Duty to comply with a direction from the Secretary	GMCS1, MEA	
s 18B(1) & (2)	Duty to establish governance committees within 12 months of becoming a Class A cemetery trust and power to establish other governance committees from time to time	ND	Where Council is a Class A cemetery trust
s 18C	Power to determine the membership of the governance committee	ND	Where Council is a Class A cemetery trust
s 18D	Power to determine procedure of governance committee	ND	Where Council is a Class A cemetery trust
s 18D(1)(a)	Duty to appoint community advisory committee for the purpose of liaising with communities	ND	Where Council is a Class A cemetery trust
s 18D(1)(b)	Power to appoint any additional community advisory committees	ND	Where Council is a Class A cemetery trust
s 18D(2)	Duty to establish a community advisory committee under section 18D(1)(a) within 12 months of becoming a Class A cemetery trust.	ND	Where Council is a Class A cemetery trust



Melton City Council

<b>Cemeteries and Crematoria Act 2003</b>			
<b>Provision</b>	<b>Powers and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
s 18D(3)	Duty to include a report on the activities of the community advisory committees in its report of operations under Part 7 of the Financial Management Act 1994	ND	Where Council is a Class A cemetery trust
s 18H(1)	Duty to hold an annual meeting before 30 December in each calendar year	ND	Where Council is a Class A cemetery trust
s.18J	Duty to provide leadership, assistance and advice in relation to operational and governance matters relating to cemeteries (including the matters set out in s 18J(2))	ND	Where Council is a Class A cemetery trust
s 19	Power to carry out or permit the carrying out of works	GMCS1, MEA	
s 20(1)	Duty to set aside areas for the interment of human remains	GMCS1, MEA	
s 20(2)	Power to set aside areas for the purposes of managing a public cemetery	GMCS1	
s 20(3)	Power to set aside areas for those things in paragraphs (a) - (e)	GMCS1, MEA	
s 24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land	GMCS1, MEA	
s 36	Power to grant licences to enter and use part of the land or building in a public cemetery in accordance with s 36	GMCS1	Subject to the approval of the Minister
s 37	Power to grant leases over land in a public cemetery in accordance with s 37	GMCS1	Subject to the Minister approving the purpose

## Melton City Council

<b>Cemeteries and Crematoria Act 2003</b>			
<b>Provision</b>	<b>Powers and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
s 40	Duty to notify Secretary of fees and charges fixed under s 39	GMCS1, MEA	
s 47	Power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	GMCS1	Provided the street was constructed pursuant to the Local Government Act 1989
s 57(1)	Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	GMCS1, MEA	Report must contain the particulars listed in s 57(2)
s 59	Duty to keep records for each public cemetery	GMCS1, MEA	
s 60(1)	Duty to make information in records available to the public for historical or research purposes	GMCS1, MEA	
s 60(2)	Power to charge fees for providing information	GMCS1, MEA	
s 64(4)	Duty to comply with a direction from the Secretary under s 64(3)	GMCS1, MEA	
s 64B(d)	Power to permit interments at a reopened cemetery	GMCS1, MEA	
s 66(1)	Power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	GMCS1	The application must include the requirements listed in s 66(2)(a)-(d)
s 69	Duty to take reasonable steps to notify of conversion to historic cemetery park	GMCS1	

## Melton City Council

<b>Cemeteries and Crematoria Act 2003</b>			
<b>Provision</b>	<b>Powers and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
s 70(1)	Duty to prepare plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed	GMCS1, MEA	
s 70(2)	Duty to make plans of existing place of interment available to the public	GMCS1, MEA	
s 71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies	GMCS1, MEA	
s 71(2)	Power to dispose of any memorial or other structure removed	GMCS1, MEA	
s 72(2)	Duty to comply with request received under s 72	GMCS1, MEA	
s 73(1)	Power to grant a right of interment	GMCS1, MEA	
s 73(2)	Power to impose conditions on the right of interment	GMCS1, MEA	
s 75	Power to grant the rights of interment set out in s 75(a) and (b)	GMCS1, MEA	
s 76(3)	Duty to allocate a piece of interment if an unallocated right is granted	GMCS1, MEA	
s 77(4)	Power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application	GMCS1, MEA	

Melton City Council

<b>Cemeteries and Crematoria Act 2003</b>			
<b>Provision</b>	<b>Powers and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
s 80(1)	Function of receiving notification and payment of transfer of right of interment	GMCS1, MEA	
s 80(2)	Function of recording transfer of right of interment	GMCS1, MEA	
s 82(2)	Duty to pay refund on the surrender of an unexercised right of interment	GMCS1, MEA	
s 83(2)	Duty to pay refund on the surrender of an unexercised right of interment (sole holder)	GMCS1, MEA	
s 83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment	GMCS1, MEA	
s 84(1)	Function of receiving notice of surrendering an entitlement to a right of interment	GMCS1, MEA	
s.85(1)	Duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	GMCS1, MEA	The notice must be in writing and contain the requirements listed in s 85(2)
s 85(2)(b)	Duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry	GMCS1, MEA	Does not apply where right of interment relates to remains of a deceased veteran.
85(2)(c)	Power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of interment or;  remove interred remains and re-inter at another location within cemetery grounds	GMCS1, MEA	May only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of interment is not extended or converted to a perpetual right of interment

Melton City Council

Cemeteries and Crematoria Act 2003			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	and remove any memorial at that place and re-establish at new or equivalent location.		
s 86	Power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified	GMCS1, MEA	
s 86(2)	Power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	GMCS1, MEA	
s 86(3)(a)	Power to leave interred cremated human remains undisturbed in perpetuity and convert the right of interment to a perpetual right of interment	GMCS1, MEA	
s 86(3)(b)	Power to remove interred cremated human remains and take further action in accordance with s 86(3)(b)	GMCS1, MEA	
s.86(4)	power to take action under s.86(4) relating to removing and re-interring cremated human remains	GMCS1, MEA	
s.86(5)	duty to provide notification before taking action under s.86(4)	GMCS1, MEA	
s 86A	Duty to maintain place of interment and any memorial at place of interment, if action taken under s 86(3)	GMCS1, MEA	
s 87(3)	Duty, if requested, to extend the right for a further 25 years or convert the right to a perpetual right of interment	GMCS1, MEA	
s 88	Function to receive applications to carry out a lift and re-position procedure at a place of interment	GMCS1, MEA	
s 91(1)	Power to cancel a right of interment in accordance with s 91	GMCS1, MEA	

Melton City Council

Cemeteries and Crematoria Act 2003			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 91(3)	Duty to publish notice of intention to cancel right of interment	GMCS1, MEA	
s 92	Power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment	GMCS1, MEA	
s 98(1)	Function of receiving application to establish or alter a memorial or a place of interment	GMCS1, MEA	
s 99	Power to approve or refuse an application made under s 98, or to cancel an approval	GMCS1, MEA	
s 99(4)	Duty to make a decision on an application under s 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested	GMCS1, MEA	
s 100(1)	Power to require a person to remove memorials or places of interment	GMCS1, LGM, MEA, SLO	
s 100(2)	Power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with s 100(1)	GMCS1, LGM, MEA, SLO	
s 100(3)	Power to recover costs of taking action under s 100(2)	GMCS1, LGM, MEA, SLO	
s 101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery	GMCS1, MEA	

Melton City Council

Cemeteries and Crematoria Act 2003			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 102(1)	Power to approve or refuse an application under section 101, if satisfied of the matters in (b) and (c)	GMCS1, MEA	
s 102(2) & (3)	Power to set terms and conditions in respect of, or to cancel, an approval granted under s 102(1)	GMCS1, MEA	
s 103(1)	Power to require a person to remove a building for ceremonies	GMCS1, LGM, MEA, SLO	
s 103(2)	Power to remove and dispose of a building for ceremonies or remedy the failure to comply with s 103(1)	GMCS1, LGM, MEA, SLO	
s 103(3)	Power to recover costs of taking action under s 103(2)	GMCS1, LGM, MEA, SLO	
s 106(1)	Power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs	GMCS1, MEA	
s 106(2)	Power to require the holder of the right of interment to provide for an examination	GMCS1, MEA	
s 106(3)	Power to open and examine the place of interment if s 106(2) not complied with	GMCS1, MEA	
s 106(4)	Power to repair or - with the approval of the Secretary - take down, remove and dispose any memorial or place of interment if notice under s 106(1) is not complied with	GMCS1, MEA	

## Melton City Council

<b>Cemeteries and Crematoria Act 2003</b>			
<b>Provision</b>	<b>Powers and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
s 107(1)	Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	GMCS1, LGM, MEA, SLO	
s 107(2)	Power to repair or take down, remove and dispose any building for ceremonies if notice under s 107(1) is not complied with	GMCS1, LGM, MEA, SLO	
s 108	Power to recover costs and expenses	GMCS1, LGM, MEA, SLO	
s 109(1)(a)	Power to open, examine and repair a place of interment	GMCS1, MEA	Where the holder of right of interment or responsible person cannot be found
s 109(1)(b)	Power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	GMCS1, MEA	Where the holder of right of interment or responsible person cannot be found
s 109(2)	Power to repair the building for ceremonies or, with the consent of the Secretary, take down, remove and dispose of a building for ceremonies	GMCS1, MEA	Where the holder of right of interment or responsible person cannot be found
s 110(1)	Power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder. with consent of the Secretary	GMCS1, MEA	
s 110(2)	Power to maintain, repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary	GMCS1, MEA	
s 110A	Power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any	GMCS1, MEA	



Melton City Council

Cemeteries and Crematoria Act 2003			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	memorial or place of interment of any deceased identified veteran		
s 111	Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	GMCS1, MEA	
s 112	Power to sell and supply memorials	GMCS1, MEA	
s 116(4)	Duty to notify the Secretary of an interment authorisation granted	GMCS1, MEA	
s 116(5)	Power to require an applicant to produce evidence of the right of interment holder's consent to application	GMCS1, MEA	
s 118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	GMCS1, MEA	
s 119	Power to set terms and conditions for interment authorisations	GMCS1, MEA	
s 131	Function of receiving an application for cremation authorisation	GMCS1, MEA	
s 133(1)	Duty not to grant a cremation authorisation unless satisfied that requirements of s 133 have been complied with	GMCS1, MEA	Subject to s 133(2)
s 145	Duty to comply with an order made by the Magistrates' Court or a coroner	GMCS1, MEA	

Melton City Council

<b>Cemeteries and Crematoria Act 2003</b>			
<b>Provision</b>	<b>Powers and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
s 146	Power to dispose of bodily remains by a method other than interment or cremation	GMCS1, MEA	Subject to the approval of the Secretary
s 147	Power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation	GMCS1, MEA	
s 149	Duty to cease using method of disposal if approval revoked by the Secretary	GMCS1, MEA	
s 150 & 152(1)	Power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met	GMCS1, MEA	
s 151	Function of receiving applications to inter or cremate body parts	GMCS1, MEA	
s 152(2)	Power to impose terms and conditions on authorisation granted under s 150	GMCS1, MEA	
sch 1 cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	GMCS1, MEA	
sch 1 cl 8(8)	Power to regulate own proceedings	GMCS1, MEA	Subject to cl 8
sch 1A cl 8(8)	Power to regulate own proceedings	GMCS1, MEA	Where Council is a Class A cemetery trust  Subject to cl 8

## Melton City Council

<b>Domestic Animals Act 1994</b>			
<b>Provision</b>	<b>Powers and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
s 41A(1)	Power to declare a dog to be a menacing dog	AMC, CAP, MCS	Council may delegate this power to a Council authorised officer

<b>Environment Protection Act 1970</b>			
<b>Provision</b>	<b>Powers and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
s 53M(3)	Power to require further information	CEH, EHO	
s 53M(4)	Duty to advise applicant that application is not to be dealt with	CEH, EHO	
s 53M(5)	Duty to approve plans, issue permit or refuse permit	CEH, EHO	Refusal must be ratified by Council or it is of no effect
s 53M(6)	Power to refuse to issue septic tank permit	CEH, EHO	Refusal must be ratified by Council or it is of no effect
s 53M(7)	Duty to refuse to issue a permit in circumstances in (a)-(c)	CEH, EHO	Refusal must be ratified by Council or it is of no effect

<b>Food Act 1984</b>			
<b>Provision</b>	<b>Powers and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	CEH, EHO	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	CEH, EHO	If s 19(1) applies

## Melton City Council

Food Act 1984			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
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	CEH, EHOG	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, and (ii) inform the public by notice in a published newspaper or otherwise	CEH, EHOG	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	CEH, EHOG	If s 19(1) applies
s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	CEH, EHOG	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).	CEH, EHOG	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	CEH, EHOG	Note: the power to direct the matters under s 19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution
s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	CEH, EHOG	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	CEH, EHOG	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	CEH, EHOG	Where Council is the registration authority

Melton City Council

Food Act 1984			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	CEH, EHO	Where Council is the registration authority
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	CEH, EHO	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	CEH, EHO	Where Council is the registration authority
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	CEH, EHO	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	CEH, EHO	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	CEH, EHO	Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	CEH, EHO	Where Council is the registration authority
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	CEH, EHO	Where Council is the registration authority
	Power to register, renew or transfer registration	CEH, EHO	Where Council is the registration authority  refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see s 58A(2))

Melton City Council

<b>Food Act 1984</b>			
<b>Provision</b>	<b>Powers and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
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	CEH, EHOG	Where Council is the registration authority
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)	CEH, EHOG	Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template	CEH, EHOG	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	CEH, EHOG	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	CEH, EHOG	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	CEH, EHOG	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	CEH, EHOG	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	CEH, EHOG	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	CEH, EHOG	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	CEH, EHOG	Where Council is the registration authority

## Melton City Council

Food Act 1984			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
			not exceeding the prescribed time limit defined under s 38E(5)
s 38E(4)	Duty to register the food premises when conditions are satisfied	CEH, EHOG	Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	CEH, EHOG	Where Council is the registration authority
s 39A	Power to register, renew or transfer food premises despite minor defects	CEH, EHOG	Where Council is the registration authority  Only if satisfied of matters in s 39A(2)(a)-(c)
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008	CEH, EHOG	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	CEH, EHOG	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	CEH, EHOG	Where Council is the registration authority
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	CEH, EHOG	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	CEH, EHOG	Where Council is the registration authority

## Melton City Council

<b>Food Act 1984</b>			
<b>Provision</b>	<b>Powers and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
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	CEH, EHOG	Where Council is the registration authority

<b>Heritage Act 2017</b>			
<b>Provision</b>	<b>Powers and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
s 116	Power to sub-delegate Executive Director's functions, duties or powers	GMPD, MCDSE, PSM	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

<b>Local Government Act 1989</b>			
<b>Provision</b>	<b>Powers and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
s 181H	Power to enter into an environmental upgrade agreement on behalf of Council and declare and levy an environmental upgrade charge	FM, GMCS1	
s 185L(4)	Power to declare and levy a cladding rectification charge	ND	

<b>Planning and Environment Act 1987</b>			
<b>Provision</b>	<b>Powers and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	CCS, GMPD, MCDSE, PSM	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	CCS, GMPD, MCDSE, PSM	



Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 4H	Duty to make amendment to Victoria Planning Provisions available	CCS, CSP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG, SPG, SSPG	
s 4I	Duty to keep Victorian Planning Provisions and other documents available	CCS, CSP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG, SPG, SSPG	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	CCS, GMPD, MCDSE, PSM	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	CCS, GMPD, MCDSE, PSM	
s 8A(5)	Function of receiving notice of the Minister's decision	CCS, GMPD, MCDSE, PSM	
s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	CCS, GMPD, MCDSE, PSM	
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	GMPD, MCDSE, PSM	
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	CCES, CCS, GMPD, MCDSE, PSM, SPG, SSPG	

Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 12A(1)	Duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under s19 of the Planning and Environment (Planning Schemes) Act 1996)	CCS, GMPD, MCDSE, PSM	
s 12B(1)	Duty to review planning scheme	GMPD, MCDSE, PSM	
s 12B(2)	Duty to review planning scheme at direction of Minister	GMPD, MCDSE, PSM	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	GMPD, MCDSE, PSM	
s 14	duties of a Responsible Authority as set out in s 14(a) to (d)	CCS, CSP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG, PEO, SSPG	
s 17(1)	Duty of giving copy amendment to the planning scheme	CCS, CSP, GMPD, MCDSE, MDC, MDP, PP, PPO, PSM, SMDP, SPG, SSPG	
s 17(2)	Duty of giving copy s 173 agreement	CCS, CSP, GMPD, MCDSE, MDC, MDP, PP, PPO, PSM, SMDP, DPG, MDPG, SPG, SSPG	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	CCS, CSP, GMPD, MCDSE, MDC, MDP, PP,	

Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		PPO, PSM, SMDP, SPG, SSPG	
s 18	Duty to make amendment etc. available	CCS, CSP, GMPD, MCDSE, MDC, MDP, PP, PSM, SMDP, SPG, SSPG	
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	CCS, CSP, GMPD, MCDSE, MDC, MDP, PP, PSM, SMDP, SPG, SSPG	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	GMPD, MCDSE, PSM	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or  Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	CCS, GMPD, MCDSE, MDC, PSM	
s 21(2)	Duty to make submissions available	CCS, CSP, GMPD, MCDSE, MDC, PP, PSM, SMDP, DPG, MDPG, SPG, SSPG	
s 21A(4)	Duty to publish notice	CCS, CSP, GMPD, MCDSE, MDC, PC, PP, PSM, SMDP, DPG, MDPG, SPG, SSPG	

Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 22	Duty to consider all submissions	CCS, CSP, GMPD, MCDSE, MDC, PP, PSM, SMDP, DPG, MDPG, SPG, SSPG	Except submissions which request a change to the items in s 22(5)(a) and (b)
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	CCS, GMPD, MCDSE, MDC, PSM, SPG, SSPG	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	CCS, CSP, GMPD, MCDSE, MDC, PP, PSM, SMDP, DPG, MDPG, SPG, SSPG	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	CCS, CSP, GMPD, LGM, MCDSE, MDC, PP, PSM, SLO, SMDP, DPG, MDPG, SPG, SSPG	
s 26(1)	Power to make report available for inspection	CCS, CSP, GMPD, MCDSE, MDC, PSM, SPG, SSPG	
s 26(2)	Duty to keep report of panel available for inspection	CCS, CSP, GMPD, MCDSE, MDC, PSM, SPG, SSPG	
s 27(2)	Power to apply for exemption if panel's report not received	CCS, CSP, GMPD, MCDSE, MDC, PSM	
s 28	Duty to notify the Minister if abandoning an amendment	CCS, CSP, GMPD, MCDSE, MDC, PSM	Note: the power to make a decision to abandon an amendment cannot be delegated

Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 30(4)(a)	Duty to say if amendment has lapsed	CCS, CSP, GMPD, MCDSE, MDC, PSM	
s 30(4)(b)	Duty to provide information in writing upon request	CCS, CSP, GMPD, MCDSE, MDC, PSM, SPG, SSPG	
s 32(2)	Duty to give more notice if required	CCS, CSP, EMPP, GMPD, MCDSE, MDC, PP, SMDP, DPG, MDPG, SPG, SSPG	
s 33(1)	Duty to give more notice of changes to an amendment	CCS, CSP, GMPD, MCDSE, MDC, PP, PSM, SMDP, DPG, MDPG, SPG, SSPG	
s 36(2)	Duty to give notice of approval of amendment	CCS, CSP, GMPD, MCDSE, MDC, PP, PSM, SMDP, DPG, MDPG, SPG, SSPG	
s 38(5)	Duty to give notice of revocation of an amendment	CCS, CSP, GMPD, MCDSE, MDC, PP, PSM, SMDP, DPG, MDPG, SPG, SSPG	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	CCS, CSP, GMPD, MCDSE, MDC, PP, PSM, SMDP, DPG, MDPG, SPG, SSPG	

## Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 40(1)	Function of lodging copy of approved amendment	CCS, CSP, GMPD, MCDSE, MDC, PP, PSM, SMDP, DPG, MDPG, SPG, SSPG	
s 41	Duty to make approved amendment available	CCS, CSP, GMPD, MCDSE, MDC, PP, PSM, SMDP, DPG, MDPG, SPG, SSPG	
s 42	Duty to make copy of planning scheme available	CCS, CSP, GMPD, MCDSE, MDC, PA, PP, PPO, PSM, SMDP, DPG, MDPG, SPG, SSPG	
s 46AW	Function of being consulted by the Minister	CCS, GMPD, MCDSE	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	CCS, GMPD, MCDSE	Where Council is a responsible public entity
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	GMPD, MCDSE, PSM	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	EMPP, GMPD, LGM, MCDSE, PSM, SLO	Where Council is a responsible public entity
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular	EMPP, GMPD, MCDSE, PSM	Where Council is the planning authority, the municipal Council of the municipal district in which the

Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	type of land than the rate specified in a Minister's direction		land is located and/or the development agency
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	CCS, GMPD, MCDSE, PSM	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	CCS, GMPD, MCDSE, PSM, SPG, SSPG	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	CCS, EMPP, GMPD, MCDSE, PSM	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	EMPP, GMPD, MCDSE, PSM	
s 46GP	Function of receiving a notice under s 46GO	CCS, EMPP, GMPD, MCDSE, PSM	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	CCS, EMPP, GMPD, MCDSE, PSM	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	CCS, EMPP, GMPD, MCDSE, PSM, SSPG	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	CCS, EMPP, GMPD, MCDSE, PSM	
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	CCS, EMPP, GMPD, MCDSE, PSM	
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	CCS, EMPP, GMPD, MCDSE, PSM	

## Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	rejection and that the matter has been referred to the valuer-general		
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	CCS, EMPP, GMPD, MCDSE, PSM	
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	CCS, EMPP, GMPD, MCDSE, PSM	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	CCS, EMPP, GMPD, MCDSE, PSM	
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	CCS, EMPP, GMPD, MCDSE, PSM	
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	EMPP, GMPD, MCDSE, PSM	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	EMPP, GMPD, MCDSE, PSM	Where Council is the collecting agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	EMPP, GMPD, MCDSE, PSM	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)	EMPP, GMPD, MCDSE, PSM	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	CCS, EMPP, GMPD, MCDSE, PSM	
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land	CCS, EMPP, GMPD, MCDSE, PSM	Where Council is the collecting agency



Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	component of an infrastructure contribution to be secured to Council's satisfaction		
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	EMPP, GMPD, MCDSE, PSM	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	CCS, EMPP, GMPD, MCDSE, PSM	Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records	EMPP, FM, GMPD, MCDSE, PSM	Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	EMPP, FM, GMPD, MCDSE, PSM	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	EMPP, FM, GMPD, MCDSE, PSM	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	EMPP, GMPD, MCDSE	Where the Council is the planning authority  This duty does not apply where Council is also the collecting agency
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan, as responsible for those works, services or facilities	EMPP, FM, GMPD, MCDSE, PSM	Where Council is the collecting agency under an approved infrastructure contributions plan

Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
			This provision does not apply where Council is also the relevant development agency
s 46GZ(2)(b)	Function of receiving the monetary component	EMPP, GMPD, MCDSE	Where Council is the development agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the collecting agency
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)	EMPP, GMPD, MCDSE, PSM	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	EMPP, GMPD, MCDSE, MDC, PSM	Where Council is the collecting agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the relevant development agency
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	EMPP, GMPD, MCDSE, PSM	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

Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
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	EMPP, GMPD, MCDSE, PSM	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	EMPP, GMPD, MCDSE, PSM	<p>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)</p> <p>Where Council is the collecting agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the development agency</p>
s 46GZ(9)	Function of receiving the fee simple in the land	EMPP, GMPD, MCDSE	<p>Where Council is the development agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the collecting agency</p>
s 46GZA(1)	Duty to keep proper and separate accounts and records	EMPP, FM, GMPD, MCDSE, PSM	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the Local Government Act 2020	EMPP, FM, GMPD, MCDSE, PSM	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)	EMPP, GMPD, MCDSE, PSM	Where Council is a development agency under an approved infrastructure contributions plan

## Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	EMPP, GMPD, MCDSE, PSM	If the VPA is the collecting agency under an approved infrastructure contributions plan  Where Council is a development agency under an approved infrastructure contributions plan
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)	EMPP, GMPD, MCDSE, PSM	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)	EMPP, GMPD, MCDSE, PSM	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)	EMPP, GMPD, MCDSE, PSM	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	EMPP, GMPD, LGM, MCDSE, PSM, SLO	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	GMPD, MCDSE, PSM	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 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan	EMPP, GMPD, MCDSE, PSM	Where Council is the collecting agency under an approved infrastructure contributions plan

## Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	expires, to follow the steps set out in s 46GZE(3)(a) and (b)		
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	GMPD, MCDSE, PSM	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)	GMPD, MCDSE, PSM	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	s 46GZF(3)(a) function of receiving proceeds of sale	GMPD, MCDSE, PSM	Where Council is the collection agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	EMPP, GMPD, MCDSE, PSM	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)	EMPP, GMPD, MCDSE, PSM	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	EMPP, GMPD, MCDSE, PSM	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	EMPP, GMPD, MCDSE, PSM	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	EMPP, GMPD, MCDSE, PSM	Where Council is a collecting agency or development agency

Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
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)	GMPD, MCDSE, PSM	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	CCS, CSP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	CSP, EMPP, GMPD, MCDSE, MDC, PSM	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	CSP, EMPP, GMPD, MCDSE, MDC, PSM	
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	CSP, EMPP, GMPD, MCDSE, MDC, PSM	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	CSP, GMPD, MCDSE, MDC, PSM	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	CSP, EMPP, GMPD, MCDSE, MDC, PSM	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	CSP, EMPP, GMPD, MCDSE, MCP, MDC, PSM	
s 46Q(1)	Duty to keep proper accounts of levies paid	CAS, CSP, DCA, EMPP, FM, GMPD,	

## Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		MCDSE, MDC, PSM, SDCA, SO, SSUBO	
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 or plan preparation costs incurred by a development agency	EMPP, FM, GMPD, MCDSE, PSM	
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	EMPP, FM, GMPD, MCDSE, PSM	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	CSP, EMPP, FM, GMPD, MCDSE, MDC, PSM	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)	EMPP, FM, GMPD, MCDSE, PSM	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	CCS, GMPD, MCDSE, PSM	Must be done in accordance with Part 3
s46Q(4)(e)	Duty to expend that amount on other works etc.	GMPD, MCDSE, PSM	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	FM, GMPD, MCDSE, PSM	

Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 46QD	Duty to prepare report and give a report to the Minister	GMPD, MCDSE, PSM	Where Council is a collecting agency or development agency
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	CCS, CSP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG, SPG, SSPG	
s 46Y	Duty to carry out works in conformity with the approved strategy plan	GMPD, MCDSE, PSM	
s 47	Power to decide that an application for a planning permit does not comply with that Act	CSP, GMPD, MCDSE, MDC, PSM	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	CCS, CSP, GMPD, MCDSE, MDC, PA, PP, PPO, PSM, SMDP, DPG, MDPG, PSOG, SSPG	
s 49(2)	Duty to make register available for inspection	CCS, CSP, GMPD, MCDSE, MDC, PA, PP, PPO, PSM, SMDP, DPG, MDPG, PSOG, SSPG	
s 50(4)	Duty to amend application	CCS, CSP, GMPD, MCDSE, MDC, PA, PC, PP, PPO, PSM, SMDP, DPG, MDPG, PSOG, SSPG	



Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 50(5)	Power to refuse to amend application	CCS, CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG, PSOG, SSPG	
s 50(6)	Duty to make note of amendment to application in register	CCS, CSP, GMPD, MCDSE, MDC, MDP, PA , PP, PPO, PSM, SMDP, DPG, PSOG, SSPG	
s 50A(1)	Power to make amendment to application	CCS, CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG, PSOG, SSPG	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	CCS, CSP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG, SSPG	
s 50A(4)	Duty to note amendment to application in register	CCS, CSP, GMPD, MCDSE, MDC, MDP, PA , PP, PPO, PSM, SMDP, DPG, PSOG, SSPG	
s 51	Duty to make copy of application available for inspection	CCS, CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG, PSOG, SPG, SSPG	

## Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
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	CCS, CSP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG, SSPG	
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	CCS, CSP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG, SSPG	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	CCS, CSP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG, SSPG	
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	CCS, CSP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG, SSPG	
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	CCS, CSP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG, SSPG	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	CCS, CSP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG, SSPG	
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	CCS, CSP, GMPD, MCDSE, MDC,	

Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		PP, PPO, PSM, SMDP, DPG, MDPG, SSPG	
s 52(3)	Power to give any further notice of an application where appropriate	CCS, CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG, SSPG	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	CCS, CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG, SSPG	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	CCS, CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG, SSPG	
s 54(1)	Power to require the applicant to provide more information	CCS, CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG, SSPG	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	CCS, CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG, SSPG	
s 54(1B)	Duty to specify the lapse date for an application	CCS, CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP,	

Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		DPG, MDPG, SSPG	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	CCS, CSP, GMPD, MCDSE, MDC, PA, PP, PPO, PSM, SMDP, DPG, MDPG, SSPG	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	CCS, CSP, GMPD, MCDSE, MDC, PA, PP, PPO, PSM, SMDP, DPG, MDPG, SSPG	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	CCS, CSP, GMPD, MCDSE, MDC, PA, PP, PPO, PSM, SMDP, DPG, MDPG, SSPG	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	CSP, GMPD, MCDSE, MDC, PP, PSM, SMDP, DPG, MDPG, PSOG	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	CCS, CSP, GMPD, MCDSE, MDC, PA, PP, PPO, PSM, SMDP, DPG, MDPG, PSOG, SSPG	
s 57(5)	Duty to make available for inspection copy of all objections	CCS, CSP, GMPD, MCDSE, MDC, PA, PP, PPO, PSM, SMDP, DPG, MDPG, PSOG, SSPG	

Melton City Council

Planning and Environment Act 1987			
Provision	Powers 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)	CCS, CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG, SSPG	
s 57A(5)	Power to refuse to amend application	CSP, GMPD, MCDSE, MCP1, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG, SSPG	
s 57A(6)	Duty to note amendments to application in register	CCS, CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG, PSOG, SSPG	
s 57B(1)	Duty to determine whether and to whom notice should be given	CCS, CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG, SSPG	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	CCS, CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG, SSPG	
s 57C(1)	Duty to give copy of amended application to referral authority	CCS, CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG, SSPG	
s 58	Duty to consider every application for a permit	CCS, CSP, GMPD, MCDSE, MDC,	

Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		PA , PP, PPO, PSM, SMDP, DPG, MDPG, SSPG	
s 58A	Power to request advice from the Planning Application Committee	GMPD, MCDSE, PSM	
s 60	Duty to consider certain matters	CCS, CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG, SSPG	
s 60(1A)	Duty to consider certain matters	CCS, CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG, SSPG	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	CCS, CSP, GMPD, MCDSE, MDC, MDP, PA , PP, PPO, PSM, SMDP, DPG, SSPG	
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	CCS, CSP, GMPD, MCDSE, MDC, PP, PPO, PSM	<p>The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006• When deciding to grant a permit or grant a permit with conditions, where no more than five objections have been received and provided that the delegate is satisfied that the proposal is generally consistent with the Melton Planning Scheme.</p> <ul style="list-style-type: none"> <li>• Power to refuse an application if the application is not consistent with the Melton Planning Scheme.</li> </ul>

## Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	CSP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG	
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	CSP, GMPD, MCDSE, MDC, PP, PSM, SMDP, MDPG	
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	CSP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, MDPG	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	CSP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, MDPG	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	CSP, GMPD, MCDSE, MDC, PP, PPO, PSM, MDPG	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	CSP, GMPD, MCDSE, MDC, PA, PP, PPO, PSM, SMDP, DPG, MDPG	
s 62(2)	Power to include other conditions	CSP, GMPD, MCDSE, MDC, PA, PP, PPO, PSM, SMDP, DPG, MDPG	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	CSP, GMPD, MCDSE, MDC, PA, PP, PPO, PSM, DPG, MDPG	
s 62(5)(a)	Power to include a permit condition to implement an approved development	CSP, GMPD, MCDSE, MDC, PA, PP, PPO,	

## Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	contributions plan or an approved infrastructure contributions plan	PSM, SMDP, DPG, MDPG	
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	CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG	
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)	CSP, MCDSE, MCP, MDC, PA , PP, PPO, PSM, DPG, MDPG	
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)	CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG	This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(3)	Duty not to issue a permit until after the specified period	CSP, GMPD, MCDSE, PA , PP, PPO, PSM, SMDP, DPG, MDPG	This provision applies also to a decision to grant an amendment to a permit - see s 75



## Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 64(5)	Duty to give each objector a copy of an exempt decision	CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG	This provision applies also to a decision to grant an amendment to a permit - see s 75
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	CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG	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	CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG	
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG, PSOG	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG, PSOG	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG, PSOG	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	CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG	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

Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 69(1)	Function of receiving application for extension of time of permit	CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG, PSOG	
s 69(1A)	Function of receiving application for extension of time to complete development	CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG, PSOG	
s 69(2)	Power to extend time	CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, DPG, MDPG	
s 70	Duty to make copy permit available for inspection	CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG, PSOG	
s 71(1)	Power to correct certain mistakes	CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, DPG, MDPG	
s 71(2)	Duty to note corrections in register	CCS, CSP, GMPD, MCDSE, PP, PPO, PSM, SMDP, DPG, MDPG, PSOG, SSPG	
s 73	Power to decide to grant amendment subject to conditions	CSP, GMPD, MCDSE, MDC, PP, PPO, PSM	* Where no more than five objections have been received and provided that the delegate is satisfied that the proposal is generally consistent with the Melton Planning Scheme.
s 74	Duty to issue amended permit to applicant if no objectors	CSP, GMPD, MCDSE, MDC,	

Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		PP, PPO, PSM, SMDP, DPG, MDPG, PSOG	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	CSP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG, PSOG	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG, PSOG	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	CSP, GMPD, MCDSE, MDC, MDP, PA , PP, PPO, PSM, SMDP, DPG, PSOG	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	CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG, PSOG	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG, PSOG	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s 76D	Duty to comply with direction of Minister to issue amended permit	CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG	
s 83	Function of being respondent to an appeal	CSP, GMPD, MCDSE, MDC, PP, PPO,	

Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		PSM, SMDP, DPG, MDPG	
s 83B	Duty to give or publish notice of application for review	CSP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	CSP, GMPD, MCDSE, MDC, PPO, PSM	If time does not permit determination by Council.
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	CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG	
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	CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG	
s 84(6)	Duty to issue permit on receipt of advice within 3 working days	CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG	
s 84AB	Power to agree to confining a review by the Tribunal	GMPD, MCDSE, PSM	
s 86	Duty to issue a permit at order of Tribunal within 3 working days	CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	CSP, GMPD, LGM, MCDSE, MDC, PPO, PSM, SLO	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	CSP, GMPD, LGM, MCDSE, MDC, PP,	

Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		PPO, PSM, SLO, SMDP, DPG, MDPG	
s 91(2)	Duty to comply with the directions of VCAT	CCD, CCES, CCS, CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	CSP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG	
s 93(2)	Duty to give notice of VCAT order to stop development	CSP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG	
s 95(3)	Function of referring certain applications to the Minister	CSP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG	
s 95(4)	Duty to comply with an order or direction	CSP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	CSP, GMPD, MCDSE, MDC, PA , PP, PPO, PSM, SMDP, DPG, MDPG	

## Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	GMPD, MCDSE, PSM	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	CCS, GMPD, MCDSE, PSM	
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	CCS, CSP, GMPD, MCDSE, MDC, PPO, PSM	
s 96F	Duty to consider the panel's report under s 96E	CCS, CSP, GMPD, MCDSE, MDC, PPO, PSM	
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)	CCS, CSP, GMPD, MCDSE, MDC, PPO, PSM	
s 96H(3)	Power to give notice in compliance with Minister's direction	CCS, CSP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, SPG, SSPG	
s 96J	Power to issue permit as directed by the Minister	CCS, CSP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG, SPG, SSPG	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	CCS, CSP, GMPD, MCDSE, MDC,	

Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		PP, PSM, SMDP, DPG, MDPG, SPG, SSPG	
s 96Z	Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	GMPD, MCDSE, PSM	
s 97C	Power to request Minister to decide the application	GMPD, MCDSE, PSM	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	CCS, CSP, GMPD, MCDSE, MDC, PA, PP, PPO, PSM, SMDP, DPG, MDPG, SPG, SSPG	
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	CCS, CSP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG, SPG, SSPG	
s 97G(6)	Duty to make a copy of permits issued under s 97F available for inspection	CCS, CSP, GMPD, MCDSE, MDC, PA, PP, PPO, PSM, SMDP, DPG, MDPG, PSOG, SPG, SSPG	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	CCS, CSP, GMPD, MCDSE, MDC, PA, PP, PPO, PSM, SMDP, DPG, MDPG, PSOG, SPG, SSPG	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	CSP, GMPD, MCDSE, MDC, PP, PPO,	

## Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		PSM, SMDP, DPG, MDPG	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	GMPD, MCDSE, PSM	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	CSP, GMPD, MCDSE, MDC, PPO, PSM	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	CSP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	CSP, GMPD, LGM, MCDSE, MDC, PP, PPO, PSM, SLO, SMDP, TLBS, DPG, MDPG	
s 97Q(4)	Duty to comply with directions of VCAT	CSP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	CSP, GMPD, MCDSE, MDC, PA, PP, PSM, SMDP, DPG, MDPG, PSOG	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	CCD, CSP, EMPP, GMPD, MCDSE, MDC, PP, PSM, SMDP, DPG, MDPG	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	CCD, CSP, EMPP, GMPD, MCDSE, MDC, PP, PSM, SMDP, DPG, MDPG	



Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 101	Function of receiving claim for expenses in conjunction with claim	CCD, CSP, EMPP, GMPD, MCDSE, MDC, PP, PSM, SMDP, DPG, MDPG	
s 103	Power to reject a claim for compensation in certain circumstances	EMPP, GMPD, MCDSE, PSM	
s.107(1)	function of receiving claim for compensation	CCS, CSP, EMPP, GMPD, MCDSE, MDC, PP, PSM, SMDP, DPG, MDPG	
s 107(3)	Power to agree to extend time for making claim	EMPP, GMPD, MCDSE, PSM	
s 114(1)	Power to apply to the VCAT for an enforcement order	CSP, GMPD, LGM, MCDSE, MDC, PPO, PSM, SLO, PEO	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	CSP, GMPD, LGM, MCDSE, MDC, PP, PPO, PSM, SLO, DPG, MDPG, PEO	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	GMPD, LGM, MCDSE, PSM, SLO	
s 123(1)	Power to carry out work required by enforcement order and recover costs	GMPD, MCDSE, PSM	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	GMPD, MCDSE, PSM	Except Crown Land
s 129	Function of recovering penalties	CSP, GMPD, MCDSE, MDC, PPO, PSM, PEO	

## Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 130(5)	Power to allow person served with an infringement notice further time	CSP, GMPD, MCDSE, MDC, PSM, PEO	
s 149A(1)	Power to refer a matter to the VCAT for determination	GMPD, MCDSE, PSM	
s 149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	GMPD, MCDSE, PSM	
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 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)	GMPD, MCDSE, PSM	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	EMPP, GMPD, MCDSE, PSM	
s 171(2)(g)	Power to grant and reserve easements	EMPP, GMPD, MCDSE, PSM	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	EMPP, GMPD, MCDSE, PSM	Where Council is a development agency specified in an approved infrastructure contributions plan
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	EMPP, GMPD, MCDSE, PSM	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	EMPP, GMPD, MCDSE, PSM	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	EMPP, GMPD, MCDSE, PSM	
s 173(1A)	Power to enter into an agreement with an owner of land for the development or	EMPP, GMPD, MCDSE, PSM	Where Council is the relevant responsible authority

Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	provision of land in relation to affordable housing		
	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	CCES, CCS, CSP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP	
	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	CCES, CCS, CSP, GMPD, MCDSE, MDC, PPO, PSM	
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	CSP, EMPP, GMPD, MCDSE, MDC, PPO, PSM	
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	CSP, EMPP, GMPD, MCDSE, MDC, PPO, PSM	
s 178A(1)	Function of receiving application to amend or end an agreement	CSP, EMPP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	CSP, EMPP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	CSP, EMPP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG	

## Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 178A(5)	Power to propose to amend or end an agreement	EMPP, GMPD, MCDSE, PSM	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	CSP, EMPP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	CSP, EMPP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG	
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	CSP, EMPP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG	
s 178C(4)	Function of determining how to give notice under s 178C(2)	CSP, EMPP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	CSP, EMPP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG	
s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	CSP, EMPP, GMPD, MCDSE, MDC, PPO, PSM	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	CSP, EMPP, GMPD, MCDSE, MDC, PPO, PSM	If no objections are made under s 178D

Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
			Must consider matters in s 178B
s 178E(2)(c)	Power to refuse to amend or end the agreement	CSP, EMPP, GMPD, MCDSE, MDC, PPO, PSM	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	CSP, EMPP, GMPD, MCDSE, MDC, PPO, PSM	After considering objections, submissions and matters in s 178B
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	CSP, EMPP, GMPD, MCDSE, MDC, PPO, PSM	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	CSP, EMPP, GMPD, MCDSE, MDC, PPO, PSM	After considering objections, submissions and matters in s.178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	CSP, EMPP, GMPD, MCDSE, MDC, PPO, PSM	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)	CSP, EMPP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	CSP, EMPP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG	
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	CSP, EMPP, GMPD, MCDSE, MDC, PP, PPO,	

## Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	application for review to the Tribunal has been determined or withdrawn	PSM, SMDP, DPG, MDPG	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	CSP, EMPP, GMPD, MCDSE, MDC, PPO, PSM	
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	CSP, EMPP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	CSP, EMPP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG	
s 179(2)	Duty to make available for inspection copy agreement	CSP, DCA, EMPP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG	
s 181	Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	CSP, EMPP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	CSP, EMPP, GMPD, LGM, MCDSE, MDC, PP, PPO, PSM, SLO, SMDP, DPG, MDPG	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	CSP, EMPP, GMPD, MCDSE, MDC, PP, PPO,	

## Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
		PSM, SMDP, DPG, MDPG	
s 182	Power to enforce an agreement	CSP, EMPP, GMPD, LGM, MCDSE, PPO, PSM, SLO, SMDP, PEO	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	CSP, EMPP, GMPD, MCDSE, MDC, PP, PPO, PSM, DPG, MDPG	
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	CSP, EMPP, GMPD, MCDSE, MDC, PPO, PSM	
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	CSP, EMPP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG	
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	CSP, EMPP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG	
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	CSP, EMPP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG	
s 184G(2)	Duty to comply with a direction of the Tribunal	CSP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG	

Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 184G(3)	Duty to give notice as directed by the Tribunal	CSP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG	
s 198(1)	Function to receive application for planning certificate	CSP, GMPD, MDC, PP, PPO, PSM	
s 199(1)	Duty to give planning certificate to applicant	CSP, GMPD, MDC, PP, PPO, PSM	
s 201(1)	Function of receiving application for declaration of underlying zoning	CCS, CSP, GMPD, MCDSE, MDC, PP, PPO, PSM	
s 201(3)	Duty to make declaration	CCS, CSP, GMPD, MCDSE, MDC, PPO, PSM	
	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	CCS, CSP, DE1, DE2, GMPD, IPC, IPE, MCDSE, MDC, MPDE, PP, PPO, PSM	
	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	CCS, CSP, GMPD, MCDSE, MDC, PP, PSM	Where no more than five objections have been received and provided that the delegate is satisfied that the proposal is generally consistent with the Melton Planning Scheme.  In relation to a referral, where the proposal is inconsistent with the Melton Planning Scheme.
	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	CCS, CSP, GMPD, MCDSE, MDC, PP, PPO, PSM	Where no more than five objections have been received and provided that the delegate is satisfied that the proposal is generally consistent with the Melton Planning Scheme.



Melton City Council

Planning and Environment Act 1987			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	Power to give written authorisation in accordance with a provision of a planning scheme	CCS, CSP, GMPD, MCDSE, MDC, PP, PPO, PSM	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	CCS, CSP, EMPP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, SO, SSUBO, SPG, SSPG	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	CCS, CSP, EMPP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, SO, SSUBO, SPG, SSPG	

Residential Tenancies Act 1997			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 91ZU(1)	Power to give a renter a notice to vacate rented premises	FCM, GMCS, LGM, SLO, TLH	Where Council is a public statutory authority engaged in the provision of housing  Note: this power is not yet in force and will commence on 1 January 2021, unless proclaimed earlier
s 91ZZC(1)	Power to give a renter a notice to vacate rented premises	FCM, GMCS, LGM, SLO, TLH	Where Council is a public statutory authority authorised to acquire land compulsorily for its purposes  Note: this power is not yet in force and will commence on 1 January 2021, unless proclaimed earlier

Melton City Council

Residential Tenancies Act 1997			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 91ZZE(1)	Power to give a renter a notice to vacate rented premises	FCM, GMCS, LGM, SLO, TLH	Where Council is a public statutory authority engaged in the provision of housing  Note: this power is not yet in force and will commence on 1 January 2021, unless proclaimed earlier
s 91ZZE(3)	Power to publish Council's criteria for eligibility for the provision of housing	FCM, GMCS, LGM, SLO, TLH	Where Council is a public statutory authority engaged in the provision of housing  Note: this power is not yet in force and will commence on 1 January 2021, unless proclaimed earlier
s 142D	Function of receiving notice regarding an unregistered rooming house	CEH, MBS, TLBS, EHO, PEO	
s 142G(1)	Duty to enter required information in Rooming House Register for each rooming house in municipal district	CEH, MBS, TLBS, EHO, PEO	
s 142G(2)	Power to enter certain information in the Rooming House Register	CEH, MBS, TLBS, EHO, PEO	
s 142I(2)	Power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	CEH, MBS, TLBS, EHO, PEO	
s 206AZA(2)	Function of receiving written notification	ND	Note: this power is not yet in force and will commence on 1 January 2021, unless proclaimed earlier

Melton City Council

Residential Tenancies Act 1997			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 207ZE(2)	Function of receiving written notification	ND	Note: this power is not yet in force and will commence on 1 January 2021, unless proclaimed earlier
s 311A(2)	Function of receiving written notification	ND	
s 317ZDA(2)	Function of receiving written notification	ND	
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	CEH, MBS, MERO, TLBS, EHO, PEO	
s 522(1)	Power to give a compliance notice to a person	CEH, MBS, MCS, MERO, TLBS, GM, PEO	
s 525(2)	Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	GM	
s 525(4)	Duty to issue identity card to authorised officers	GC, LGM, MCS, GM	
s 526(5)	Duty to keep record of entry by authorised officer under s 526	CEH, MBS, MCS, MERO, TLBS, GM, PEO	
s 526A(3)	Function of receiving report of inspection	CEH, GMCS, MBS, MCS, MERO, TLBS, PEO	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	GMCS, LGM, MCS, SLO	

Melton City Council

<b>Road Management Act 2004</b>			
<b>Provision</b>	<b>Powers and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	ESM, GC, LGM, LO, SLO	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	ESM, GC, LGM, LO, SLO	
s 11(9)(b)	Duty to advise Registrar	ESM, GC, LGM, LO, SLO	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	ESM, GC, LGM, LO, SLO	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	ESM, GC, LGM, LO, SLO	Where Council is the coordinating road authority
s 12(2)	Power to discontinue road or part of a road	ESM, GC, LGM, LO, SLO	Where Council is the coordinating road authority
s 12(4)	Power to publish, and provide copy, notice of proposed discontinuance	ESM, GC, LGM, LO, SLO	Power of coordinating road authority where it is the discontinuing body  Unless s 12(11) applies
s 12(5)	Duty to consider written submissions received within 28 days of notice	ESM, GC, LGM, LO, SLO	Duty of coordinating road authority where it is the discontinuing body  Unless s 12(11) applies
s 12(6)	Function of hearing a person in support of their written submission	ESM, GC, LGM, LO, SLO	Function of coordinating road authority where it is the discontinuing body

Melton City Council

Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
			Unless s 12(11) applies
s 12(7)	Duty to fix day, time and place of meeting under s 12(6) and to give notice	ESM, GC, LGM, LO, SLO	Duty of coordinating road authority where it is the discontinuing body  Unless s 12(11) applies
s 12(10)	Duty to notify of decision made	ESM, GC, LGM, LO, SLO	Duty of coordinating road authority where it is the discontinuing body  Does not apply where an exemption is specified by the regulations or given by the Minister
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	ESM, GC, LGM, LO, SLO	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	ESM, GMPD, LGM, LO, SLO	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	ESM, GMPD, LGM, LO, SLO	
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	ESM, GMPD	
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	ESM, GMPD	

## Melton City Council

<b>Road Management Act 2004</b>			
<b>Provision</b>	<b>Powers and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
s 15(2)	Duty to include details of arrangement in public roads register	ESM, GMPD	
s 16(7)	Power to enter into an arrangement under s 15	ESM, GMPD	
s 16(8)	Duty to enter details of determination in public roads register	ESM, GMPD	
s 17(2)	Duty to register public road in public roads register	CAM, ESM	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	CAM, ESM	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	CAM, ESM	Where Council is the coordinating road authority
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	CAM, ESM	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	CAM, ESM	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	CAM, ESM	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	CAM, ESM	Where Council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	CAM, ESM	

Melton City Council

Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 19(4)	Duty to specify details of discontinuance in public roads register	CAM, ESM	
s 19(5)	Duty to ensure public roads register is available for public inspection	CAM, ESM	
s 21	Function of replying to request for information or advice	ESM, GC, LGM, LO, SLO	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	ESM, GMPD	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	ESM, GC, LGM, SLO	
s 22(5)	Duty to give effect to a direction under s 22	ESM, GMPD	
s 40(1)	Duty to inspect, maintain and repair a public road.	OM	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	OM	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	CAM, CDI, DE1, DE2, ESM, IPC, IPE, MPDE, OM	
s 42(1)	Power to declare a public road as a controlled access road	ESM, GC, LGM, LO, SLO	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	ESM, GC, LGM, LO, SLO	Power of coordinating road authority and sch 2 also applies

Melton City Council

Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 42A(3)	Duty to consult with VicRoads before road is specified	ESM, GMPD	Where Council is the coordinating road authority  If road is a municipal road or part thereof
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	CTT, ESM, GMPD	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)	ESM, OM	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	ESM	
s 49	Power to develop and publish a road management plan	CAM, ESM, GMPD	
s 51	Power to determine standards by incorporating the standards in a road management plan	CAM, ESM, GMPD	
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	CAM, ESM, GMPD	
s 54(2)	Duty to give notice of proposal to make a road management plan	CAM, ESM, GMPD	



Melton City Council

Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	CAM, ESM, GMPD	
s 54(6)	Power to amend road management plan	CAM, ESM, GMPD	
s 54(7)	Duty to incorporate the amendments into the road management plan	CAM, ESM, GMPD	
s 55(1)	Duty to cause notice of road management plan to be published in Government Gazette and newspaper	CAM, ESM, GMPD	
s 63(1)	Power to consent to conduct of works on road	CDI, ESM, OM, TO1, TO2	Where Council is the coordinating road authority
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	CDI, ESM, OM, TO1, TO2	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7	GMPD, OM	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	CDI, ESM, TO1, TO2, EHO	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	CAP, CDI, ESM, TO1, TO2, PEO	Where Council is the coordinating road authority
s 67(3)	Power to request information	CAP, CDI, ESM, GC, LGM, SLO, TO1, TO2, PEO	Where Council is the coordinating road authority

Melton City Council

Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
s 68(2)	Power to request information	CAP, CDI, ESM, GC, LGM, SLO, TO1, TO2, PEO	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	ND	
s 72	Duty to issue an identity card to each authorised officer	ESM, GC, LGM, OM	
s 85	Function of receiving report from authorised officer	ESM, GMPD, OM	
s 86	Duty to keep register re s 85 matters	ESM, GC, GMPD, LGM, OM, SLO	
s 87(1)	Function of receiving complaints	ESM, GMPD, OM	
s 87(2)	Duty to investigate complaint and provide report	CTT, ESM, GMPD, OM, STE, TE1, TE2	
s 112(2)	Power to recover damages in court	ESM, LGM, OM, SLO	
s 116	Power to cause or carry out inspection	CTT, ESM, OM, STE, TE1, TE2	
s 119(2)	Function of consulting with the Head, Transport for Victoria	ESM	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	ESM	

Melton City Council

<b>Road Management Act 2004</b>			
<b>Provision</b>	<b>Powers and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
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)	ESM	
s 121(1)	Power to enter into an agreement in respect of works	ESM, OM	
s 122(1)	Power to charge and recover fees	ESM, OM	
s 123(1)	Power to charge for any service	ESM, OM	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	CDI, ESM, TO1, TO2	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	ESM	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	ESM	
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	ESM	
sch 2 cl 5	Duty to publish notice of declaration	ESM	
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	ESM	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	CDI, DE1, DE2, ESM	Where Council is the infrastructure manager or works manager

Melton City Council

Road Management Act 2004			
Provision	Powers and Functions Delegated	Delegate	Conditions and Limitations
	infrastructure or related works on a road or road reserve of any road		
sch 7 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	CAM, CDI, ESM, TO1, TO2	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
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	ESM	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	ESM, MCP	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	IPC, OM, PCS	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	IPC, OM, PCS	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	IPC, OM, PCS	Where Council is the coordinating road authority
sch 7 cl 12(5)	Power to recover costs	OM	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)	OM	Where Council is the works manager

## Melton City Council

<b>Road Management Act 2004</b>			
<b>Provision</b>	<b>Powers and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
sch 7 cl 13(2)	Power to vary notice period	OM	Where Council is the coordinating road authority
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	OM	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	CDI, ESM, IPC, TO1, TO2	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	CDI, ESM, IPC, TO1, TO2	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	CDI, ESM, IPC, TO1, TO2	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	CDI, ESM, IPC, TO1, TO2	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	CDI, ESM, IPC, TO1, TO2	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	CDI, ESM, IPC, TO1, TO2	Where Council is the coordinating road authority
sch 7 cl 18(1)	Power to enter into an agreement	CDI, ESM, IPC	Where Council is the coordinating road authority
sch 7 cl 19(1)	Power to give notice requiring rectification of works	IPC, OM	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	OM	Where Council is the coordinating road authority

Melton City Council

<b>Road Management Act 2004</b>			
<b>Provision</b>	<b>Powers and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	ESM	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	CDI, ESM, TO1, TO2	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	ESM	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	ESM	Where Council is the responsible road authority
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	ESM	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)

<b>Cemeteries and Crematoria Regulations 2015</b>			
<b>Provision</b>	<b>Powers and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
r 24	Duty to ensure that cemetery complies with depth of burial requirements	GMCS1, MEA	
r 25	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	GMCS1, MEA	
r 27	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	GMCS1, MEA	
r 30(2)	Power to release cremated human remains to certain persons	GMCS1, MEA	Subject to any order of a court

Melton City Council

<b>Cemeteries and Crematoria Regulations 2015</b>			
<b>Provision</b>	<b>Powers and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
r 32	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	GMCS1, MEA	
r 33(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	GMCS1, MEA	
r 33(2)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	GMCS1, MEA	
r 34	Duty to ensure that a crypt space in a mausolea is sealed in accordance with paragraphs (a)-(b)	GMCS1, MEA	
r 36	Duty to provide statement that alternative vendors or supplier of monuments exist	GMCS1, MEA	
r 40	Power to approve a person to play sport within a public cemetery	GMCS1, MEA	
r 41(1)	Power to approve fishing and bathing within a public cemetery	GMCS1, MEA	
r 42(1)	Power to approve hunting within a public cemetery	GMCS1, MEA	
r 43	Power to approve camping within a public cemetery	GMCS1, MEA	
r 45(1)	Power to approve the removal of plants within a public cemetery	GMCS1, MEA	
r 46	Power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	GMCS1, MEA	
r 47(3)	Power to approve the use of fire in a public cemetery	GMCS1, MEA	
r 48(2)	Power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area	GMCS1, MEA	
	Note: Schedule 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules	GMCS1, MEA	
sch 2 cl 4	Power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of sch 2	GMCS1, MEA	See note above regarding model rules

## Melton City Council

<b>Cemeteries and Crematoria Regulations 2015</b>			
<b>Provision</b>	<b>Powers and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
sch 2 cl 5(1)	Duty to display the hours during which pedestrian access is available to the cemetery	GMCS1, MEA	See note above regarding model rules
sch 2 cl 5(2)	Duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery; and (b) any changes to those hours	GMCS1, MEA	See note above regarding model rules
sch 2 cl 6(1)	Power to give directions regarding the manner in which a funeral is to be conducted	GMCS1, MEA	See note above regarding model rules
sch 2 cl 7(1)	Power to give directions regarding the dressing of places of interment and memorials	GMCS1, MEA	See note above regarding model rules
sch 2 cl 8	Power to approve certain mementos on a memorial	GMCS1, MEA	See note above regarding model rules
sch 2 cl 11(1)	Power to remove objects from a memorial or place of interment	GMCS1, MEA	See note above regarding model rules
sch 2 cl 11(2)	Duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	GMCS1, MEA	See note above regarding model rules
sch 2 cl 12	Power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	GMCS1, MEA	See note above regarding model rules
sch 2 cl 14	Power to approve an animal to enter into or remain in a cemetery	GMCS1, MEA	See note above regarding model rules
sch 2 cl 16(1)	Power to approve construction and building within a cemetery	GMCS1, MEA	See note above regarding model rules
sch 2 cl 17(1)	Power to approve action to disturb or demolish property of the cemetery trust	GMCS1, MEA	See note above regarding model rules
sch 2 cl 18(1)	Power to approve digging or planting within a cemetery	GMCS1, MEA	See note above regarding model rules



Melton City Council

Planning and Environment Regulations 2015			
Provision	Powers 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	CCS, CSP, GMPD, MCDSE, MDC, PP, PPO, PSM, SMDP, DPG, MDPG	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.
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	CCS, CSP, GMPD, MCDSE, MDC, PA, PP, PPO, PSM, SMDP, DPG, MDPG, SPG, SSPG	
r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	CCS, GMPD, MCDSE, MDC, PA, PP, PPO, PSM, SMDP, DPG, MDPG	where Council is the responsible authority
r.25(b)	function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	CCS, CSP, GMPD, MCDSE, MDC, PA, PP, PPO, PSM, SMDP, DPG, MDPG	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	CCS, CSP, GMPD, MCDSE, MDC, PA, PP, PPO, PSM, SMDP, DPG, MDPG, SPG, SSPG	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.

Melton City Council

<b>Planning and Environment (Fees) Regulations 2016</b>			
<b>Provision</b>	<b>Powers and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	EMPP, GMPD, MCDSE, PSM	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	EMPP, GMPD, MCDSE, PSM	
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	EMPP, GMPD, MCDSE, PSM	

<b>Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020</b>			
<b>Provision</b>	<b>Powers and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
r 7	Function of entering into a written agreement with a caravan park owner	CEH, MBS, TLBS, EHO, PEO	
r 10	Function of receiving application for registration	CEH, MBS, TLBS, EHO, PEO	
r 11	Function of receiving application for renewal of registration	CEH, MBS, TLBS, EHO, PEO	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	CEH, MBS, TLBS, EHO, PEO	
r 12(1)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	CEH, MBS, TLBS, EHO, PEO	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	CEH, MBS, TLBS, EHO, PEO	
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	CEH, MBS, TLBS, EHO, PEO	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	CEH, MBS, TLBS, EHO, PEO	
r 12(4) & (5)	Duty to issue certificate of registration	CEH, MBS, TLBS, EHO, PEO	

Melton City Council

<b>Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020</b>			
<b>Provision</b>	<b>Powers and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
r 14(1)	Function of receiving notice of transfer of ownership	CEH, MBS, TLBS, EHO, PEO	
r 14(3)	Power to determine where notice of transfer is displayed	CEH, MBS, TLBS, EHO, PEO	
r 15(1)	Duty to transfer registration to new caravan park owner	CEH, MBS, TLBS, EHO, PEO	
r 15(2)	Duty to issue a certificate of transfer of registration	CEH, MBS, TLBS, EHO, PEO	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	CEH, MBS, TLBS, EHO, PEO	
r 17	Duty to keep register of caravan parks	CEH, MBS, TLBS, EHO, PEO	
r 18(4)	Power to determine where the emergency contact person's details are displayed	CEH, MBS, TLBS, EHO, PEO	
r 18(6)	Power to determine where certain information is displayed	CEH, MBS, TLBS, EHO, PEO	
r 22(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	CEH, MBS, TLBS, EHO, PEO	
r 22(2)	Duty to consult with relevant emergency services agencies	CEH, MBS, TLBS, EHO, PEO	
r 23	Power to determine places in which caravan park owner must display a copy of emergency procedures	CEH, MBS, TLBS, EHO, PEO	
r 24	Power to determine places in which caravan park owner must display copy of public emergency warnings	CEH, MBS, MERO, TLBS, EHO, PEO	
r 28(c)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	CEH, MBS, TLBS, EHO, PEO	
r 25(3)	Duty to consult with relevant floodplain management authority	CEH, MBS, TLBS, EHO, PEO	

Melton City Council

<b>Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020</b>			
<b>Provision</b>	<b>Powers and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
r 40	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	CEH, MBS, TLBS, EHO, PEO	
r 26	Duty to have regard to any report of the relevant fire authority	CEH, MBS, TLBS, EHO, PEO	
r 40(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	CEH, MBS, TLBS, EHO, PEO	
r 41(4)	Function of receiving installation certificate	CEH, MBS, TLBS, EHO, PEO	
r 43	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	CEH, MBS, TLBS, PEO	
sch 3 cl 4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling	CEH, MBS, TLBS, PEO	

<b>Road Management (General) Regulations 2016</b>			
<b>Provision</b>	<b>Powers and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
r 8(1)	Duty to conduct reviews of road management plan	CAM, ESM	
r 9(2)	Duty to produce written report of review of road management plan and make report available	CAM, ESM	
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)	ESM	Where Council is the coordinating road authority

Melton City Council

<b>Road Management (General) Regulations 2016</b>			
<b>Provision</b>	<b>Powers and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
r.10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	CAM, ESM	
r 13(1)	Duty to publish notice of amendments to road management plan	CAM, ESM	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	CAM, ESM	
r 16(3)	Power to issue permit	CDI, ESM, OM, TO1, TO2	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	CDI, CTT, ESM, STE, TE1, TE2	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	ESM, LGM, SLO	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	ESM	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	CAP, MCS, OM	Where Council is the responsible road authority
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	CAP, MCS, OM	Where Council is the responsible road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	CAP, MCS, OM	

Melton City Council

<b>Road Management (Works and Infrastructure) Regulations 2015</b>			
<b>Provision</b>	<b>Powers and Functions Delegated</b>	<b>Delegate</b>	<b>Conditions and Limitations</b>
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	ESM	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act
r 22(2)	Power to waive whole or part of fee in certain circumstances	ESM	Where Council is the coordinating road authority