

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
ABORIGINAL HERITAGE ACT 2006

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
Parts 4, 6 and 8	powers functions and duties of a sponsor of a cultural heritage management plan under Parts 4 6 and 8 of the Aboriginal Heritage Act 2006.			
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	MI - Manager Engineering Services		26/08/2019	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
s.74A(1)	Power to enter into an Aboriginal cultural heritage land management agreement with a registered Aboriginal party			
	DI - Director Infrastructure		5/09/2016	CEO to Staff
s.74E(1)	Duty to give copy of Aboriginal cultural heritage land management agreement to Secretary of Victorian Communities.			
	DI - Director Infrastructure		5/09/2016	CEO to Staff
	MI - Manager Engineering Services		26/08/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
ASSOCIATIONS INCORPORATION REFORM ACT 2012

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.132	power to nominate a body to which assets should be returned			where a wound up incorporated association has assets consisting of property supplied by Council (which includes the unexpended portion of a grant)
	Not Delegated -		4/11/2013	CEO to Staff

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AUDIT ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 58(2)(a)(i) & (ii)	Function of receiving a copy of the report or part of the proposed report and the power to make comment			
	DCORPS - Director Corporate Services		11/05/2020	CEO to Staff
s. 13(1)	Duty to pay, to the Consolidated Fund, an amount determined by the Auditor-General to defray the reasonable costs and expenses incurred by or on behalf of the Auditor-General in conducting an audit of the financial statements of the public body and expressing an audit opinion on Council under s 11			
	DCORPS - Director Corporate Services		11/05/2020	CEO to Staff
s. 13(4)	Power to dispute the reasonableness of an amount to be paid			
	DCORPS - Director Corporate Services		11/05/2020	CEO to Staff
s. 17(1)	Function of being consulted by the Auditor-General			
	DCORPS - Director Corporate Services		11/05/2020	CEO to Staff
s. 18(1)	Function of receiving a final specification of a performance audit			
	DCORPS - Director Corporate Services		11/05/2020	CEO to Staff
s. 18(4)(a)	Function of receiving an amended specification			
	DCORPS - Director Corporate Services		11/05/2020	CEO to Staff
s. 18(4)(b)	Function of being consulted by the Auditor-General			
	DCORPS - Director Corporate Services		11/05/2020	CEO to Staff
s. 23(1)	Power to enter into an agreement with the Auditor-General for the provision of other auditing services			
	DCORPS - Director Corporate Services		11/05/2020	CEO to Staff
s. 44	Function of receiving a written notice and power to give consent to entry			
	DCORPS - Director Corporate Services		11/05/2020	CEO to Staff
s. 45	Power to consent to earlier entry			
	DCORPS - Director Corporate Services		11/05/2020	CEO to Staff

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AUDIT ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 46(1)	Power to request that the Auditor-General, or authorised person, produce proof of identity			
	DCORPS - Director Corporate Services		11/05/2020	CEO to Staff
s. 47	Duty to provide all reasonable assistance necessary to each of the people listed in s 47(a) – (c) who attends for the purposes of the Auditor-General, or authorised person, exercising the power to enter and inspect Council’s premises			
	DCORPS - Director Corporate Services		11/05/2020	CEO to Staff
s. 48	Power to request that the Auditor-General or authorised person serve an information gathering notice			
	DCORPS - Director Corporate Services		11/05/2020	CEO to Staff
s. 65(2)	Duty to give Council’s officer or employee a reasonable opportunity to respond in relation to the adverse material			
	DCORPS - Director Corporate Services		11/05/2020	CEO to Staff
s. 68(1)	Function of receiving information acquired by the Auditor-General			Where Council is a specified entity
	DCORPS - Director Corporate Services		11/05/2020	CEO to Staff

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

BUILDING ACT 1993

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 3	appoints the officer to be Municipal Building Surveyor for the purposes of the Building Act 1993			
	BI - Building Inspector		6/05/2019	Auth Officer
	BS - Building Surveyor		6/05/2019	Auth Officer
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	Auth Officer
	MBS - Municipal Building Surveyor		6/11/2013	Auth Officer
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	Auth Officer
s. 3(1)	power to appoint municipal building surveyor			the person must be a registered building surveyor (unlimited) as required by s.213
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s. 10(2)	Power to be satisfied and to certify in writing that substantial progress was made on the design of a building before a building regulation or amendment commenced.			Within any limitations of Registration.
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 10(4)	Power to agree with owner of building or land that a building regulation or amendment is to apply			Within any limitations of Registration.
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 11(2)	duty to publish notice in a newspaper if regulation under Part 2 ceases to have effect			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff

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BUILDING ACT 1993

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 17	Function of receiving application for a building permit			
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
s. 18A(2)	Duty to provide to Development Victoria without delay notice setting out information in s.18A(2)(a) and a copy of any relevant planning permit, in certain circumstances where s.18A(1) is satisfied			
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
s. 18B(2)	Duty to give notice of an application which satisfies s. 18B(1), to the Commissioner of State Revenue			
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
s. 18D(2)	Duty to, within 14 days after receiving an application, give to the Secretary to the Department of Environment, Land, Water and Planning a notice of the application, a copy of the application and any documents that accompany the application			Where the municipal building surveyor is the relevant building surveyor
		-		MBS Direct
s. 19	Duty to decide application for building permit by either issuing permit, issuing permit with conditions or refusing permit			
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct

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BUILDING ACT 1993

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 21(1)	Duty to specify in building permit whether occupancy permit is required under s 21(2) for the whole or part of the building			Within any limitations of Registration.
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 21(2)	Duty to consider whether building work is minor or does not compromise the suitability of the building for occupation			Within any limitations of Registration.
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 21A(1)	power to consider whether satisfied of the matters set out in s.24(1)(a)-(c)			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 23	Duty to notify the reporting authority of permit and give the reporting authority a copy of the permit, where issues a building permit which differs from or fails to implement the recommendations in the reporting authority's report under Schedule 2 on the app			Does not apply to classes of buildings set out in r.1805 of the <i>Building Regulations 2018</i>
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 24(1)	Duty to not issue building permit unless satisfied of matters set out in s 24(1), subject to s 24A			Within any limitations of Registration.
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct

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BUILDING ACT 1993

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 24(2)	Duty to not issue building permit that imposes on the applicant lesser or greater standards or requirements than those prescribed by this Act or building regulations, unless permitted to do so by this Act or the building regulations.			Within any limitations of Registration.
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
s. 24(3)	Duty to not issue building permit if notice is required to be given to Development Victoria under s.18A unless the Victorian Building Authority (VBA) has notified the relevant building surveyor under s.51ZA of the Development Victoria Act 20 (contd)			Within any limitations of Registration.
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
s. 24(4)	Duty to not issue a building permit for the carrying out of building work on land in respect of which there is a GAIC recording (within the meaning of Part 9B of the Planning and Environment Act 1987), unless the applicant produces a certificate relating			Within any limitations of Registration.
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
s. 24(4A)	Duty to not issue a building permit for the carrying out of building work on land in respect of which there is a levy recording (within the meaning of the Melbourne Strategic Assessment (Environment Mitigation Levy) Act 2020 (Vic)) unless the applicant produces any of the certificates set out in s 24(4A)(a) – (c) issued by the Secretary to the Department of Environment, Land, Water and Planning under that Act			
	MBS - Municipal Building Surveyor		24/08/2020	MBS Direct

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BUILDING ACT 1993

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 24(5)	Duty to not issue building permit in respect of building work unless satisfied that any community infrastructure levy payable under Part 3B of the Planning and Environment Act 1987 has been paid to the relevant agency or an agreement has been entered for			Within any limitations of Registraton
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
s. 24(6)	duty not to issue a building permit in relation to building work unless satisfied by the applicant of the criteria set out in s 24(6)(a) and (b)			where the municipal building surveyor is the 'relevant building surveyor'
				subject to S.269 of the Building Regulations 2018
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
s. 24(7)	duty not to issue a building permit in relation to building work unless satisfied by the applicant of the criteria set out in s.24(7)(a) and (b)			where the municipal building surveyor is the 'relevant building surveyor'
				subject to S.269 of the Building Regulations 2018
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
s. 24A(1)	Power to consider application for building permit for building work that is not domestic building work subject to Duty to not issue the permit unless satisfied of matters in s 24A(1)			Within any limitations of Registraton
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 24A(2)	Power to consider application for building permit for work that carried out under major domestic building contract subject to Duty to not issue permit unless satisfied of matters in s 24A(2)			
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
s. 24A(3)	Power to consider application for a building permit for domestic building work where cost of the work exceeds the prescribed amount and the work is not to be carried out under a major domestic building contract, subject to duty to not issue the permit			For applications accepted on or before 4 July 2016, this applies to work which exceeds \$12,000, rather than the prescribed amount
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
s. 25	Duty to notify applicant for a permit in writing without delay of refusal of permit and reasons refusal			
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
s. 25A	Function of receiving notice of changes to the engagement of a building practitioner, an endorsed building engineer or an architect			Note: this amendment is not yet in force and will commence on 1 July 2021, unless proclaimed earlier
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct

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BUILDING ACT 1993

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 25AA(1)	function of receiving notification that the person is the new owner of the land			where the municipal building surveyor is the 'relevant building surveyor'
	Not Delegated -		25/02/2019	MBS Direct
s. 25AD(1)	Function of receiving written notice of the occurrence of each prescribed event and the prescribed information relating to that event			
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
s. 25BE	Function of receiving the building permit number and the information given to the Victorian Building Authority (Authority) by the relevant building surveyor under s 18AA in relation to the application for the building permit number			
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
s. 28(1)	Power to issue building permit for carrying out of building work that does not comply with building regulations if the work is to be carried out on, or in connection with a building included on the Heritage Register, subject to s24			Within any limitations of Registration.
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 28(3)	Duty to take into account certain matters in deciding application for a building permit in respect of a building to which s 28(1) applies			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct

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BUILDING ACT 1993

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 29(1)	Power to refuse to issue building permit for construction of a building in certain circumstances			Within any limitations of Registration.
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 29(2)	Duty to not refuse to issue building permit on the sole ground that the owner may without notice to the Council dispose of the land to the Crown or a public statutory body			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 29A	function of giving consent to building permit for demolition in its capacity as responsible authority under the Planning and Environment Act 1987			
	MBS - Municipal Building Surveyor		4/11/2013	CEO to Staff
s. 29B(1)	duty to give notice where amendment of planning scheme sought in its capacity as responsible authority under the Planning and Environment Act 1987			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
s. 29B(1) and (3)	Function of receiving notice from the responsible authority			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct

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BUILDING ACT 1993

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 29B(2)	Duty to suspend consideration of application for building permit upon receipt of notice under s 29B(1)			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 29B(3)	duty to give notice where request for amendment withdrawn refused etc. in its capacity as responsible authority under the Planning and Environment Act 1987			
	Not Delegated -		6/05/2019	CEO to Staff
s. 29B(5)	Duty, in making decision under s 24, to consider the requirements of the relevant planning scheme as amended when given notice of amendment under s 29B(3)(c)			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 30	function of receiving copy permit plans and other documents			
	BI - Building Inspector		2/02/2015	CEO to Staff
	BS - Building Surveyor		6/05/2019	CEO to Staff
	BSO - Building & Customer Support Officer		4/11/2013	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	EAPE - Executive Assistant		7/04/2014	CEO to Staff
	MBS - Municipal Building Surveyor		4/11/2013	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff

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BUILDING ACT 1993

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 30(1)	Duty to give Council a copy of permit, plans and other documents lodged with permit application			
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct	
s. 30(1A)	duty to give a copy of any other prescribed documents relating to the application for the building permit or the permit to the relevant council			where the municipal building surveyor is the 'relevant building surveyor'
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
s. 30B	function of receiving checklist confirming all relevant documents to be provided by building surveyor			
		BSO - Building & Customer Support Officer	5/09/2016	CEO to Staff
	EAPE - Executive Assistant	5/09/2016	CEO to Staff	
s. 30B(a)	Duty to certify documents and lodgement fees paid on approved checklist			Only applies to building permits issued on or after 4 July 2016
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
s. 30B(b)	Duty to give certified checklist to Council at same time as giving documents required under s 30			Only applies to building permits issued on or after 4 July 2016
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct

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BUILDING ACT 1993

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s. 31(1)	duty to keep register of building permits			
	BSO - Building & Customer Support Officer		4/11/2013	CEO to Staff
	EAPE - Executive Assistant		7/04/2014	CEO to Staff
s. 31(2)	duty to make register available for inspection			
	BSO - Building & Customer Support Officer		7/04/2014	CEO to Staff
	EAPE - Executive Assistant		7/04/2014	CEO to Staff
	MBS - Municipal Building Surveyor		4/11/2013	CEO to Staff
s. 32	duty to keep documents			
	BI - Building Inspector		3/08/2015	CEO to Staff
	BS - Building Surveyor		6/05/2019	CEO to Staff
	BSO - Building & Customer Support Officer		4/11/2013	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	EAPE - Executive Assistant		4/11/2013	CEO to Staff
	MBS - Municipal Building Surveyor		4/11/2013	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	CEO to Staff
s. 32A(2)	duty to provide Urban Renewal Authority Victoria notice setting out information in s.32A(3) and a copy of any relevant planning permit within 14 days after being given a copy of building permit under s.30(1) in certain circumstances where s.32A(1) applies			
	MBS - Municipal Building Surveyor		18/08/2014	CEO to Staff
s. 33(1)	Function of being notified after completion of each mandatory notification stage of building work for which a permit has been issued under Part 3			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct

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BUILDING ACT 1993

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s. 33(2)	Power to direct person to stop carrying out work after completion of mandatory notification stage			Within any limitations of Registration
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
s. 34	Duty to cause building work to be inspected in person upon being notified of completion of mandatory notification stage of building work for which a building permit has been issued under Part 3			Where the Municipal Building Surveyor is the 'relevant building surveyor'
		BI - Building Inspector	6/05/2019	MBS Direct
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
s. 35	Power to cause building work for which permit issued under Part 3 to be inspected at any time, whether or not mandatory notification stage completed			
		BI - Building Inspector	25/02/2019	MBS Direct
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
s. 35A(1)	Duty to ensure that a record of the inspection is made upon completion of an inspection under ss 34 or 35			Where the Municipal Building Surveyor is the 'relevant building surveyor'
		BI - Building Inspector	6/05/2019	MBS Direct
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

BUILDING ACT 1993

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 35A(2)	Duty to give a copy of the record made under s 35A(1) upon written request			Where the Municipal Building Surveyor is the 'relevant building surveyor'
	BI - Building Inspector		6/05/2019	MBS Direct
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 35A(2)(b)	Function to request and receive a copy of a record made under s 35A(1)			Where the Municipal Building Surveyor is the Municipal Building Surveyor for the municipal district in which the building work was inspected
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 35B	Duty not to cause a person to carry out an inspection under ss 34 or 35 unless the criteria in ss 35B(a) or 35B(b) is met			Where the Municipal Building Surveyor is the 'relevant building surveyor'
	BI - Building Inspector		6/05/2019	MBS Direct
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 37A(2)	Duty to give a direction to fix building work to relevant person where reasonable belief that building work fails to comply with this Act, building regulations or building permit			
	BI - Building Inspector		5/03/2018	MBS Direct
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
BUILDING ACT 1993

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 37A(3)	Power to authorise building surveyor or relevant building inspector to give oral direction to fix building work to relevant person			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 37D(2)	Duty to give written direction to fix building work where not satisfied at the end of prescribed period following an oral direction that building work complies with this Act, building regulations or building permit			
	BI - Building Inspector		5/03/2018	MBS Direct
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 37G(1)	Function of receiving request to extend period to comply with building direction			
	BI - Building Inspector		5/03/2018	MBS Direct
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 37G(3)	Power to grant extension of period for compliance with direction to fix building work received under s.37G(2)			
	BI - Building Inspector		5/03/2018	MBS Direct
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 37G(4)	Duty to give written notice of extension of time granted under s.37G(3) to builder			
	BI - Building Inspector		5/03/2018	MBS Direct
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 37HA	Power to stay operation of a direction to fix building work where subject of conciliation			
	BI - Building Inspector		5/03/2018	MBS Direct
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 37I(1)	Power to revoke direction to fix building work			
	BI - Building Inspector		5/03/2018	MBS Direct
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 37I(2)	Duty to give written notice of revocation of direction to fix building work			
	BI - Building Inspector		5/03/2018	MBS Direct
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct

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BUILDING ACT 1993

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 37J	Duty to give prescribed documents in relation to direction to fix building work to relevant owner and any other prescribed person			where the municipal building surveyor is the 'relevant building surveyor'
	BI - Building Inspector		5/03/2018	MBS Direct
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	Not Delegated -		27/08/2018	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 37K(1)	Duty to give written notice to VBA of failure to comply with a written direction to fix building work within 7 days of failure to comply			
	BI - Building Inspector		5/03/2018	MBS Direct
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 38(1)	Duty to issue notice of final inspection following inspection of final mandatory notification stage, if occupancy permit not required and all directions complied with			Within any limitations of Registration
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 41	Function of receiving application for occupancy permit			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct

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BUILDING ACT 1993

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 43	Duty to decide application for occupancy permit under Division 1 of Part 5 by either issuing permit, issuing permit with conditions or refusing permit			Within any limitations of Registration
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 44	Duty to not issue occupancy permit in certain circumstances			Within any limitations of Registration
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 47	Duty to notify the reporting authority without delay and give copy of permit to the reporting authority, if issues occupancy permit which differs from or fails to implement recommendations in the reporting authority's report under schedule 2			Does not apply to classes of building set out in r 1805 of the <i>Building Regulations 2018</i>
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 48	Duty to notify applicant of refusal of permit under Division 1 of Part 5 and reasons for refusal			Within any limitations of Registration
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 53	Function of receiving application for an occupancy permit			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

BUILDING ACT 1993

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 55	Duty to not issue occupancy permit under Division 2 of Part 5 unless the place to which the permit applies is suitable for occupation for the public entertainment or class of public entertainment for which the permit is sought			Within any limitations of Registration
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 56	Duty to decide application for occupancy permit under Division 2 of Part 5 by either issuing permit, issuing permit with conditions or refusing permit			Within any limitations of Registration
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 57(1)(a)	Power to approve the siting of a temporary structure			Within any limitations of Registration
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 59	Power to issue combined occupancy permit if requirements of Division 1 and Division 2 of Part 5 are satisfied			Within any limitations of Registration
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 60	Duty to notify the reporting authority without delay and give copy of permit to the reporting authority, if issues occupancy permit which differs from or fails to implement recommendations in the reporting authority's report under Schedule 2			
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
s. 62	Duty to notify applicant of refusal of permit under Division 2 of Part 5 and reasons for refusal			Within any limitations of Registration
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
s. 63	Power to cause any place of public entertainment for which an occupancy permit has been issued under Division 2 of Part 5 to be inspected from time to time to determine whether or not the permit is being complied with			Within any limitations of Registration
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
s. 64	Power to approve occupation on a temporary basis of a building for which there is not or could not be issued an occupancy permit appropriate tot the use of the building			Within any limitations of Registration
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
s. 66	Power to approve form of application under Division 3 of Part 5			
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

BUILDING ACT 1993

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 66(b)(i)	function of determining fees			
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		MRS - Man Com Safety & Environmental Health	4/11/2013	CEO to Staff
		SSTP - Co-ord Statutory Planning & Building	26/08/2019	CEO to Staff
s. 67	Duty to decide application for approval to occupy a building on a temporary basis by either issuing approval, issuing approval with conditions or refusing approval			Within any limitations of Registration
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
s. 69	Duty to notify applicant in writing of refusal and reason for refusal of approval to occupy building on temporary basis			Within any limitations of Registration
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
s. 70 s.70	Power to amend a permit or approval issued under Part 5, on an application by the owner of the building or land or if the amendment is necessary in the public interest			Within any limitations of Registration
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
s. 71	Power to cancel a permit or approval if obtained by fraud or misrepresentation			Within any limitations of Registration
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

BUILDING ACT 1993

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 72	Power to cancel occupancy permit issued under Division 1 of Part 5 in certain situations			Within any limitations of Registration
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 73	function of receiving copy permit plans and other documents			
	BI - Building Inspector		2/02/2015	CEO to Staff
	BS - Building Surveyor		6/05/2019	CEO to Staff
	BSO - Building & Customer Support Officer		4/11/2013	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	EAPE - Executive Assistant		4/11/2013	CEO to Staff
	MBS - Municipal Building Surveyor		7/04/2014	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	CEO to Staff
s. 73(1)	Duty to give Council a copy of permit, approval, amendment, plans or other documents lodged with application			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 73(1A)	Duty to give Council a copy of other prescribed documents relating to application			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct

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BUILDING ACT 1993

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 74(1)	duty to keep register of occupancy permits temporary approvals and amendments			
	BSO - Building & Customer Support Officer		4/11/2013	CEO to Staff
	EAPE - Executive Assistant		7/04/2014	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	CEO to Staff
s. 74(2)	duty to make register available			
	BSO - Building & Customer Support Officer		4/11/2013	CEO to Staff
	EAPE - Executive Assistant		4/11/2013	CEO to Staff
s. 75	duty to keep documents			
	BS - Building Surveyor		6/05/2019	CEO to Staff
	BSO - Building & Customer Support Officer		4/11/2013	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	EAPE - Executive Assistant		4/11/2013	CEO to Staff
	MBS - Municipal Building Surveyor		4/11/2013	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
s. 80	function of receiving notification of appointment			
	BSO - Building & Customer Support Officer		4/11/2013	CEO to Staff
	EAPE - Executive Assistant		4/11/2013	CEO to Staff
s. 80A(3)(a)	Function of receiving written notice of designated building surveyor referred to in s 80A(2)			
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
s. 80A(4)(a)	Function of receiving notice of the new designated building surveyor			
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
s. 80C(4)(c)	Function of receiving a copy of the transfer form			
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 80D(6)(b)	Function of receiving notification of functions being transferred from an employee building surveyor or a designated building surveyor in accordance with a direction under s 80D(1) or (2)			
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
s. 81(2)	Function of receiving notification for work terminated.			
	BS - Building Surveyor		6/05/2019	MBS Direct
	BSO - Building & Customer Support Officer		4/11/2013	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	EAPE - Executive Assistant		4/11/2013	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 81(4)	Duty to not complete the first private building surveyor's functions in respect of the building work without the written consent of the VBA, where the appointment of a private building surveyor is terminated under s 81(3)			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 82	Duty to comply with direction of the VBA where appointment of private building surveyor is terminated and the MBS is to complete the private building surveyor's functions			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 83F	function of receiving notice of appointment of manager for private building surveyor's business from the Authority			
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 83T(2)	Function of receiving information from manager appointed by the VBA under s 83B			
	Not Delegated -		6/05/2019	MBS Direct
s. 84(1)	Function of receiving notification of proposed building work where owner is required to undertake protection work in respect of an adjoining property before or during the carrying out of building work for which a building permit is required must			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 85(1)(b)	Function of receiving notice from adjoining building owner regarding proposed protection works			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 87(1)	Duty to examine the proposal for protection work and determine the appropriateness or otherwise of the work upon receipt of notice under s 85(1)(b)			Within any limitations of Registration
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s. 87(2)(a)	Power, in the case of notice under s 85(b)(ii), to ask owner for more information before making determination under s 87(1)			Within any limitations of Registration
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 87(2)(b)	Duty to make copy of information available to adjoining owner			
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct	
s. 87(3)	Power make any inquiries and not to give any person a hearing			
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct	Within any limitations of Registration
s. 87(4)	Duty to give notice of determination under s 87			
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct	
s. 92	Duty to make available to adjoining owner, on request, for inspection, without charge, plans, drawings and specifications of proposed building work at any time after notice of intention to commence building work is given under Part 7			
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct	
s.101(1)	Function of receiving plans showing protection work			
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.101(2)	Function of receiving copy documents			
		BI - Building Inspector	12/08/2015	MBS Direct
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct	
s.102	Power to make an emergency order under Division 1 of Part 8 if if the MBS is of the opinion that the order is necessary because of danger arising out of the condition or use or proposed use of a building, land on which building work is carried out or a place of public entert			
				Within any limitations of Registration
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct	
s.103(2)	power to permit any person to enter, use or occupy a building, land or a place of public entertainment			
		DCW - Director Communities and Place	24/08/2020	Auth Officer
		MRS - Man Com Safety & Environmental Health	25/02/2019	Auth Officer
		SSTP - Co-ord Statutory Planning & Building	26/08/2019	Auth Officer
s.104(5)	function of receiving the results of the destructive testing of the building product or material from an owner or builder referred to in s.111(8)			
		Not Delegated -	25/02/2019	MBS Direct
s.105(2)	Duty to cause an emergency order to be served on the person to whom it is directed without delay after it is made.			
				Within any limitations of Registration
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.105(3)	Duty to give a copy of an emergency order to any private building surveyor appointed to perform a function in relation to a building, land or place to which the order relates.			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s.105B	Power to cancel an emergency order in some circumstances, by giving a written notice to the person to whom the notice was directed			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s.106	Power to cause a building notice to be served on an owner of a building, land or place of public entertainment if believes that one of the circumstances specified in s 106(a)-(d) exists			S 118A: must only cause building notice to be served if direction to fix building work not complied with, or satisfied it is not possible or appropriate to give a direction to fix the building work
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s.110	Power to cancel building notice after considering any representations made by owner under s 109			Within any limitations of Registration
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct

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BUILDING ACT 1993

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.111(1)	Power to make building order under s 111 after the end of the time allowed by the building notice for making representations.			S 118A: must only make building order if direction to fix building work not complied with, or satisfied it is not possible or appropriate to give a direction to fix the building work
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s.111(2)	duty to consider any representations made by the owner concerned before making an order			
	Not Delegated -		25/02/2019	MBS Direct
s.111(4)	Power to permit a person entering, using or occupying a building, land or place of public entertainment			
	MBS - Municipal Building Surveyor		11/05/2020	CEO to Staff
s.111(9)	function of receiving the results of the destructive testing of the building product or materials from the owner or builder referred to in s.111(8)			
	Not Delegated -		25/02/2019	MBS Direct
s.112(1)	Power to make a building order that requires an owner or other person to stop building work.			Subject to S 107
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct

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BUILDING ACT 1993

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.112(6)	Power to exempt any part of the building work from a building order under s 112, if the relevant building surveyor considers that it is necessary for the building work to be carried out in accordance with s 112(6)(a)-©			
			6/05/2019	MBS Direct
			6/05/2019	MBS Direct
			6/05/2019	MBS Direct
s.113	Power to make a building order requiring the owner of a building, land on which building work is being or is proposed to be carried out or a place of public entertainment, to carry out work without first serving a building notice, if it is believed that the work required to be carried out is of a minor nature			Subject to s 107
			6/05/2019	MBS Direct
			6/05/2019	MBS Direct
			6/05/2019	MBS Direct
s.114(2)	Duty to cause building order to be served on person to whom it is directed without delay			
			6/05/2019	MBS Direct
			6/05/2019	MBS Direct
			6/05/2019	MBS Direct
s.116(2)	Power to amend or cancel a building order or refuse to amend or cancel a building order after considering request under s 116(1)			Within any limitations of Registration
			6/05/2019	MBS Direct
			6/05/2019	MBS Direct
			6/05/2019	MBS Direct

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.116(4)	Duty to inform the owner in writing, without delay, of the relevant building surveyor's decision under s 116(2)			
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
s.119	power to direct a person to obtain a building permit, or to comply with Regulations, when carrying out work in accordance with an emergency order or building order in force under Part 8 of the Act			where the Municipal Building Surveyor is the 'relevant building surveyor'
		Not Delegated -	25/02/2019	MBS Direct
s.120(2)	Duty to inspect work notified as completed under s 120(1) and either report to Council that emergency order or building order has been fully complied with or require that order be fully complied with			Within any limitations of Registration
		BI - Building Inspector	12/08/2015	MBS Direct
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
s.120(2)(a)	function of receiving notification that an order is complied with			
		MBS - Municipal Building Surveyor	4/11/2013	CEO to Staff
s.121	Power to cause work to be carried out if an owner fails to carry out work as required by an emergency order or building order			Within any limitations of Registration
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct

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BUILDING ACT 1993

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.122	Duty to take necessary action if required by Minister			Within any limitations of Registration
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s.123(1)	power to determine whether to recover from the owner the costs of work carried out or action taken under Part 8 Division 3 of the Act by the municipal building surveyor as a debt due to Council pursuant to sub-s.123(1) of the Act			
	MBS - Municipal Building Surveyor		4/11/2013	CEO to Staff
s.123(2)	power to determine whether to apply any sum or part of any sum for which a bond or undertaking is deposited with Council under a condition imposed on a permit under s.22 of the Act towards the costs of carrying out work or taking action pursuant to s.123(2) of the Act			
	MBS - Municipal Building Surveyor		4/11/2013	CEO to Staff
s.124	Power to request assistance of a member of police force, to evacuate a building, land or place of entertainment in accordance with emergency order, or in removing persons from building, land or place in which work is being carried out in accordance with emergency order			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s.125(1)	Function of receiving copy notice or order.			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	MBS - Municipal Building Surveyor		6/05/2019	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct

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BUILDING ACT 1993

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.125(2)	Function of receiving written notice of the compliance amendment or cancellation			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	MBS - Municipal Building Surveyor		6/05/2019	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s.126(1)	duty to keep register of emergency orders building notices and building orders			
	BSO - Building & Customer Support Officer		4/11/2013	CEO to Staff
	EAPE - Executive Assistant		4/11/2013	CEO to Staff
s.126(2)	duty to make register available for inspection			
	BSO - Building & Customer Support Officer		4/11/2013	CEO to Staff
	EAPE - Executive Assistant		4/11/2013	CEO to Staff
s.138(5)	power to appeal to the Building Appeals Board			where Council is a 'prescribed reporting authority'
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		6/05/2019	CEO to Staff
s.150	Power to refer to Building Appeals Board any dispute with owner about exercise of powers under s.228D(6)(ab)			Within any limitations of Registration
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s.156	Power to refer to Building Appeals Board any dispute about estimate of costs of work			Within any limitations of Registration
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct

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BUILDING ACT 1993

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.157	Power to refer to Building Appeals Board a dispute about a building, building work or proposed building work which concerns the application or effect of any provision of the building regulations or whether any provision of the building regulations is or			Within any limitations of Registration
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
s.160	Power to make application to the Building Appeals Board for a determination that a provision of the building regulations does not apply or applies with the modifications or variations specified in the application.			Within any limitations of Registration.
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
s.160(3)(d)	power to make application to the Building Appeals Board			
		BI - Building Inspector	3/08/2015	CEO to Staff
		BS - Building Surveyor	6/05/2019	CEO to Staff
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	CEO to Staff
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	CEO to Staff
s.160A	Power to make application to the Building Appeals Board for a determination that a particular design of a building or an element of a building complies with the Act, the building regulations or any document applied, adopted or incorporated in the building regulations.			Within any limitations of Registration.
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.162(1)(a)(i)	function of being consulted by the Building Appeals Board			
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	CEO to Staff
		MBS - Municipal Building Surveyor	4/11/2013	CEO to Staff
s.162(1)(a)(iii)&(c)	Function of being consulted by Building Appeals Board			
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
s.162(4)(b)	function of entering into an agreement when directed by Building Appeals Board			
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	CEO to Staff
		MBS - Municipal Building Surveyor	4/11/2013	CEO to Staff
s.164(1)	power to agree to terminate or vary agreement			
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	CEO to Staff
		MBS - Municipal Building Surveyor	4/11/2013	CEO to Staff
s.164(2)	power to terminate or vary agreement			
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	CEO to Staff
		MBS - Municipal Building Surveyor	4/11/2013	CEO to Staff
s.164(4)	power to apply for approval			
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	CEO to Staff
		MBS - Municipal Building Surveyor	4/11/2013	CEO to Staff
s.165(1)(a)	duty to lodge copy or give notice			
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	CEO to Staff
		MBS - Municipal Building Surveyor	4/11/2013	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.165(1)(b)	duty to apply to agreement recorded in the Register			
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	CEO to Staff
		MBS - Municipal Building Surveyor	4/11/2013	CEO to Staff
s.176A(g)	Power to request that a registered building practitioner or, in the case of a registered body corporate, the nominee director of the registered building practitioner, produce their certificate of registration for inspection			
		MBS - Municipal Building Surveyor	11/05/2020	CEO to Staff
s.187O	Power to request a licensed building employee to produce their licence certificate for inspection			Note: this amendment is not yet in force and will commence on 1 September 2020, unless proclaimed earlier
		MBS - Municipal Building Surveyor	11/05/2020	CEO to Staff
s.188AA(3)	duty to comply with any relevant direction issued under s.188AA(1) in carrying out a function under the Building Act 1993 and Building Regulations 2018			
		Not Delegated -	25/02/2019	MBS Direct
s.192(1)	function of consulting with Minister regarding Alpine resorts			
		N/A -	4/11/2013	CEO to Staff
s.192A(7)	Function of receiving a copy of the map prepared by the Minister			
		MRS - Man Com Safety & Environmental Health	11/05/2020	CEO to Staff
s.192A(8)	Duty to make a copy of the most recent map available for inspection by members of the public without charge, during business hours, at Council's offices			
		MRS - Man Com Safety & Environmental Health	11/05/2020	CEO to Staff

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BUILDING ACT 1993

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.205I(1)	Duty to estimate the cost of the building work and without delay give the VBA and applicant written notice of the estimate			Where the municipal building surveyor is the relevant building surveyor
	BI - Building Inspector		5/03/2018	MBS Direct
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s.205I(2)	Duty to estimate the cost of the whole of the building work, estimate the cost of the stage of the building work and, without delay, give the VBA and applicant written notice of the matters specified in s 205I(3)			Where the municipal building surveyor is the relevant building surveyor
	MRS - Man Com Safety & Environmental Health		11/05/2020	CEO to Staff
s.205J(1)	Duty to keep certain records, make those records available, forward the amounts received to the VBA and give periodic returns to the VBA			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s.205J(2) s.205J(2)	Power to apply to the VBA for exemption from the requirements of s.205J(1)(d)			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.205M	Duty to follow a direction given by the VBA			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s.205M(4)	Power to make submissions to the VBA about the proposed direction or recommendation			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s.205M(5)	Function of receiving a copy of a direction or recommendation from the VBA			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s.214(1)	power to enter into agreement			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	CEO to Staff
s.215(1)	power to enter into agreements with a private building surveyor			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	CEO to Staff
s.216(3)	Power to use the title of municipal building surveyor in carrying out functions under S 216 of the Act			Power of a MBS appointed under s 216C(1) of the Act in respect of land outside the municipal district
	Not Delegated -		27/08/2018	MBS Direct

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BUILDING ACT 1993

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.216A	power to apply to the Minister for exemption			
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		MIAG - Manager Investment, Attractions & Growth	24/08/2020	CEO to Staff
		SSTP - Co-ord Statutory Planning & Building	26/08/2019	CEO to Staff
s.216C	power to appoint a municipal building surveyor to carry out certain functions outside of the municipal district			
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	CEO to Staff
		MBS - Municipal Building Surveyor	4/11/2013	CEO to Staff
s.216C(1)(a)	Function of issuing building permits where appointed for land outside the municipal district			Within any limitations of Registration.
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
s.216C(1)(b)	Function of carrying out inspections of buildings and building work under part 4 where appointed for land outside the municipal district			Within any limitations of Registration.
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
s.216C(1)(c)	Function of issuing occupancy permits and temporary approvals under part 5 where appointed for land outside the municipal district			Within any limitations of Registration.
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct

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BUILDING ACT 1993

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.216C(2)&(4)	Power to carry out outside the municipal district any function, other than those specified in s 216C(1), conferred on a private building surveyor by this Act or the regulations			power of a MBS appointed under S216c(1) of the Act in respect of land outside the municipal district
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s.216C(3)	Power to use the title of municipal building surveyor in carrying out functions under this section			power of a municipal building surveyor appointed under s.216C(1) in respect of land outside the municipal district
	Not Delegated -		27/08/2018	MBS Direct
s.216D(2)	Duty to establish and maintain a register of swimming pools located in Council's municipal district			Note: the amendment to this provision will commence on 1 December 2020, unless proclaimed earlier
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
s.216D(5)(a)	Duty to submit, on request, all or any part of the information, record and document recorded in the register to the Authority			Note: the amendment to this provision will commence on 1 December 2020, unless proclaimed earlier
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
s.216D(5)(b)	Duty to submit, on request, all or any part of the information, record and document recorded in the register to any other prescribed person, agency or body			Note: the amendment to this provision will commence on 1 December 2020, unless proclaimed earlier
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
s.222	function of receiving order from Minister			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MBS - Municipal Building Surveyor		6/05/2019	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	CEO to Staff

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s.225(d)	Duty to assist the Minister and obey all directions given by the Minister in the exercise of any of the powers of the Minister under s 224			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	MBS - Municipal Building Surveyor		6/05/2019	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	CEO to Staff
s.227E(1)	Power to inspect, either separately or jointly with chief officer, any safety or emergency installations, equipment or services or any records or reports relating to the operation and maintenance of any safety or emergency installations, equipment or ser			Within any limitations of Registration.
	BI - Building Inspector		5/03/2018	MBS Direct
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s.227E(2)	Function of receiving from chief officer a report of an inspection by the chief officer under s 227E(1)			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.227E(3)	Duty to ensure that owner of building or place of public entertainment that has been inspected under s 227E (1) is provided with inspection report signed by the MBS, within 10 business days of inspection			
	BI - Building Inspector		5/03/2018	MBS Direct
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s.228(2)	appoints the officer to be an authorised person for the purposes of the Building Act 1993			
	BI - Building Inspector		2/02/2015	Auth Officer
	MRS - Man Com Safety & Environmental Health		6/11/2013	Auth Officer
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	Auth Officer
s.228A(1)	Power to authorise a person to exercise all or any of the powers under Part 13 Division 2 where satisfied that the person to be authorised is appropriately qualified or has successfully completed appropriate training			
	N/A -		5/03/2018	MBS Direct
s.228A(3)	Power to authorise a person to exercise all or any of the powers under Part 13 Subdivision 4 where satisfied that the person to be authorised is appropriately qualified or has successfully completed appropriate training			
	N/A -		27/08/2018	MBS Direct

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.228B(1)	duty to issue documentation that complies with s.228B(4) to a person authorised by the MBS under s.288A			
	BS - Building Surveyor		6/05/2019	MBS Direct
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
s.230(2)	duty to keep a register containing the prescribed information relating to the exercise of a power of entry under Subdivision 5 by any of the authorised persons referred to in ss 230(2)(a) and 230(2)(b)			
	BS - Building Surveyor		6/05/2019	CEO to Staff
	BSO - Building & Customer Support Officer		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		6/05/2019	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	CEO to Staff
s.230(7)(a)	duty to keep the prescribed information relating to each exercise of a power of entry under Subdivision 5 for 10 years after the date of the entry			
	BS - Building Surveyor		6/05/2019	CEO to Staff
	BSO - Building & Customer Support Officer		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		6/05/2019	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	CEO to Staff

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

BUILDING ACT 1993

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.230(7)(b)	duty to make the register required under s 230(2) available for inspection by the Authority on request, and at a time agreed to between Council and the Authority			
	BSO - Building & Customer Support Officer		6/05/2019	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	CEO to Staff
s.230(7)(c)	duty to provide an extract under s 230(6), if requested			
	BSO - Building & Customer Support Officer		6/05/2019	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
s.232	power to receive complaints about the exercise of a power under Part 13 Division 2 by Council's municipal building surveyor, or a person authorised by Council's municipal building surveyor to act on behalf of the municipal building surveyor			
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		6/05/2019	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	CEO to Staff
s.234A	duty to consider the complaint and give a written report to the complainant of the person's consideration of the complaint			if the complaint is brought under Part 12 Division 2 of the Act
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		6/05/2019	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	CEO to Staff

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BUILDING ACT 1993

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.	
s.234E(2)	power to apply for an injunction				
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct	
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct	
s.236(7)	Function of providing consent to remove or deface an order or notice put up under ss 236(4) or 236(4A)				
		BS - Building Surveyor	6/05/2019	MBS Direct	
		BS - Building Surveyor	6/05/2019	CEO to Staff	
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct	
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	CEO to Staff	
		MBS - Municipal Building Surveyor	2/10/2017	CEO to Staff	
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct	
s.238(1)	Power to rely on certificate by a registered building practitioner in a prescribed category, class of practitioners or an endorsed building engineer that building work or proposed building work of a prescribed class complies with any provision of the Building Act 1993 or the regulations			Note: this amendment is not yet in force and will commence on 1 July 2021, unless proclaimed earlier	
		BS - Building Surveyor	6/05/2019		MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019		MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019		MBS Direct

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

BUILDING ACT 1993

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.241	authorises the officer generally to institute proceedings and represent Council in proceedings for offences against Acts, regulations and local laws described in the instrument			
	BI - Building Inspector		6/05/2019	Auth Officer
	BS - Building Surveyor		6/05/2019	Auth Officer
	DCW - Director Communities and Place		24/08/2020	Auth Officer
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	Auth Officer
	MBS - Municipal Building Surveyor		6/11/2013	Auth Officer
	MRS - Man Com Safety & Environmental Health		6/11/2013	Auth Officer
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	Auth Officer
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	Auth Officer
s.241(1)+(4)	power to authorise a person or persons to bring proceedings for an offence against Part 3 4 5 7 or 8 of the Act or the building regulations within Councils municipal district pursuant to s.241(1) and 241(4)			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	CEO to Staff
s.242	function of receiving funds recovered through prosecution			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	FM - Manager Finance		26/08/2019	CEO to Staff
	MBS - Municipal Building Surveyor		6/05/2019	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.252(1)	power to determine whether to apply to the Magistrates Court for a warrant under s.252 of the Act if a person refuses to vacate a building or land when required to do so by order under the Act pursuant to sub-s.252(1) of the Act			
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	CEO to Staff
		MBS - Municipal Building Surveyor	4/11/2013	CEO to Staff
s.259AB(1)	function of entering an information sharing arrangement with the Authority			subject to s.259AB(2) Where Council is a relevant agency
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		MBS - Municipal Building Surveyor	6/05/2019	CEO to Staff
s.259AB(3)	power to request and receive information held by the Authority, and power to disclose information to the Authority			only to the extent that the information is reasonably necessary to assist in the exercise of functions under this Act, or the functions of Council Where Council is a relevant agency
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	CEO to Staff
		MBS - Municipal Building Surveyor	6/05/2019	CEO to Staff
s.259AB(4)(a)	function of being referred, by the Authority, any matter (including any complaint) with respect to building work, plumbing work or architectural services			Where Council is a relevant agency
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	CEO to Staff
		MBS - Municipal Building Surveyor	2/10/2017	CEO to Staff
s.259AB(4)(b)	function of receiving from the Authority any matter of a type described in s.259AB(4)(a)			Where Council is a relevant agency
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	CEO to Staff
		MBS - Municipal Building Surveyor	2/10/2017	CEO to Staff

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BUILDING ACT 1993

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.259AB(4)(c)	function of conducting a joint investigation with the Authority into any matter of a type described in s.259AB(4)(a)			Where Council is a relevant agency
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		2/10/2017	CEO to Staff
s.259AB(5)	power to, despite any other Act or law of the State, refer a matter referred to in s.259AB(4) to the Authority, or to conduct an investigation into the matter jointly with the Authority			Where Council is a relevant agency
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		2/10/2017	CEO to Staff
sch 2 cl 1(c)(i)	function of determining fees			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		2/10/2017	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	CEO to Staff
sch 2 cl 2(1)	Power to require applicant to provide additional information or documents or to amend application before dealing with or dealing further with application.			
	BI - Building Inspector		5/03/2018	MBS Direct
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct

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BUILDING ACT 1993

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
sch 2 cl 3(1)	Power to refuse application if additional information or document or amended application is not supplied within the time specified			Within any limitations of Registration.
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
sch 2 cl 3(2)	Duty to give applicant 30 days notice in writing of intention to refuse application			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
sch 2 cl 4(1)	Duty to not decide an application that is required by this Act or regulations to be reported on or consented to, without obtaining report or consent from the reporting authority			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
sch 2 cl 4(2)	function of receiving copy application			
	BI - Building Inspector		6/05/2019	CEO to Staff
	BS - Building Surveyor		6/05/2019	CEO to Staff
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	MBS - Municipal Building Surveyor		6/05/2019	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct

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BUILDING ACT 1993

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
sch 2 cl 4(3)	Duty to forward to a reporting authority with the copy of an application, any fees paid to the building surveyor under clause 1(e)			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
sch 2 cl 4(4)	power to fix fees in accordance with cl.4(5)			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		2/10/2017	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	CEO to Staff
sch 2 cl 4(3)	function of receiving fees			
	BS - Building Surveyor		6/05/2019	CEO to Staff
	BSO - Building & Customer Support Officer		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		6/05/2019	CEO to Staff
sch 2 cl 4A(2)(b)	duty to give the owner of the allotment an opportunity to make a submission in respect of the possible detriment			where Council is the 'reporting authority'
	BI - Building Inspector		6/05/2019	CEO to Staff
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		6/05/2019	CEO to Staff

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

BUILDING ACT 1993

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
sch 2 cl 5(3)	Power not to obtain a report or consent from a reporting authority if the applicant notifies that they have applied for or intends to apply for that report or consent, or supplies a copy of the report made in the last 12 months or of the consent			Within any limitations of Registration.
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
sch 2 cl 6(1)	Power to proceed to decide an application without a report being obtained if a copy of the report is not supplied by the reporting authority (other than a Council or an officer of a Council) within the prescribed time			Within any limitations of Registration.
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
sch 2 cl 6A(2)	Power to proceed to decide an application without a report being obtained if a copy of the report is not supplied by a responsible authority under the Planning and Environment Act 1987 within the prescribed time			Within any limitations of Registration.
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
sch 2 cl 7(1)	Duty to consider any report of a reporting authority supplied under Schedule 2 before deciding the relevant application for a permit			
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct

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BUILDING ACT 1993

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
sch 2 cl 7(2)	Duty to implement recommendations of a prescribed reporting authority in relation to a prescribed matter, in deciding application			
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
sch 2 cl 7(3)	Power to not implement any of the recommendations in a report by a reporting authority, except as provided under cl 7(2)			
				Within any limitations of Registration.
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct	

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BUILDING REGULATIONS 2018

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r. 5(2)	power to designate an area liable to flooding			where Council is the 'relevant council'
		MBS - Municipal Building Surveyor	27/08/2018	CEO to Staff
r. 13(1)	duty to determine the classification of a building when performing a function under the Act or the Regulations			where the municipal building surveyor is the 'relevant building surveyor'
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
r. 13(2)	duty to classify the building as belonging to the class it most closely resembles			where the municipal building surveyor is the 'relevant building surveyor'
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
r. 25(3)	power to reasonably require additional copies of documents set out in r.25(1)			where the municipal building surveyor is the 'relevant building surveyor'
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
r. 26(2)	power to reasonably require additional copies of documents set out in r.26(1)			where the municipal building surveyor is the 'relevant building surveyor'
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct

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BUILDING REGULATIONS 2018

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r. 27	power to exempt an application for a building permit in respect of building work from any requirement under rr.25 or 26			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r. 29	power to request additional information to accompany application for permit			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r. 36A	power to examine an extract of the major domestic building contract and a copy of the certificate of insurance			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r. 37(3)	duty to include the things specified in rr.37(3)(a) and 37(3)(b) on the building permit			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r. 38	duty to document determination of performance solution			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct

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BUILDING REGULATIONS 2018

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r. 39	duty to provide copy of building permit			where the municipal building surveyor is the 'relevant building surveyor'
r. 39		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
r. 42	function of being notified of changes by the owner of a building or land to which a building permit relates			where the municipal building surveyor is the 'relevant building surveyor'
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
r. 43	function of being notified of any change in the name or address of the building practitioner specified in the permit			where the municipal building surveyor is the 'relevant building surveyor'
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
r. 44	function of receiving documents			where Council is the 'relevant council'
		BI - Building Inspector	6/05/2019	CEO to Staff
		BS - Building Surveyor	6/05/2019	CEO to Staff
		BSO - Building & Customer Support Officer	6/05/2019	CEO to Staff
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	CEO to Staff
		MBS - Municipal Building Surveyor	27/08/2018	CEO to Staff
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	CEO to Staff

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BUILDING REGULATIONS 2018

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r. 46(1)(a)	duty to record the date when the levy is received			where the municipal building surveyor is the 'relevant building surveyor' if the relevant building surveyor receives an amount of levy under Subdivision 4 of Division 2 of Part 12 of the Act in relation to an application for a building permit
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
r. 47	duty to provide information to the VBA in the approved form within 7 days after the end of each month			where the municipal building surveyor is the 'relevant building surveyor'
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
r. 49	duty to keep documents in any manner specified by the Keeper of Public Records until the building is demolished or removed from the allotment			where Council is the 'relevant council'
		BS - Building Surveyor	6/05/2019	CEO to Staff
		BSO - Building & Customer Support Officer	6/05/2019	CEO to Staff
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	CEO to Staff
		MBS - Municipal Building Surveyor	27/08/2018	CEO to Staff
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r. 50	duty to make documents available on request			where Council is the 'relevant council'
	BS - Building Surveyor		6/05/2019	CEO to Staff
	BSO - Building & Customer Support Officer		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
r. 51	function of providing information			where Council is the 'relevant council'
	BS - Building Surveyor		6/05/2019	CEO to Staff
	BSO - Building & Customer Support Officer		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	EAPE - Executive Assistant		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
r. 58	duty to cause a copy of the notice of imminent lapse of building permit to be provided			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r. 59(1)	function of receiving an application for an extension of the commencement date or the completion date of building work			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct

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BUILDING REGULATIONS 2018

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r. 59(3)	power to extend the commencement date or completion date of the building work			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r. 59(4)	power to extend the commencement date or completion date of the building work			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r. 60(1)	function of receiving an application			where the municipal building surveyor is appointed by the 'relevant Council'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r. 62	power to request more information			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r. 63(2)	duty, before refusing an application under r.63(1) to give the applicant 30 days notice in writing of the municipal building surveyor's intention to refuse the application			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

BUILDING REGULATIONS 2018

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r. 64(1)	power to determine or refuse to determine that a combined allotment can be treated as one allotment for the purposes of the Building Act 1993 and the Regulations			on receiving an application under r.60(1)
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r. 64(4)	duty to give a copy of the determination to the applicant			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r. 64(5)	duty to notify the applicant of refusal to make a determination			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r. 66(1)	power to revoke a determination			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r. 66(2)	duty to give each owner of land in the combined allotment written notice of the revocation			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

BUILDING REGULATIONS 2018

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r. 73(2)	power of providing report and consent			where Council is the 'relevant council'
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
r. 74(4)	power of providing report and consent			where Council is the 'relevant council'
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
r. 75(4)	power of providing report and consent			where Council is the 'relevant council'
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
r. 76(4) (4)	power of providing report and consent			where Council is the 'relevant council'
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff

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BUILDING REGULATIONS 2018

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r. 77(3)	power of providing report and consent			where Council is the 'relevant council'
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
r. 78(6)	power of providing report and consent			where Council is the 'relevant council'
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
r. 79(6)	power of providing report and consent			where Council is the 'relevant council'
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
r. 80(6)	power of providing report and consent			where Council is the 'relevant council'
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
r. 81(6)	power of providing report and consent			where Council is the 'relevant council'
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff

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BUILDING REGULATIONS 2018

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r. 82(5)	power of providing report and consent			where Council is the 'relevant council'
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
r. 83(3)	power of providing report and consent			where Council is the 'relevant council'
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
r. 84(9)	power of providing report and consent			where Council is the 'relevant council'
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
r. 85(3)	power of providing report and consent			where Council is the 'relevant council'
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
r. 86(3)	power of providing report and consent			where Council is the 'relevant council'
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff

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BUILDING REGULATIONS 2018

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r. 87(2)	power of providing report and consent			where Council is the 'relevant council'
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
r. 89(3)	power of providing report and consent			where Council is the 'relevant council'
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
r. 90(2)	power of providing report and consent			where Council is the 'relevant council'
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
r. 91(5)	power of providing report and consent			where Council is the 'relevant council'
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
r. 92(2)	power of providing report and consent			where Council is the 'relevant council'
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff

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BUILDING REGULATIONS 2018

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r. 94(6)	power of providing report and consent			where Council is the 'relevant council'
		BS - Building Surveyor	6/05/2019	CEO to Staff
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	CEO to Staff
		MBS - Municipal Building Surveyor	27/08/2018	CEO to Staff
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	CEO to Staff
r. 95(3)	power of providing report and consent			where Council is the 'relevant council'
		BS - Building Surveyor	6/05/2019	CEO to Staff
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	CEO to Staff
		MBS - Municipal Building Surveyor	27/08/2018	CEO to Staff
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	CEO to Staff
r. 96(3)	power of providing report and consent			where Council is the 'relevant council'
		BS - Building Surveyor	6/05/2019	CEO to Staff
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	CEO to Staff
		MBS - Municipal Building Surveyor	27/08/2018	CEO to Staff
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	CEO to Staff
r. 97(2)	power of providing report and consent			where Council is the 'relevant council'
		BS - Building Surveyor	6/05/2019	CEO to Staff
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	CEO to Staff
		MBS - Municipal Building Surveyor	27/08/2018	CEO to Staff
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	CEO to Staff
r.109(1)	power of providing report and consent			where Council is the 'relevant council'
		BS - Building Surveyor	6/05/2019	CEO to Staff
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	CEO to Staff
		MBS - Municipal Building Surveyor	27/08/2018	CEO to Staff
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	CEO to Staff

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

BUILDING REGULATIONS 2018

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.109(2)	power of providing report and consent			where Council is the 'relevant council'
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
r.109(3)	power to give consent under rr.109(1) or 109(2)			where Council is the 'relevant council' if it considers that the projection of the part of the building beyond the street alignment will not be detrimental to the safety of the public
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
r.111(1)	power to determine if protection work is required			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r.111(2)	duty to determine whether protection work is required when deciding an application for a building permit in relation to proposed building work			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct

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BUILDING REGULATIONS 2018

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.111(3)	power to, at any time, determine that protection work is required			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r.111(5)	duty to provide a copy of the determination within 7 days after making a determination under r.111			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r.112	duty to have regard to the items in rr.112(a) – 112(i) when determining if protection work is required			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r.116(1)	power to require precautions to be taken before and during building work to protect the safety of the public			where the municipal building surveyor is the 'relevant building surveyor'
	MBS - Municipal Building Surveyor		11/05/2020	MBS Direct
r.116(2)	duty to approve the precautions made under r.116(1)			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct

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BUILDING REGULATIONS 2018

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.116(4)	power of providing report and consent			where Council is the 'relevant council'
		BS - Building Surveyor	6/05/2019	CEO to Staff
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	CEO to Staff
		MBS - Municipal Building Surveyor	27/08/2018	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	CEO to Staff	
r.117(1)(a)	power to inspect and approve precautionary measures			where the municipal building surveyor is the 'relevant building surveyor'
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct	
r.117(1)(b)	power to direct the hours during which any external wall on or within 3 m of a street alignment may be pulled down			where the municipal building surveyor is the 'relevant building surveyor'
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct	
r.117(1)(c)	where the municipal building surveyor is the 'relevant building surveyor'			where the municipal building surveyor is the 'relevant building surveyor'
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct	

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BUILDING REGULATIONS 2018

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.117(2)	power to exempt minor demolition work from the requirements of r.117(1)			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r.118(2)	power to exempt requirement that all water be removed or diverted from excavations before the laying of footings			where the municipal building surveyor is the 'relevant building surveyor'
	BI - Building Inspector		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r.119(1)	power to require the owner of an allotment to provide retaining walls or other means of maintaining the stability of the soil			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r.120(1)	power to require that the owner or builder carrying out building work, for which a building permit has been issued, arrange for the testing of any material used in the building work			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.120(2)	power to, as a result of the tests, prohibit the use of any material which meets the criteria in rr.120(2)(a) and 120(2)(b)			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r.121	duty not to determine that a performance solution complies with a fire performance requirement of the BCA unless the municipal building surveyor meets the criteria in rr.121(a) – 121(h)			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r.124(2)	function of receiving a copy of the record prepared under r.124(1) from a registered building practitioner			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r.127(c)	function of receiving the complete records of the pile-driving operations			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r.127b	function of inspecting the records of all pile-driving operations			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.128(2)(d)	power to determine if used timber is suitable to be used for structural purposes			where the municipal building surveyor is the 'relevant building surveyor'
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
r.129(3)	duty to forward details of the installation of fire sprinklers to the chief officer when a building permit is issued which involves the installation of fire sprinklers and the installation does not meet the deemed-to-satisfy provisions of the BCA			where the municipal building surveyor is the 'relevant building surveyor'
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
r.130(1)	power of providing report and consent			where Council is the 'relevant council'
		BS - Building Surveyor	6/05/2019	CEO to Staff
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	CEO to Staff
		MBS - Municipal Building Surveyor	27/08/2018	CEO to Staff
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	CEO to Staff
r.131	power to require a report from the relevant electricity supply authority as to whether an electricity sub-station is necessary on the allotment and, if so, the size and location of the sub-station			where the municipal building surveyor is the 'relevant building surveyor'
				if an application is made for a building permit for the construction of a building
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.132(1)	power of providing report and consent			where Council is the 'relevant council'
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
r.133	power to approve the design of every stormwater drainage system to the point of discharge from an allotment			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r.133(2)	power of providing report			where Council is the 'relevant council'
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
r.134(2)	power of providing report and consent			where Council is the 'relevant council'
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
r.147KZ(1)	Power to serve a barrier improvement notice in accordance with r 147ZK(2) on the owner of the land on which the swimming pool or spa is located			
	MBS - Municipal Building Surveyor		11/05/2020	MBS Direct

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

BUILDING REGULATIONS 2018

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.147L(2)	Function of receiving an application for registration			Where Council is the 'relevant council'
	MBS - Municipal Building Surveyor		11/05/2020	CEO to Staff
r.147M(2)	Function of receiving an application for registration			Where Council is the relevant council
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		24/08/2020	CEO to Staff
r.147N(2)	Function of receiving an application for registration			Where Council is the relevant council
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		24/08/2020	CEO to Staff
r.147O(2)	Power to give notice			Where Council is the relevant council
	MBS - Municipal Building Surveyor		11/05/2020	CEO to Staff
r.147Q	Duty to enter information relating to a swimming pool or spa into Council's register			Where Council is the relevant council
	MBS - Municipal Building Surveyor		11/05/2020	CEO to Staff
r.147R(1)	Duty to give notice of the matters in r 147R(1)(a) – (g)			Where Council is the relevant council
	MBS - Municipal Building Surveyor		11/05/2020	CEO to Staff
r.147R(4)	Duty to specify a date for the purposes of r 147R(1)(g)			Where Council is the relevant council
	MBS - Municipal Building Surveyor		11/05/2020	CEO to Staff
r.147R(5)	Power to specify date			Where Council is the relevant council
	MBS - Municipal Building Surveyor		11/05/2020	CEO to Staff
r.147S(1)	Duty to remove from the register the information about the swimming pool or spa set out in r 147J, as soon as practicable, where satisfied that a registered swimming pool or registered spa no longer exists or is no longer capable of containing water to a			Where Council is the relevant council
	MBS - Municipal Building Surveyor		11/05/2020	CEO to Staff
r.147S(2)	Duty to give a notice in writing after removing the information about the swimming pool or spa from the register			Where Council is the relevant council
	MBS - Municipal Building Surveyor		11/05/2020	CEO to Staff

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BUILDING REGULATIONS 2018

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.147T(1)	Duty to determine the date of construction			Where Council is the relevant council
	MBS - Municipal Building Surveyor		11/05/2020	CEO to Staff
r.147U(1)	Duty to determine the date of construction			Where Council is the relevant council
	MBS - Municipal Building Surveyor		11/05/2020	CEO to Staff
r.147V(1)	Duty of receiving a certificate of compliance			Where Council is the relevant council
	MBS - Municipal Building Surveyor		11/05/2020	CEO to Staff
r.147V(4)	Duty to give notice in writing following lodgement of a certificate of pool and spa barrier compliance by the owner			Where Council is the relevant council
	MBS - Municipal Building Surveyor		11/05/2020	CEO to Staff
r.147W(1)	Power to exempt an owner from the requirement under r 147V(1) to lodge a certificate of pool and spa barrier compliance			Where Council is the relevant council
	MBS - Municipal Building Surveyor		11/05/2020	CEO to Staff
r.147W(2)	Duty to give a notice in writing if an owner is exempted under r 147V(1)			Where Council is the relevant council
	MBS - Municipal Building Surveyor		11/05/2020	CEO to Staff
r.147Y(1)	Duty to issue a certificate of pool and spa barrier compliance and give the certificate to the owner of the land in which the swimming pool or spa is located if satisfied that the barrier complies with the applicable barrier standard			Where the municipal building surveyor is the relevant building surveyor
	MBS - Municipal Building Surveyor		11/05/2020	MBS Direct
r.147Y(3)	Power to issue a certificate of pool and spa barrier compliance under r 147Y at any time			Where the municipal building surveyor is carrying out functions under Part 8 or acting as an authorised person under s 228 of the <i>Building Act 1993</i>
	MBS - Municipal Building Surveyor		11/05/2020	MBS Direct
	MBS - Municipal Building Surveyor		11/05/2020	CEO to Staff

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BUILDING REGULATIONS 2018

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.147Z(1)	Power to extend the period for lodgement of a certificate of pool and spa barrier compliance if satisfied of the criteria in r 147Z(1)(a) – (e)			Where Council is the relevant council
	MBS - Municipal Building Surveyor		11/05/2020	CEO to Staff
r.147Z(3)	Duty to give a notice, in writing, to the owner of the land specifying a new due date for the lodgement of a certificate of pool and spa barrier compliance as soon as practicable after that decision is made			Where Council is the relevant council
	MBS - Municipal Building Surveyor		11/05/2020	CEO to Staff
r.147ZB(1)	Duty, on the completion of the building work, to inspect the barrier and determine if the barrier complies with the applicable barrier standard			Where the municipal building surveyor is the relevant building surveyor
	MBS - Municipal Building Surveyor		11/05/2020	MBS Direct
r.147ZB(2)	Duty to issue a certificate of pool and spa barrier compliance in the form of Form 23 and give the certificate to the owner of the land on which the swimming pool or spa is located			Where the municipal building surveyor is the relevant building surveyor
	MBS - Municipal Building Surveyor		11/05/2020	MBS Direct
r.147ZD	Duty to update the applicable barrier standard on the register to include the applicable barrier standard referred to in the certificate			Where Council is the relevant council
	MBS - Municipal Building Surveyor		11/05/2020	CEO to Staff
r.147ZE	Duty to give a notice, in writing, to the owner as soon as practicable following lodgement of a certificate of pool and spa barrier compliance under r 147ZC			Where Council is the relevant council
	MBS - Municipal Building Surveyor		11/05/2020	CEO to Staff
r.147ZJ(3)	Duty to give a notice, in writing, to the owner of the land on which the swimming pool or spa relating to the barrier is located			Where Council is the relevant council
	MBS - Municipal Building Surveyor		11/05/2020	CEO to Staff

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BUILDING REGULATIONS 2018

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.147ZL(1)	Duty to update the register with details of the name of the new owner of the land as soon as practicable			Where Council is the relevant council
	MBS - Municipal Building Surveyor		11/05/2020	CEO to Staff
r.147ZL(2)	Duty to give a notice, in writing, to the new owner of the land			Where Council is the relevant council
	MBS - Municipal Building Surveyor		11/05/2020	CEO to Staff
r.147ZM	Duty to submit the requested information to the Authority in the form approved by the Authority			Where Council is the relevant council
	MBS - Municipal Building Surveyor		11/05/2020	CEO to Staff
r.148	duty to prepare maps			
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
r.149(1)	duty to amend or prepare map for the existing or new designated special area			where Council is the 'relevant council'
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
r.149(2)	duty to advise the Authority if a designated special area is altered or created			
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
r.149(3)	duty to lodge copies of designated special area maps with the Authority			where Council is the 'relevant council'
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
r.149(4)	duty to make an up-to-date copy of each designated special area map, applicable to council's municipal district, available to the public for inspection			
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff

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BUILDING REGULATIONS 2018

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.150	power to designate areas within council's municipal district in which buildings are likely to be subject to attack by termites.			
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
r.152(1)	power to designate areas in council's municipal district that are likely to be subject to significant snowfalls			for the purposes of the BCA
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
r.153(2)	power of providing report and consent			where Council is the 'relevant council'
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
r.153(4)	duty not to give consent under r.153(2) if there is likely to be a danger to the life, health or safety of the occupants of the building due to flooding of the site			where Council is the 'relevant council'
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff

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BUILDING REGULATIONS 2018

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.153(5)	power to specify, council's report, a level for the surface of the lowest floor of a building on the site			where Council is the 'relevant council'
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
r.153(6)	duty to consult with the floodplain management authority for the site and specify a level in line with r.153(6)(b) requirements			where Council is the 'relevant council'
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
r.153(7)	duty to, without delay, advise the floodplain management authority and sewerage authority for the site of the floor level (if any) specified under r.153(5)			where Council is the 'relevant council'
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
r.154(1)	power of providing report and consent			where Council is the 'relevant council'
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff

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BUILDING REGULATIONS 2018

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.154(2)	power to include, in the report and consent Council provides, recommendations controlling the location and construction of retaining walls and fences in relation to designated land or designated work			where Council is the 'relevant council'
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
r.154(3)	duty to consult with the waterway management authority for the designated land or designated works before giving consent under r.154(1)			
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
r.155(7)	function of receiving a copy of a map from the Minister in relation to which a designated bushfire prone area described by the map is wholly or partially within council's municipal district			
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
r.155(8)	duty to make copy of the most recent map given to the council under r.155(7) available for inspection by members of the public without charge during business hours			
	BSO - Building & Customer Support Officer		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff

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BUILDING REGULATIONS 2018

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.156	duty to accept the bushfire attack level in the planning scheme or site assessment for planning permit			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r.157	duty to accept bushfire attack level of 12.5			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r.165	duty not to determine that a performance solution complies with performance requirement P2.3.5 of the BCA Volume Two unless the relevant building surveyor relies on one of the items set out in rr.165(a) – 165(d)			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r.170	power to omit a mandatory notification stage set out in r.167 for building work if that stage is not relevant to the building work			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct

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BUILDING REGULATIONS 2018

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.172(1)	duty to cause to be inspected the building work in each storey of a Class 2, 3 or 4 building			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r.172(2)	duty to cause to be inspected at least one of each type of fire protection method for each type of service penetration to any building element that is required to resist the spread of fire or smoke on each storey of a Class 2, 3, 4, 9a or 9c building			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r.175	duty to keep and make available directions to fix building work			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r.187(2)	power of providing report and consent			where Council is the 'relevant council' subject to r.187(3)
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff

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BUILDING REGULATIONS 2018

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.191	duty to decide an application to amend an occupancy permit within the time periods set out in rr.191(a) and 191(b)			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r.193	duty to provide copy of an occupancy permit to the applicant within 7 days after issuing the permit			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r.194(1)	duty to ensure that an occupancy permit issued in relation to a building or place of public entertainment specifies the items set out in rr.194(1)(a) – 194(1)(c)			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r.194(1)(b)	power to determine the level of performance that each essential safety measure must achieve to fulfil its purpose			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct

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BUILDING REGULATIONS 2018

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.194(2)	duty to specify the provision of the Regulations with which the installation and operation of the essential safety measure must comply, which sets out the frequency and type of inspection, testing and maintenance required for the essential safety measure			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r.198(1)	duty to ensure that a location approved within a building for the purposes of r.197 is in a prominent position and is accessible to the occupants of the building			where the municipal building surveyor is the 'relevant building surveyor' subject to r.198(3)
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r.198(2)	duty to ensure that a location approved within a place of public entertainment for the purposes of r.197 is in a prominent position and is accessible to the public			where the municipal building surveyor is the 'relevant building surveyor'
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r.199(2)	power to request a copy of any current occupancy permit			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct

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BUILDING REGULATIONS 2018

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.201(1)	duty to notify the chief officer within 10 days after issuing the certificate of the items set out in rr.201(1)(a) and 201(1)(b)			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r.201(2)	duty to notify the chief officer of the issue of the certificate within 10 days after issuing the certificate			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r.202(1)	duty to keep the documents relating to occupancy permits in any manner specified by the Keeper of Public Records			for the purposes of s 75 of the <i>Building Act 1993</i>
	BS - Building Surveyor		6/05/2019	CEO to Staff
	BSO - Building & Customer Support Officer		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff
r.202(2)	duty to keep documents relating to a temporary approval for 3 years after the earlier of the two periods set out in rr. 202(2)(a) and 202(2)(b)			for the purposes of s 75 of the <i>Building Act 1993</i>
	BS - Building Surveyor		6/05/2019	CEO to Staff
	BSO - Building & Customer Support Officer		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff

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BUILDING REGULATIONS 2018

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.203	function of receiving documents			
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	CEO to Staff
		MBS - Municipal Building Surveyor	27/08/2018	CEO to Staff
r.205	duty to supply information to Council			where the municipal building surveyor is the 'relevant building surveyor'
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	CEO to Staff
		MBS - Municipal Building Surveyor	27/08/2018	CEO to Staff
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
r.211(2)	duty to have regard to the qualifications published under r.211(1)			where the municipal building surveyor is the 'relevant building surveyor'
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
r.214(b)	power to designate an item as an essential safety measure			where the municipal building surveyor is the 'relevant building surveyor'
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
r.215(2)	duty to determine and specify in the determination the items set out in rr.215(2)(a) – 215(2)(c)			where the municipal building surveyor is the 'relevant building surveyor'
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct

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BUILDING REGULATIONS 2018

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.215(3)(c)	function of receiving a determination and report under s 120(2)(a) of the Building Act 1993			where Council is the 'relevant council' if the essential safety measure is required under an emergency order or a building order under Part 8 of the <i>Building Act 1993</i>
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	CEO to Staff
		MBS - Municipal Building Surveyor	27/08/2018	CEO to Staff
r.218(2)	duty to prepare or update a maintenance schedule so that it complies with r.222			where the municipal building surveyor is the 'relevant building surveyor'
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
r.218(3)	power to request documents, from the owner of a building or place of public entertainment, when preparing or updating a maintenance schedule under r.218(2)			where the municipal building surveyor is the 'relevant building surveyor'
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
r.219(1)	function of receiving an application for the preparation of a maintenance schedule that complies with r.222			
		BS - Building Surveyor	6/05/2019	MBS Direct
		DMBS - Deputy Municipal Building Surveyor	6/05/2019	MBS Direct
		RDMBS - Relieving Deputy Municipal Building Surveyor	6/05/2019	MBS Direct

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

BUILDING REGULATIONS 2018

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.219(2)	function of receiving all documents referred to in s.225 relating to essential safety measures in the building or place			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r.220	power to prepare a maintenance schedule in relation to a building or place of public entertainment that complies with r.222			if the owner of the building or place has applied in accordance with r.219 for such a maintenance schedule to be prepared
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r.221	duty to provide a copy of the maintenance schedule to the owner of the building or place without delay			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r.225	power to request documents relating to essential safety measures			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
BUILDING REGULATIONS 2018

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.229(2)	power to exempt a building or place of public entertainment from compliance with any of these Regulations applicable to the new use			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r.229(3)	duty, when deciding whether to grant an exemption under r.229(2), to take into account the criteria set out in rr.229(3)(a) and 229(3)(b)			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r.231(2)	power to exempt a building from all or any of the requirements of r.231(2)			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r.231(3)	duty, when deciding whether to grant an exemption under r.231(2), to take into account the criteria set out in rr.231(3)(a) and 231(3)(b)			
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
BUILDING REGULATIONS 2018

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.233(3)	power to consent to partial compliance of building work or an existing building with rr.233(1) or 233(2)			where the municipal building surveyor is the 'relevant building surveyor' subject to r.233(6)
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r.233(6)	power to only consent to partial compliance in respect of the extension if the floor area of the extension is not greater than the lesser of those in rr.233(6)(a) and 233(6)(b)			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r.234(2)	power to consent to partial compliance of a building with r.234(1)			where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

BUILDING REGULATIONS 2018

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.268	power, when issuing a permit for building work referred to in s 24B(3) of the Building Act 1993, not to be required to be satisfied that the building work is to be carried out by a builder twho is a registered building practitioner			Where the municipal building surveyor is the 'relevant building surveyor' If the building work is to be carried out by a builder who is solely engaged in the business of constructing Class 10 buildings other than a Class 10b structure constructed for the purpose of displaying a sign where the municipal building surveyor is the 'relevant building surveyor'
	BS - Building Surveyor		6/05/2019	MBS Direct
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
	RDMS - Relieving Deputy Municipal Building Surveyor		6/05/2019	MBS Direct
r.280(1)	power to exempt a Class 10 building, that is to be constructed on farm land and used for farming purposes, from all or any of the requirements of these Regulations			where Council is the 'relevant council'
	BS - Building Surveyor		6/05/2019	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	MBS - Municipal Building Surveyor		27/08/2018	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
CATCHMENT AND LAND PROTECTION ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 22A(4)	function of receiving a copy of the Minister's declaration			
	DI - Director Infrastructure		7/04/2014	CEO to Staff
s. 22B	duty to prepare a roadside weed and pest animal management plan			where a declaration has been made in respect of Council's municipal district, under s.22A see also s.22C for the contents of the plan see also s.22C for the contents of the plan
	MO - Manager Operations		7/04/2014	CEO to Staff
s. 22C(3)	function of determining which additional information to include in a roadside weed and pest animal management plan			
	MO - Manager Operations		7/04/2014	CEO to Staff
s. 22D	duty to have regard to matters in s.22D(a)-(c)when preparing a roadside weed and pest animal management plan			
	MO - Manager Operations		7/04/2014	CEO to Staff
s. 22E(1)	duty to submit proposed roadside weed and pest animal management plan within 120 days of Minister's declaration			
	MO - Manager Operations		7/04/2014	CEO to Staff
s. 22E(2)	power to apply in writing to the Minister to request an extension of time to submit the proposed roadside weed and pest animal management plan			
	MO - Manager Operations		7/04/2014	CEO to Staff
s. 22F	duty to comply with procedure described in s.22F before preparing roadside weed and pest animal management plan			
	MO - Manager Operations		7/04/2014	CEO to Staff
s. 22G	duty to comply with request of Minister to provide a revised roadside weed and pest animal management plan			
	MO - Manager Operations		7/04/2014	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
CATCHMENT AND LAND PROTECTION ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 22H	function of receiving notice from the Minister of approval of roadside weed and pest animal management plan			
	MO - Manager Operations		7/04/2014	CEO to Staff
s. 22J	duty to implement measures set out in approved roadside weed and pest animal management plan			
	DI - Director Infrastructure		7/04/2014	CEO to Staff
s. 22K(1),(2)&(3)	power to request, in writing, that the Minister approve a variation of its approved roadside weed and pest animal management plan			
	DI - Director Infrastructure		7/04/2014	CEO to Staff
s. 22K(4)	function of receiving notice of Minister's decision to approve or refuse to approve the request for a variation of roadside weed and pest animal management plan			
	DI - Director Infrastructure		7/04/2014	CEO to Staff
s. 22L	function of receiving Minister's request to vary approved roadside weed and pest animal management plan			
	DI - Director Infrastructure		7/04/2014	CEO to Staff
s. 22M(1)	duty to publish a consolidated version of its approved roadside weed and pest animal management plan on its website as soon as practicable after variation under ss.22K or 22L			
	DI - Director Infrastructure		7/04/2014	CEO to Staff
	MO - Manager Operations		26/08/2019	CEO to Staff
s. 22M(2)	duty to ensure that a consolidated version of its approved roadside weed and pest animal management is available for inspection			
	DI - Director Infrastructure		7/04/2014	CEO to Staff
	MO - Manager Operations		26/08/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
CATCHMENT AND LAND PROTECTION ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 22N(2)	function of submitting to the Minister reasons why the approval of the roadside weed and pest animal management plan should not be suspended			
	DI - Director Infrastructure		7/04/2014	CEO to Staff
	MO - Manager Operations		7/04/2014	CEO to Staff
s. 22N(3)	function of receiving notice of Minister's decision			
	DI - Director Infrastructure		7/04/2014	CEO to Staff
s. 22P(1)	function of receiving request to provide the Minister with specified information or documentation			
	DI - Director Infrastructure		2/10/2017	CEO to Staff
s. 22P(2)	duty to provide Minister with requested information or documentation			
	DI - Director Infrastructure		7/04/2014	CEO to Staff
s. 22Q	duty to provide Minister with a written report setting out the outcomes of the measures set out in the plan within 30 days after the plan ceases to operate			
	DI - Director Infrastructure		7/04/2014	CEO to Staff
s. 22i(1)	duty to publish the approved roadside weed and pest animal management plan on Council's website as soon as practicable after plan is approved			
	DI - Director Infrastructure		7/04/2014	CEO to Staff
	MO - Manager Operations		26/08/2019	CEO to Staff
s. 22i(2)	duty to ensure that copies of the approved roadside weed and pest animal management plan are available for inspection during normal office hours			
	DI - Director Infrastructure		7/04/2014	CEO to Staff
	MO - Manager Operations		26/08/2019	CEO to Staff
s. 22o(2)	function of receiving notice of Minister's intention to revoke his or her approval of a roadside weed and pest animal management plan			
	DI - Director Infrastructure		7/04/2014	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
CATCHMENT AND LAND PROTECTION ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 22o(2)(b)	function of submitting to the Minister reasons why the approval of the roadside weed and pest animal management plan should not be revoked			
	DI - Director Infrastructure		7/04/2014	CEO to Staff
s. 22o(3)	function of receiving notice of Minister's decision to revoke his or her approval of a roadside weed and pest animal management plan			
	DI - Director Infrastructure		7/04/2014	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

CEMETERIES AND CREMATORIA ACT 2003

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 8(1)(a)(ii)	power to manage one or more public cemeteries			
	N/A -		4/11/2013	To Staff
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			where Council is a Class B cemetery trust
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 12(2)	duty to have regard to the matters set out in paragraphs (a)-(c) in exercising its functions			where Council is a Class B cemetery trust
	CISS - Co-ordinator Civil Works		26/08/2019	To Staff
	MOD - Human Resources Lead		4/11/2013	To Staff
	RA - Senior Rates Officer		27/08/2018	To Staff
	TLUI - Team Leader Urban Infrastructure		27/08/2018	To Staff
s. 12A(1)	function to do the activities set out in paragraphs (a) – (n)			where Council is a Class A cemetery trust
	N/A -		4/11/2013	To Staff
s. 12A(2)	duty to have regard to matters set out in paragraphs (a)-(e) in exercising its functions			where Council is a Class A cemetery trust
	N/A -		4/11/2013	To Staff
s. 13	duty to do anything necessary or convenient to enable it to carry out its functions			
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 14	power to manage multiple public cemeteries as if they are one cemetery			
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 15(1) and (2)	power to delegate powers or functions other than those listed			
	N/A -		4/11/2013	To Staff
s. 15(4)	duty to keep records of delegations			
	DCORPS - Director Corporate Services		4/11/2013	To Staff
s. 17(1)	power to employ any persons necessary			
	CEO - Chief Executive Officer		4/11/2013	To Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

CEMETERIES AND CREMATORIA ACT 2003

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 17(2)	power to engage any professional technical or other assistance considered necessary			
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 17(3)	power to determine the terms and conditions of employment or engagement			subject to any guidelines or directions of the Secretary
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 18(3)	duty to comply with a direction from the Secretary			
	MOD - Human Resources Lead		4/11/2013	To Staff
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			where council is a Class A cemetery trust
	N/A -		4/11/2013	To Staff
s. 18C	power to determine the membership of the governance committee			where Council is a Class A cemetery trust
	N/A -		4/11/2013	To Staff
s. 18D	power to determine procedure of governance committee			where Council is a Class A cemetery trust
	N/A -		4/11/2013	To Staff
s. 18D(1)(a)	duty to appoint community advisory committee for the purpose of liaising with communities			where council is a Class A cemetery trust
	N/A -		4/11/2013	To Staff
s. 18D(1)(b)	power to appoint any additional community advisory committees			where Council is a Class A cemetery trust
	N/A -		4/11/2013	To Staff
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.			where Council is a Class A cemetery trust
	N/A -		4/11/2013	To Staff
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			where Council is a Class A cemetery trust
	N/A -		4/11/2013	To Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

CEMETERIES AND CREMATORIA ACT 2003

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 18F(2)	duty to give preference to a person who is not a funeral director of a stonemason (or a similar position) when appointing a person to a community advisory committee			where Council is a Class A cemetery trust
	N/A -		4/11/2013	To Staff
s. 18H(1)	duty to hold an annual meeting before 30 December in each calendar year in accordance with section 18H(1)			where Council is a Class A cemetery trust
	N/A -		4/11/2013	To Staff
s. 18I	duty to publish a public notice of annual meeting in a newspaper a reasonable time before the date of the annual meeting			where Council is a Class A cemetery trust
	N/A -		4/11/2013	To Staff
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 section 18J(2))			where Council is a Class A cemetery trust
	N/A -		4/11/2013	To Staff
s. 18L(1)	duty to employ a person as the chief executive officer (by whatever title called) of the Class A cemetery trust			where Council is a Class A cemetery trust
	N/A -		4/11/2013	To Staff
s. 18N(1)	duty to prepare an annual plan for each financial year that specifies the items set out in paragraphs (a)-(d)			where Council is a Class A cemetery trust
	N/A -		4/11/2013	To Staff
s. 18N(3)	duty to give a copy of the proposed annual plan to the Secretary on or before 30 September each year for the Secretary's approval			where Council is a Class A cemetery trust
	N/A -		4/11/2013	To Staff
s. 18N(5)	duty to make amendments as required by the Secretary and deliver the completed plan to the Secretary within 3 months			where Council is a Class A cemetery trust
	N/A -		4/11/2013	To Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
CEMETERIES AND CREMATORIA ACT 2003

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 18N(7)	duty to ensure that an approved annual plan is available to members of the public on request			where Council is a Class A cemetery trust
	N/A -		4/11/2013	To Staff
s. 18O(1)	duty to prepare a strategic plan and submit the plan to the Secretary for approval			where Council is a Class A cemetery trust
	N/A -		4/11/2013	To Staff
s. 18O(4)	duty to advise the Secretary if the trust wishes to exercise its functions in a manner inconsistent with its approved strategic plan			where Council is a Class A cemetery trust
	N/A -		4/11/2013	To Staff
s. 18O(5)	duty to ensure that an approved strategic plan is available to members of the public on request			where Council is a Class A cemetery trust
	N/A -		4/11/2013	To Staff
s. 18Q(1)	duty to pay an annual levy on gross earnings as reported in the annual financial statements for the previous financial year.			where Council is a Class A cemetery trust
	N/A -		4/11/2013	To Staff
s. 19	power to carry out or permit the carrying out of works			
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 20(1)	duty to set aside areas for the interment of human remains			
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 20(2)	power to set aside areas for the purposes of managing a public cemetery			
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 20(3)	power to set aside areas for those things in paragraphs (a) – (e)			
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 24(2)	power to apply to the Secretary for approval to alter the existing distribution of land			
	MOD - Human Resources Lead		4/11/2013	To Staff
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			subject to the approval of the Minister
	N/A -		4/11/2013	To Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

CEMETERIES AND CREMATORIA ACT 2003

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 37	power to grant leases over land in a public cemetery in accordance with s.37			subject to the Minister approving the purpose
	N/A -		4/11/2013	To Staff
s. 40	duty to notify Secretary of fees and charges fixed under s.39			
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 47	power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery			provided the street was constructed pursuant to the Local Government Act 2020
	N/A -		4/11/2013	To Staff
s. 57(1)	duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act			report must contain the particulars listed in s.57(2)
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 59	duty to keep records for each public cemetery			
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 60(1)	duty to make information in records available to the public for historical or research purposes			
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 60(2)	power to charge fees for providing information			
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 64(4)	duty to comply with a direction from the Secretary under s.64(3)			
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 64B(d)	power to permit interments at a reopened cemetery			
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 66(1)	power to apply to the Minister for approval to convert the cemetery or part of it to a historic cemetery park			the application must include the requirements listed in s.66(2)(a)-(d)
	N/A -		4/11/2013	To Staff
s. 69	duty to take reasonable steps to notify of conversion to historic cemetery park			
	MOD - Human Resources Lead		4/11/2013	To Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

CEMETERIES AND CREMATORIA ACT 2003

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
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			
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 70(2)	duty to make plans of existing place of interment available to the public			
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 71(1)	power to remove any memorials or other structures in an area to which an approval to convert applies			
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 71(2)	power to dispose of any memorial or other structure removed			
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 72(2)	duty to comply with request received under section 72			
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 73(1)	power to grant a right of interment			
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 73(2)	power to impose conditions on the right of interment			
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 75	power to grant the rights of interment set out in s.75(a) and (b)			
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 76(3)	duty to allocate a piece of interment if an unallocated right is granted			
	MOD - Human Resources Lead		4/11/2013	To Staff
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			
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 80(1)	function of receiving notification and payment of transfer of right of interment			
	MOD - Human Resources Lead		4/11/2013	To Staff

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
CEMETERIES AND CREMATORIA ACT 2003

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 80(2)	function of recording transfer of right of interment			
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 82(2)	duty to pay refund on the surrender of an unexercised right of interment			
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 83(2)	duty to pay refund on the surrender of an unexercised right of interment (sole holder)			
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 83(3)	power to remove any memorial and grant another right of interment for a surrendered right of interment			
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 84(1)	function of receiving notice of surrendering an entitlement to a right of interment			
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 85(1)	duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry			the notice must be in writing and contain the requirements listed in s.85(2)
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 85(2)(b)	duty to notify holder of 25 year right of interment of expiration of right at lease 12 months before expiry			does not apply where right of interment relates to remains of a deceased veteran does not apply where right of interment relates to remains of a deceased veteran
	MOD - Human Resources Lead		15/02/2016	To Staff

HORSHAM RURAL CITY COUNCIL
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CEMETERIES AND CREMATORIA ACT 2003

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 85(2)(c)	<p>power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of internment or;</p> <p>remove interred remains and re-inter at another location within cemetery grounds and remove any memorial at that place and re-establish at new or equivalent location.</p>			<p>may only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of internment is not extended or converted to a perpetual right of interment</p> <p>applies where Council appointed to manage cemetery as though it were a cemetery trust.</p>
	MOD - Human Resources Lead		15/02/2016	To Staff
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			
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 86(2)	power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment			
	MOD - Human Resources Lead		3/08/2015	To Staff
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			
	MOD - Human Resources Lead		3/08/2015	To Staff
s. 86(3)(b)	power to remove interred cremated human remains and take further action in accordance with S.86(3)(b)			
	MOD - Human Resources Lead		3/08/2015	To Staff
s. 86(4)	power to take action under s.86(4) relating to removing and re-interring cremated human remains			
	MOD - Human Resources Lead		3/08/2015	To Staff
s. 86(5)	duty to provide notification before taking action under s.86(4)			
	MOD - Human Resources Lead		3/08/2015	To Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

CEMETERIES AND CREMATORIA ACT 2003

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 86A	duty to maintain place of interment and any memorial at place of interment, if action taken under s.86(3)			
	MOD - Human Resources Lead		3/08/2015	To Staff
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			
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 88	function to receive applications to carry out a lift and re-position procedure at a place of interment			
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 91(1)	power to cancel a right of interment in accordance with s.91			
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 91(3)	duty to publish notice of intention to cancel right of interment			
	MOD - Human Resources Lead		4/11/2013	To Staff
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			
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 98(1)	function of receiving application to establish or alter a memorial or a place of interment			
	MOD - Human Resources Lead		4/11/2013	To Staff
s. 99	power to approve or refuse an application made under s.98 or to cancel an approval			
	MOD - Human Resources Lead		4/11/2013	To Staff
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			
	MOD - Human Resources Lead		4/11/2013	To Staff
s.100(1)	power to require a person to remove memorials or places of interment			
	MOD - Human Resources Lead		4/11/2013	To Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

CEMETERIES AND CREMATORIA ACT 2003

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.100(2)	power to remove and dispose a memorial or place of interment or remedy a persons failure to comply with s.100(1)			
	MOD - Human Resources Lead		4/11/2013	To Staff
s.100(3)	power to recover costs of taking action under section 100(2)			
	MOD - Human Resources Lead		4/11/2013	To Staff
s.101	function of receiving applications to establish or alter a building for ceremonies in the cemetery			
	MOD - Human Resources Lead		4/11/2013	To Staff
s.102(1)	power to approve or refuse an application under section 101 if satisfied of the matters in (b) and (c)			
	N/A -		4/11/2013	To Staff
s.102(2) + (3)	power to set terms and conditions in respect of or to cancel an approval granted under s.102(1)			
	N/A -		4/11/2013	To Staff
s.103(1)	power to require a person to remove a building for ceremonies			
	N/A -		4/11/2013	To Staff
s.103(2)	power to remove and dispose of a building for ceremonies or remedy the failure to comply with se.03(1)			
	N/A -		4/11/2013	To Staff
s.103(3)	power to recover costs of taking action under s.103(2)			
	MOD - Human Resources Lead		4/11/2013	To Staff
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			
	MOD - Human Resources Lead		4/11/2013	To Staff
s.106(2)	power to require the holder of the right of interment to provide for an examination			
	MOD - Human Resources Lead		4/11/2013	To Staff
s.106(3)	power to open and examine the place of interment if s.106(2) not complied with			
	MOD - Human Resources Lead		4/11/2013	To Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

CEMETERIES AND CREMATORIA ACT 2003

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
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			
	MOD - Human Resources Lead		4/11/2013	To Staff
s.107(1)	power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs			
	MOD - Human Resources Lead		4/11/2013	To Staff
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			
	MOD - Human Resources Lead		4/11/2013	To Staff
s.108	power to recover costs and expenses			
	MOD - Human Resources Lead		4/11/2013	To Staff
s.109(1)(a)	power to open examine and repair a place of interment			where the holder of right of interment or responsible person cannot be found
	MOD - Human Resources Lead		4/11/2013	To Staff
s.109(1)(b)	power to repair a memorial or with the Secretarys consent take down remove and dispose of a memorial			where the holder of right of interment or responsible person cannot be found
	MOD - Human Resources Lead		4/11/2013	To Staff
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			where the holder of right of interment or responsible person cannot be found
	MOD - Human Resources Lead		4/11/2013	To Staff
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			
	MOD - Human Resources Lead		4/11/2013	To Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
CEMETERIES AND CREMATORIA ACT 2003

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
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			
	MOD - Human Resources Lead		4/11/2013	To Staff
s.110A	power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran			
	MOD - Human Resources Lead		3/08/2015	To Staff
s.111	power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment			
	MOD - Human Resources Lead		4/11/2013	To Staff
s.112	power to sell and supply memorials			
	MOD - Human Resources Lead		4/11/2013	To Staff
s.116(4)	duty to notify the Secretary of an interment authorisation granted			
	MOD - Human Resources Lead		4/11/2013	To Staff
s.116(5)	power to require an applicant to produce evidence of the right of interment holders consent to application			
	MOD - Human Resources Lead		4/11/2013	To Staff
s.118	power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met			
	MOD - Human Resources Lead		4/11/2013	To Staff
s.119	power to set terms and conditions for interment authorisations			
	MOD - Human Resources Lead		4/11/2013	To Staff
s.131	function of receiving an application for cremation authorisation			
	N/A -		4/11/2013	To Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

CEMETERIES AND CREMATORIA ACT 2003

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.133(1)	duty not to grant a cremation authorisation unless satisfied that requirements of s.133 have been complied with			Subject to s.133(2)
	N/A -		4/11/2013	To Staff
s.145	duty to comply with an order made by the Magistrates Court or a coroner			
	MOD - Human Resources Lead		4/11/2013	To Staff
s.146	power to dispose of bodily remains by a method other than interment or cremation			subject to the approval of the Secretary
	MOD - Human Resources Lead		4/11/2013	To Staff
s.147	power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation			
	MOD - Human Resources Lead		4/11/2013	To Staff
s.149	duty to cease using method of disposal if approval revoked by the Secretary			
	MOD - Human Resources Lead		4/11/2013	To Staff
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			
	MOD - Human Resources Lead		4/11/2013	To Staff
s.151	function of receiving applications to inter or cremate body parts			
	MOD - Human Resources Lead		4/11/2013	To Staff
s.152(2)	power to impose terms and conditions on authorisation granted under s.150.			
	MOD - Human Resources Lead		4/11/2013	To Staff
sch 1 Cl 8(8)	power to regulate own proceedings			subject to clause 8
	MOD - Human Resources Lead		4/11/2013	To Staff
sch 1A Cl 8(3)	power to permit members to participate in a particular meeting by telephone closed-circuit television or any other means of communication			Where Council is a Class A cemetery trust
	MOD - Human Resources Lead		4/11/2013	To Staff
	N/A -		4/11/2013	To Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
CEMETERIES AND CREMATORIA ACT 2003

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
sch 1A Cl 8(8)	power to regulate own proceedings			where Council is a Class A cemetery trust subject to clause 8
	N/A -		4/11/2013	To Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

CEMETERIES AND CREMATORIA REGULATIONS 2015

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r. 24	duty to ensure that cemetery complies with depth of burial requirements			
	MOD - Human Resources Lead		15/02/2016	To Staff
r. 25	duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves			
	MOD - Human Resources Lead		15/02/2016	To Staff
r. 27	power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)			
	MOD - Human Resources Lead		15/02/2016	To Staff
r. 28(1)	power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator			
	MOD - Human Resources Lead		15/02/2016	To Staff
r. 28(2)	duty to ensure any fittings removed of are disposed in an appropriate manner			
	MOD - Human Resources Lead		15/02/2016	To Staff
r. 29	power to dispose of any metal substance or non-human substance recovered from a cremator			
	MOD - Human Resources Lead		15/02/2016	To Staff
r. 30(2)	power to release cremated human remains to certain persons			subject to any order of a court
	MOD - Human Resources Lead		15/02/2016	To Staff
r. 31(1)	duty to make cremated human remains available for collection within 2 working days after the cremation			
	MOD - Human Resources Lead		15/02/2016	To Staff
r. 31(2)	duty to hold cremated human remains for at least 12 months from the date of cremation			
	MOD - Human Resources Lead		15/02/2016	To Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

CEMETERIES AND CREMATORIA REGULATIONS 2015

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r. 31(3)	power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation			
	MOD - Human Resources Lead		15/02/2016	To Staff
r. 31(4)	duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period			
	MOD - Human Resources Lead		15/02/2016	To Staff
r. 32	duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)			
	MOD - Human Resources Lead		15/02/2016	To Staff
r. 33(1)	duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)			
	MOD - Human Resources Lead		15/02/2016	To Staff
r. 33(2)	duty to ensure that remains are interred in accordance with paragraphs (a)-(b)			
	MOD - Human Resources Lead		15/02/2016	To Staff
r. 34	duty to ensure that a crypt space in a mausolea is sealed in accordance with paragraphs (a)-(b)			
	MOD - Human Resources Lead		15/02/2016	To Staff
r. 36	duty to provide statement that alternative vendors or supplier of monuments exist			
	MOD - Human Resources Lead		15/02/2016	To Staff
r. 40	power to approve a person to play sport within a public cemetery			
	MOD - Human Resources Lead		15/02/2016	To Staff
r. 41(1)	power to approve fishing and bathing within a public cemetery			
	MOD - Human Resources Lead		15/02/2016	To Staff
r. 42(1)	power to approve hunting within a public cemetery			
	MOD - Human Resources Lead		15/02/2016	To Staff
r. 43	power to approve camping within a public cemetery			
	MOD - Human Resources Lead		15/02/2016	To Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
CEMETERIES AND CREMATORIA REGULATIONS 2015

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r. 45	power to approve the removal of plants within a public cemetery			
	MOD - Human Resources Lead		15/02/2016	To Staff
r. 46	power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)			
	MOD - Human Resources Lead		15/02/2016	To Staff
r. 47(3)	power to approve the use of fire in a public cemetery			
	MOD - Human Resources Lead		15/02/2016	To Staff
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			
	MOD - Human Resources Lead		15/02/2016	To Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
CHILD WELLBEING AND SAFETY ACT 2005

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.19	duty to comply with the Child Safe Standards			
	DCW - Director Communities and Place		5/09/2016	CEO to Staff
s.25	function of receiving education and advice from the Commission for Children and Young People regarding the Child Safe Standards			
	DCW - Director Communities and Place		20/02/2017	CEO to Staff
s.26	function of receiving request from the Commission for Children and Young People for any information or document			
	DCW - Director Communities and Place		20/02/2017	CEO to Staff
s.27(1)	function of receiving request from a relevant authority to provide any information or document			
	DCW - Director Communities and Place		20/02/2017	CEO to Staff
s.29(2)	function of receiving written notice and consenting to inspection of relevant premises by the Commission for Children and Young People			
	DCW - Director Communities and Place		20/02/2017	CEO Direct
	MCSE - Manager Community Services & Emergency		20/02/2017	CEO Direct
s.29(3)	power to consent to inspection of relevant premises without written notice by the Commission for Children and Young People			
	DCW - Director Communities and Place		20/02/2017	CEO Direct
	MCSE - Manager Community Services & Emergency		20/02/2017	CEO Direct
s.30	duty to comply with notice to provide documents given under subsection (1)			
	DCW - Director Communities and Place		20/02/2017	CEO to Staff
s.31	duty to comply with notice to comply given under s.31(1)			
	DCW - Director Communities and Place		20/02/2017	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

CHILD WELLBEING AND SAFETY ACT 2005

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.36	duty to ensure that the Commission for Children and Young People is given any assistance reasonably required to perform functions	DCW - Director Communities and Place	20/02/2017	CEO Direct
		MCSE - Manager Community Services & Emergency	20/02/2017	CEO Direct
s.41I	power to seek review by the Commission for Children and Young People of decision by the Commission to issue a notice to produce or a notice to comply	DCW - Director Communities and Place	20/02/2017	CEO to Staff
s.41J	power to apply to VCAT for a review of the Commission for Children and Young People to issue a notice to comply			Must have first exhausted all available avenues for review under s.41I
		DCW - Director Communities and Place	20/02/2017	CEO to Staff
s.41M	function of being given opportunity to comment on adverse comment or opinion to be included in annual report or further report	DCW - Director Communities and Place	20/02/2017	CEO to Staff
s.41S	power to refuse to give an individual access to their confidential information under a relevant privacy law			where Council is an 'information sharing entity'
		MCSE - Manager Community Services & Emergency	27/08/2018	CEO to Staff
s.41V	power to, on Council's own initiative, disclose confidential information, other than excluded information, to another information sharing entity			where Council is an 'information sharing entity' and a 'disclosing entity'
		MRM - Municipal Recovery Manager	25/02/2019	CEO to Staff
s.41W(1)	function of receiving a request for confidential information, other than excluded information			where Council is an 'information sharing entity' and a 'responding entity'
		MRM - Municipal Recovery Manager	25/02/2019	CEO to Staff
s.41W(2)	function of receiving confidential information from an information sharing entity			where Council is an 'information sharing entity' and a 'responding entity'
		MRM - Municipal Recovery Manager	25/02/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

CHILD WELLBEING AND SAFETY ACT 2005

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.41W(3)	duty to comply with a request made under s 41W(1)			where Council is an 'information sharing entity' and a 'responding entity'
	MRM - Municipal Recovery Manager		25/02/2019	CEO to Staff
s.41W(4)	function of receiving reasons from a responding entity as to why it cannot comply with a request made under s 41W(1)			where Council is an 'information sharing entity' and a 'requesting entity'
	MRM - Municipal Recovery Manager		25/02/2019	CEO to Staff
s.41Y	power to disclose confidential information, other than excluded information, to any person set out in s 41Y(1)(a) – (c)			where Council is an 'information sharing entity'
	MRM - Municipal Recovery Manager		25/02/2019	CEO to Staff
s.41Z	power to collect and use any confidential information disclosed to Council under Part 6A			where Council is an 'information sharing entity'
	MRM - Municipal Recovery Manager		25/02/2019	CEO to Staff
s.41ZC	duty to record prescribed information in respect of its collection, use and disclosure of confidential information			where Council is an 'information sharing entity'
	MRM - Municipal Recovery Manager		25/02/2019	CEO to Staff
s.41ZD(2)	power to collect, use or disclose confidential information			where Council is an 'information sharing entity' within the meaning of Part 5A of the Family Violence Protection Act 2008
	MRM - Municipal Recovery Manager		25/02/2019	CEO to Staff
s.41ZF	power to refuse to give an individual access to their confidential information under a relevant privacy law			where Council is an 'information sharing entity'
	MRM - Municipal Recovery Manager		25/02/2019	CEO to Staff
s.43	function of receiving birth notice in certain circumstances			
	CEO - Chief Executive Officer		3/08/2015	CEO Direct
s.43(1)(a)	function of receiving notice of the birth of a child			Where the mother of the child usually resides in Council's municipal district
	MCSE - Manager Community Services & Emergency		12/04/2018	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
CHILD WELLBEING AND SAFETY ACT 2005

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.43(1)(b)	function of receiving notice of the birth of a child			When the municipal district in which the mother usually resides is unknown and the birth occurs in Council's municipal district
	MRM - Municipal Recovery Manager		27/08/2018	CEO to Staff
s.45	duty to send a copy of a birth notice to a nurse or the Secretary			
	CEO - Chief Executive Officer		3/08/2015	CEO Direct
s.46K(1)(g)	power to authorise, in writing, a person employed or engaged by Council, in relation to childhood services implementation or policy, as a Child Link user			
	CEO - Chief Executive Officer		27/08/2018	CEO Direct
s.46K(1)(h)	power to authorise, in writing, a nurse employed or engaged by Council, to provide maternal and child health programs for a Maternal and Child Health service, as a Child Link user			
	CEO - Chief Executive Officer		27/08/2018	CEO Direct

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
CHILDREN YOUTH AND FAMILIES ACT 2005

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 23(1)	function of being allocated money by the Secretary for the purposes of Part 3.1			
	MCSE - Manager Community Services & Emergency		4/11/2013	CEO to Staff
s. 25	power to use land or property for the purposes of the Department of Health and Human Services			where authorised by the Secretary
	MCSE - Manager Community Services & Emergency		4/11/2013	CEO to Staff
s. 26	function of entering into an agreement with the Secretary			
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
s. 35	function of consulting with the Secretary			where council is an information holder under the Act
	MCSE - Manager Community Services & Emergency		4/11/2013	CEO to Staff
s. 36	function of consulting with the community-based child and family service			where council is an information holder under the Act
	MCSE - Manager Community Services & Emergency		4/11/2013	CEO to Staff
s.192	power to provide information to the Secretary			where council is an information holder under the Act
	MCSE - Manager Community Services & Emergency		4/11/2013	CEO to Staff
s.196	function of receiving written direction from an authorised officer in relation to disclosure of information			where council is an information holder under the Act
	MCSE - Manager Community Services & Emergency		4/11/2013	CEO to Staff
s.197	duty to comply with written direction from authorised officer			where council is an information holder under the Act
	MCSE - Manager Community Services & Emergency		4/11/2013	CEO to Staff
s.30	function of having matters referred to it by the Secretary to provide advice, services and support to the child, family of the child or mother of the unborn child			where Council is not registered as a community service but is established to provide services to meet the needs of children requiring care, support, protection or accommodation and of families requiring support
	DCW - Director Communities and Place		2/10/2017	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
CHILDRENS SERVICES ACT 1996

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
S.166(1)	Function of receiving, from the Regulatory Authority, information in respect of a children's service for a purpose listed in s 166(2)	MCSE - Manager Community Services & Emergency	11/05/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
CLIMATE CHANGE ACT 2017

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.46	power to make statement (a Council pledge) in respect of greenhouse gas emissions reductions			Council must consider factors, and include details prescribed, in s.47
	CEO - Chief Executive Officer		2/10/2017	CEO to Staff
s.48	duty to give copy of Council pledge to Minister as soon as practicable following preparation			
	EACE - Executive Assistant to Chief Executive		2/10/2017	CEO to Staff
s.49(3)	duty to have regard to any directions of Minister regarding preparation of an emissions reduction pledge			
	CEO - Chief Executive Officer		2/10/2017	CEO to Staff
s.82(1)	function of receiving notice of proposed Carbon Sequestration Agreement			where Council is the public land manager
	CEO - Chief Executive Officer		2/10/2017	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

COMMONWEALTH HOME SUPPORT PROGRAM (CHSP)

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
E. 1.1	Meals - Community and Home Support - 4-3B2UXRF - Provide client level data and service delivery information from all recipients of this activity in accordance with the DSS Data Exchange Protocols.			Within 30 days of the reporting period ceasing.
	CHS - Co-ordinator Home Support		2/10/2017	General
E. 1.2	Other Food Services - Community and Home Support - 4-3B2UY8C - Provide client level data and service delivery information from all recipients of this activity in accordance with the DSS Data Exchange Protocols.			Within 30 days of the reporting period ceasing.
	CHS - Co-ordinator Home Support		2/10/2017	General
E.1.3	Personal Care - Community and Home Support - 4-3B2VKB2 - Provide client level data and service delivery information from all recipients of this activity in accordance with the DSS Data Exchange Protocols.			Within 30 days of the reporting period ceasing.
	CHS - Co-ordinator Home Support		2/10/2017	General
E.1.4	Domestic Assistance - Community and Home Support - 4-3B2TODJ - Provide client level data and service delivery information from all recipients of this activity in accordance with the DSS Data Exchange Protocols.			Within 30 days of the reporting period ceasing.
	CHS - Co-ordinator Home Support		2/10/2017	General
E.1.5	Sector Support and Development - Service System Development - 4-3ANF02M - All plans, reports and other documents are required to be provided to us by the applicable due date set out in Item F.			Within 30 days of the reporting period ceasing.
	CHS - Co-ordinator Home Support		2/10/2017	General
E.1.6	Flexible Respite - Care Relationships and Carer Support - 403B2UP42 - Provide client level data and service delivery information from all recipients of this activity in accordance with DSS Data Exchange Protocols.			Within 30 days of the reporting period ceasing.
	CHS - Co-ordinator Home Support		2/10/2017	General

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
COMMONWEALTH HOME SUPPORT PROGRAM (CHSP)

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
E.1.7	Home Maintenance - Community and Home Support - 4-3B2UPKO - Provide client level data and service delivery information from all recipients of this activity in accordance with the DSS Data Exchange Protocols.			Within 30 days of the reporting period ceasing
	CHS - Co-ordinator Home Support		2/10/2017	General
E.2.1	Meals - Community and Home Support - 4-3B2UXRF - Provide an Activity Work Plan for this Activity, on the template provided.			
	CHS - Co-ordinator Home Support		2/10/2017	General
E.2.2	Other Food Services - Community and Home Support - 4-3B2UY8C - Provide an Activity Work Plan for this Activity, on the template provided.			
	CHS - Co-ordinator Home Support		2/10/2017	General
E.2.3	Personal Care - Community and Home Support - 4-3B2VKB2 - Provide an Activity Work Plan for this Activity, on the template provided.			
	CHS - Co-ordinator Home Support		2/10/2017	General
E.2.4	Domestic Assistance - Community and Home Support - 4-3B2TODJ - Provide an Activity Work Plan for this Activity, on the template provided.			
	CHS - Co-ordinator Home Support		2/10/2017	General
E.2.5	Sector Support and Development - Service System Development - 4-3ANF02M - Provide an Activity Work Plan for this Activity, on the template provided.			
	CHS - Co-ordinator Home Support		2/10/2017	General
E.2.6	Flexible Respite - Care Relationships and Carer Support - 403B2UP42 - Provide an Activity Work Plan for this Activity, on the template provided.			
	CHS - Co-ordinator Home Support		2/10/2017	General

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

COMMONWEALTH HOME SUPPORT PROGRAM (CHSP)

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
E.2.7	Home Maintenance - Community and Home Support - 4-3B2UPKO - Provide an Activity Work Plan for this Activity, on the template provided.			
	CHS - Co-ordinator Home Support		2/10/2017	General
E.3.1	Annual Report - provide a copy of Annual Report or provide details of its location on website			
	CHS - Co-ordinator Home Support		2/10/2017	General
E.4.1	Meals - Community and Home Support - 4-3B2UXRF - A financial declaration must be submitted for each financial year funded under this Grant Agreement.			By 31 October each year.
	CHS - Co-ordinator Home Support		2/10/2017	General
E.4.2	Other Food Services - Community and Home Support - 4-3B2UY8C - A financial declaration must be submitted for each financial year funded under this Grant Agreement.			By 31 October each year.
	CHS - Co-ordinator Home Support		2/10/2017	General
E.4.3	Personal Care - Community and Home Support - 4-3B2VKB2 - A financial declaration must be submitted for each financial year funded under this Grant Agreement.			By 31 October each year.
	CHS - Co-ordinator Home Support		2/10/2017	General
E.4.5	Domestic Assistance - Community and Home Support - 4-3B2TODJ - A financial declaration must be submitted for each financial year funded under this Grant Agreement.			By 31 October each year.
	CHS - Co-ordinator Home Support		2/10/2017	General
E.4.6	Flexible Respite - Care Relationships and Carer Support - 403B2UP42 - A financial declaration must be submitted for each financial year funded under this Grant Agreement.			By 31 October each year.
	CHS - Co-ordinator Home Support		2/10/2017	General
E.4.7	Home Maintenance - Community and Home Support - 4-3B2UPKO - A financial declaration must be submitted for each financial year funded under this Grant Agreement.			By 31 October each year.
	CHS - Co-ordinator Home Support		2/10/2017	General

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

COMMONWEALTH HOME SUPPORT PROGRAM (CHSP)

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
E.5.1	Meals - Community and Home Support - 4-3B2UXRF - For the purposes of this Agreement, Service Stocktake means a document to be completed on a template or system provided.			Must comply with the Fee Policy as described in the Program Manual.
	CHS - Co-ordinator Home Support		2/10/2017	General
E.5.2	Other Food Services - Community and Home Support - 4-3B2UY8C - For the purposes of this Agreement, Service Stocktake means a document to be completed on a template or system provided			Must comply with the Fee Policy as described in the Program Manual.
	CHS - Co-ordinator Home Support		2/10/2017	General
E.5.3	Personal Care - Community and Home Support - 4-3B2VKB2 - For the purposes of this Agreement, Service Stocktake means a document to be completed on a template or system provided.			Must comply with the Fee Policy as described in the Program Manual.
	CHS - Co-ordinator Home Support		2/10/2017	General
E.5.4	Domestic Assistance - Community and Home Support - 4-3B2TODJ - For the purposes of this Agreement, Service Stocktake means a document to be completed on a template or system provided			Must comply with the Fee Policy as described in the Program Manual.
	CHS - Co-ordinator Home Support		2/10/2017	General
E.5.5	Sector Support and Development - Service System Development - 4-3ANF02M - For the purposes of this Agreement, Service Stocktake means a document to be completed on a template or system provided.			Must comply with the Fee Policy as described in the Program Manual.
	CHS - Co-ordinator Home Support		2/10/2017	General
E.5.6	Flexible Respite - Care Relationships and Carer Support - 403B2UP42 - For the purposes of this Agreement, Service Stocktake means a document to be completed on a template or system provided			Must comply with the Fee Policy as described in the Program Manual.
	CHS - Co-ordinator Home Support		2/10/2017	General

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
COMMONWEALTH HOME SUPPORT PROGRAM (CHSP)

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
E.5.7	Home Maintenance - Community and Home Support - 4-3B2UPKO - For the purposes of this Agreement, Service Stocktake means a document to be completed on a template or system provided		2/10/2017	Must comply with the Fee Policy as described in the Program Manual. General
	CHS - Co-ordinator Home Support			

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
CONSERVATION, FORESTS AND LAND ACT 1987

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.66(1)	duty to submit plans to the Secretary to the Department of Environment, Land, Water and Planning of specified works prior to their commencement			specified works are listed in sch. 3 of the Act
	DI - Director Infrastructure		7/04/2014	CEO to Staff
s.67	power to take action contrary to a Code of Practice if paragraphs (a) and (b) apply			
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	MO - Manager Operations		26/08/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
COUNTRY FIRE AUTHORITY ACT 1958

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
Task 1	to undertake Fire Hazard Inspections			
	CCS - Co-ordinator Community Safety		12/11/2019	MFPO to Assist.
	CSO1 - Community Safety Officer		12/11/2019	MFPO to Assist.
	CSO3 - Senior Comm Safety Officer -Prosecutions		12/11/2019	MFPO to Assist.
	CSO4 - Community Safety officer		12/11/2019	MFPO to Assist.
	CUSO2 - Customer Services Officer		12/11/2019	MFPO to Assist.
	TLSCS - Team Leader School Crossing Superisor		12/11/2019	MFPO to Assist.
Task 2	to issue Fire Hazard Notices			
	CCS - Co-ordinator Community Safety		12/11/2019	MFPO to Assist.
	CSO1 - Community Safety Officer		12/11/2019	MFPO to Assist.
	CSO3 - Senior Comm Safety Officer -Prosecutions		12/11/2019	MFPO to Assist.
	CSO4 - Community Safety officer		12/11/2019	MFPO to Assist.
	CUSO2 - Customer Services Officer		12/11/2019	MFPO to Assist.
	EATS - Infrastructure Support Officer		12/11/2019	MFPO to Assist.
	TLSCS - Team Leader School Crossing Superisor		12/11/2019	MFPO to Assist.

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
COUNTRY FIRE AUTHORITY ACT 1958

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
Task 3	to issue permits to burn for Brigades - under Schedule 12			
	CCS - Co-ordinator Community Safety		12/11/2019	MFPO to Assist.
	CSO1 - Community Safety Officer		12/11/2019	MFPO to Assist.
	CSO3 - Senior Comm Safety Officer -Prosecutions		12/11/2019	MFPO to Assist.
	CSO4 - Community Safety officer		12/11/2019	MFPO to Assist.
	CUSO1 - Customer Service Officer		12/11/2019	MFPO to Assist.
	CUSO2 - Customer Services Officer		12/11/2019	MFPO to Assist.
	CUSO3 - Customer Services Officer		12/11/2019	MFPO to Assist.
	CUSO4 - Customer Service Officer		12/11/2019	MFPO to Assist.
	RA - Senior Rates Officer		12/11/2019	MFPO to Assist.
	TLCS - Team Leader Customer Service		12/11/2019	MFPO to Assist.
	TLSCS - Team Leader School Crossing Superisor		12/11/2019	MFPO to Assist.

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
COUNTRY FIRE AUTHORITY ACT 1958

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
Task 4	to issue permits to burn for Individual house surrounds - under Schedule 13			
	CCS - Co-ordinator Community Safety		12/11/2019	MFPO to Assist.
	CSO1 - Community Safety Officer		12/11/2019	MFPO to Assist.
	CSO3 - Senior Comm Safety Officer -Prosecutions		12/11/2019	MFPO to Assist.
	CSO4 - Community Safety officer		12/11/2019	MFPO to Assist.
	CUSO1 - Customer Service Officer		12/11/2019	MFPO to Assist.
	CUSO2 - Customer Services Officer		12/11/2019	MFPO to Assist.
	CUSO3 - Customer Services Officer		12/11/2019	MFPO to Assist.
	CUSO4 - Customer Service Officer		12/11/2019	MFPO to Assist.
	EATS - Infrastructure Support Officer		12/11/2019	MFPO to Assist.
	RA - Senior Rates Officer		12/11/2019	MFPO to Assist.
	TLCS - Team Leader Customer Service		12/11/2019	MFPO to Assist.
	TLSCS - Team Leader School Crossing Superisor		12/11/2019	MFPO to Assist.

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
COUNTRY FIRE AUTHORITY ACT 1958

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
Task 5	to issue permits to burn for individuals for stubble - under Schedule 13			
	CCS - Co-ordinator Community Safety		19/10/2018	MFPO to Assist.
	CSO1 - Community Safety Officer		26/08/2019	MFPO to Assist.
	CSO3 - Senior Comm Safety Officer -Prosecutions		19/10/2018	MFPO to Assist.
	CSO4 - Community Safety officer		19/10/2018	MFPO to Assist.
	CUSO1 - Customer Service Officer		19/10/2018	MFPO to Assist.
	CUSO2 - Customer Services Officer		19/10/2018	MFPO to Assist.
	CUSO3 - Customer Services Officer		19/10/2018	MFPO to Assist.
	CUSO4 - Customer Service Officer		19/10/2018	MFPO to Assist.
	EATS - Infrastructure Support Officer		26/08/2019	MFPO to Assist.
	RA - Senior Rates Officer		19/10/2018	MFPO to Assist.
	TLCS - Team Leader Customer Service		19/10/2018	MFPO to Assist.
	TLSCS - Team Leader School Crossing Superisor		19/10/2018	MFPO to Assist.
s. 36	function of providing fire hydrants when so requested by the Authority			
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
COUNTRY FIRE AUTHORITY ACT 1958

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 41A	power to recover costs of serving notice by fire prevention officer			
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 42(1)	power to request officers and members of any CFA brigade to carry out work (including burning) for the removal or abatement of any fire danger or for the prevention of fire			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MERO - Director Infrastructure		2/10/2017	CEO to Staff
	MFPO - Municipal Fire Prevention Officer		4/11/2013	CEO to Staff
	MO - Manager Operations		26/08/2019	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 42(2)	duty to pay for work undertaken			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MERO - Director Infrastructure		2/10/2017	CEO to Staff
	MFPO - Municipal Fire Prevention Officer		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 43(1)	duty to take all practicable steps to prevent occurrence of fires and minimise the danger of spread of fires			
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	MFPO - Municipal Fire Prevention Officer		4/11/2013	CEO to Staff
	MO - Manager Operations		26/08/2019	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff
s. 43(2)	power to acquire equipment etc. for purposes of s.43(1) and pay for it out of municipal fund			
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff
s. 50F(1)	power to prepare Neighbourhood Safer Places Plan			
	DI - Director Infrastructure		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
COUNTRY FIRE AUTHORITY ACT 1958

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 50F(4)	duty to publish and make available Neighbourhood Safer Places Plan			
	DI - Director Infrastructure		4/11/2013	CEO to Staff
s. 50G(1)	duty to identify and designate places as neighbourhood safer places			
	DI - Director Infrastructure		4/11/2013	CEO to Staff
s. 50G(4)	duty to ask the CFA to assess the neighbourhood safer place			
	MERO - Director Infrastructure		2/10/2017	CEO to Staff
s. 50H(1)	duty to ensure that appropriate signage is provided at neighbourhood safer places			
	MERO - Director Infrastructure		2/10/2017	CEO to Staff
s. 50I	duty to maintain all designated neighbourhood safer places			
	MERO - Director Infrastructure		2/10/2017	CEO to Staff
s. 50J(1)	duty to conduct an annual review of designated neighbourhood safer places by 31 August of each year			
	MERO - Director Infrastructure		2/10/2017	CEO to Staff
s. 50J(2)	duty to ask the CFA to assess each neighbourhood safer place			
	MERO - Director Infrastructure		2/10/2017	CEO to Staff
s. 50J(5)	power to decommission a neighbourhood safer place if paragraphs (a) or (b) apply			
	Not Delegated -		4/11/2013	CEO to Staff
s. 55(c)	function of receiving recommendations of the municipal fire prevention committee			
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MFPO - Municipal Fire Prevention Officer		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff
s. 55A(1)	duty to prepare and maintain a municipal fire prevention plan in accordance with advice and recommendation of municipal fire prevention committee			
	MERO - Director Infrastructure		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
COUNTRY FIRE AUTHORITY ACT 1958

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 96A(1)(a)	Appointed as the the fire municipal prevention officer under S.96A			
	CCS - Co-ordinator Community Safety		5/12/2019	Auth Officer
	CSO1 - Community Safety Officer		5/12/2019	Auth Officer
	CSO4 - Community Safety officer		5/12/2019	Auth Officer
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MERO - Director Infrastructure		15/02/2016	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	Auth Officer
s. 96A(1)(b)	Appointed as assistant fire prevention officer			
	CCS - Co-ordinator Community Safety		12/04/2018	Auth Officer
	CSO1 - Community Safety Officer		1/11/2018	Auth Officer
	CSO2 - Community Saftey Officer		20/03/2020	Auth Officer
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/12/2019	Auth Officer
	CSO4 - Community Safety officer		18/09/2017	Auth Officer
	CUSO1 - Customer Service Officer		6/11/2013	Auth Officer
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	Auth Officer
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	HACCAO - Team Leader Home Support 1		6/11/2013	Auth Officer
	MRS - Man Com Safety & Environmental Health		6/11/2013	Auth Officer
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff
	RA - Senior Rates Officer		6/11/2013	Auth Officer
	TLSCS - Team Leader School Crossing Superisor		5/12/2019	Auth Officer
s.109C	function of receiving funds for penalties recovered under section 41E			
	FM - Manager Finance		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
COUNTRY FIRE AUTHORITY REGULATIONS 2014

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.105(3)	duty to notify the executive officer of the regional fire prevention committee of the name of the nominee nominated in accordance with r. 105(2)			
	MERO - Director Infrastructure		4/11/2013	CEO to Staff
r.105(8)	duty to give written notice to Authority of names and addresses of persons elected as representatives of Council			
	DI - Director Infrastructure		2/10/2017	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
CULTURAL AND RECREATIONAL LANDS ACT 1963

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.4	function of receiving rates			
	CR - Co-ordinator Revenue		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	FM - Manager Finance		26/08/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
DANGEROUS GOODS (EXPLOSIVES) REGULATIONS 2011

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.146(3)	function of receiving written notice of intention to discharge fireworks or firecrackers			
		CCS - Co-ordinator Community Safety	5/09/2016	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		CEO to Staff	
r.146(6)	function of receiving written notice of intention to discharge fireworks or firecrackers in or near port waters			where Council administers the relevant area of water
		CCS - Co-ordinator Community Safety	5/09/2016	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		CEO to Staff	

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
DANGEROUS GOODS ACT 1985

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.29	function of receiving statement from the Victorian WorkCover Authority about details of dangerous goods on licensed premises			
	Not Delegated -		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

DEVELOPMENT VICTORIA ACT 2003

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.13(1)	function of entering into agreement with Development Victoria concerning particular issues			function of public statutory body
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.39(2)	duty to comply with order from Governor in Council issued under s.39(1) to surrender land in a project area			duty of public statutory body
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.51(3)(b)	function of receiving notice of resolution levying a general charge from Development Victoria			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.51Q(3)(b)	function of receiving notice of resolution levying an infrastructure recovery charge from Development Victoria			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.51ZA	function of receiving written notice of charge from Development Victoria, where Council has submitted notice to Authority pursuant to s.21(2A) of the Subdivision Act 1988			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.56D(1)	duty to give relevant Ministers and Treasurer statement allocating the property, rights and liabilities of Council in relation to designated project to Development Victoria			duty of nominated agency
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.56D(4)	function of complying with request from Treasurer and relevant Minister to amend statement under s.56D(1)			function of nominated agency
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.56E(1)	function of issuing certificate certifying that property, rights or liabilities of Council have been allocated to Development Victoria			function of nominated agency
	DCW - Director Communities and Place		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

DEVELOPMENT VICTORIA ACT 2003

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.56E(2)	duty to revoke certificate given under s.56E(1) and replacing with a new certificate, if directed by Treasurer and relevant Minister			duty of nominated agency
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.56E(3)	duty to keep register of certificates issues under s.56E, and make reasonably available for inspection			duty of nominated agency
	DCW - Director Communities and Place		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

DISABILITY ACT 2006

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 38(4)	power to prepare a Disability Action Plan in accordance with s.38			
	MACR - Manager Arts Culture & Recreation		4/11/2013	CEO to Staff
s. 38(5)	duty to report on the implementation of the Disability Action plan in Councils annual report			If a plan is prepared under s. 38(4) or is taken to be prepared under s. 38(2)
	MACR - Manager Arts Culture & Recreation		4/11/2013	CEO to Staff
s. 38(5A)	duty to ensure certain disability matters are addressed in the Council Plan			If Council has not determined to prepare a plan under s. 38(4) or are not taken to have prepared a plan under s. 38(2)
	N/A -		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

DOMESTIC ANIMALS ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 10	function of receiving applications for registration of dogs or cats			
	CCS - Co-ordinator Community Safety		4/11/2013	CEO to Staff
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/09/2016	CEO to Staff
	CUSO1 - Customer Service Officer		11/05/2020	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		26/08/2019	CEO to Staff
	TLCS - Team Leader Customer Service		4/11/2013	CEO to Staff
s. 10A(4)	duty to not register or renew the registration of a dangerous dog or a restricted breed dog unless the dog is (a) desexed or (b) a dangerous dog that is not a restricted breed dog and is exempt under s.10B(1)(c) 10B(1)(d) or 10B(1)(e) from (cont)			(cont) the requirement to be desexed or (c) a restricted breed dog that is not a dangerous dog and is exempt under s. 10B(1)(e) from the requirement to be desexed
	CCS - Co-ordinator Community Safety		4/11/2013	CEO to Staff
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
	TLCS - Team Leader Customer Service		4/11/2013	CEO to Staff
s. 10C(1)	duty to not register a dog or cat unless the dog or cat (a) has been implanted with prescribed permanent identification device or (b) is of a class of dogs exempt under a resolution made under s.10D(3) from the requirement to be implanted (cont)			(cont) with such a device or (c) is otherwise exempted under the Act from the requirement to be implanted with such a device or (d) subject to s.10c(2), has previously been registered with Council at any time in the 12 month period immediately before the application for registration was lodged
	CCS - Co-ordinator Community Safety		4/11/2013	CEO to Staff
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	TLCS - Team Leader Customer Service		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

DOMESTIC ANIMALS ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 10C(5)	duty to cause to be published a copy of the resolution			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 10C(6)	duty to not register or renew registration of dangerous dog menacing dog or restricted breed dog unless the dog has been implanted with permanent identification device			
	CCS - Co-ordinator Community Safety		4/11/2013	CEO to Staff
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
	TLCS - Team Leader Customer Service		4/11/2013	CEO to Staff
s. 10D(6)	duty to cause to be published a copy of the resolution			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 12(1)	power to appoint an agent for Council in the registration of cats and dogs			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff
s. 13	function of receiving notification of sale by domestic animal business or foster carer (including where the animal was not registered)			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 14(b)	power to approve form of registration or renewal of registration of dogs and cats			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

DOMESTIC ANIMALS ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 15(2)	power to permit pro-rata fees for dogs or cats registered for part of a year			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff
s. 15(6)	duty to waive 50pc of a registration fee of dogs or cats if paragraphs (a) or (b) apply			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff
s. 16	duty to register or renew the registration of a dog or cat (other than a dangerous or restricted breed dog) in certain circumstances			
	CCS - Co-ordinator Community Safety		4/11/2013	CEO to Staff
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 17(1)	power to register or renew the registration of a dangerous dog and impose conditions upon the registration			
	CCS - Co-ordinator Community Safety		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 17(1A)(a)	power to register or renew the registration of a restricted breed dog			under ss.10A(4) and 10C(6), a Council cannot register a restricted breed dog unless the dog is desexed (subject to the exception under s.10B(1)(e) and the dog has been implanted with a prescribed permanent identification device
	CCS - Co-ordinator Community Safety		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

DOMESTIC ANIMALS ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 17(1A)(b)	power to impose conditions on the registration or the renewal of the registration of a restricted breed dog			under ss.10A(4) and 10C(6), a Council cannot register a restricted breed dog unless the dog is desexed (subject to the exception under s.10B(1)(e)) and the dog has been implanted with a prescribed permanent identification device
	CCS - Co-ordinator Community Safety		26/08/2019	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		12/04/2018	CEO to Staff
s. 17(2)	duty to notify owner and allow owner opportunity to make submissions if Council proposes not to register or renew the registration of a dangerous dog or restricted breed dog			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff
s. 17(3)	duty to consider submissions in relation to the registration or renewal of registrations of a dangerous dog before making decision			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff

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DOMESTIC ANIMALS ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 17(4)	duty to serve written notice of decision not to register or renew registration of dangerous dog or registered breed dog			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff
s. 18(1)	duty to keep register and allow inspection of register of all registered dogs and cats			
	CCS - Co-ordinator Community Safety		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s. 18(2)(b)	power to fix fee for inspection of registrations of dogs and cats in the municipality			
	Not Delegated -		4/11/2013	CEO to Staff
s. 18(3)	power to fix fees for making of records or obtaining certificates			
	Not Delegated -		4/11/2013	CEO to Staff
s. 19(1)(a)	duty to allocate a registration number to every dog and cat which is registered			
	CCS - Co-ordinator Community Safety		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s. 19(1)(b)	duty to give or send the owner a registration certificate			
	CCS - Co-ordinator Community Safety		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	TLCS - Team Leader Customer Service		4/11/2013	CEO to Staff
s. 19(1)(c)	duty to issue to the owner an identification marker			
	CCS - Co-ordinator Community Safety		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s. 23(6)	duty to give owner or occupier of the private property a copy of a notice served under s.23(3)			
	CCS - Co-ordinator Community Safety		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

DOMESTIC ANIMALS ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 25(3)	duty to cause to be published any orders made by Council under s.25			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s. 26(2A)	duty to obtain agreement of owner or occupier of private property where Council proposes to make by resolution an order under s.26(2)			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s. 26(3)	duty to cause to be published any orders made by Council under s.26			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s. 33A(1)	duty to accept any dog or cat kept surrendered to Council by the owner of the animal			
	CCS - Co-ordinator Community Safety		4/11/2013	CEO to Staff
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s. 33A(2)(b)	duty to deal with surrendered dog or cat in accordance with the Act the regulations and relevant Codes of Practice			
	CCS - Co-ordinator Community Safety		4/11/2013	CEO to Staff
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s. 33A(3)	duty to give Secretary certain information about a dog under its control if dog exhibits aggressive behaviour, may have been involved in a dog attack or may be a restricted breed dog			this information must be given to the Secretary in the time specified in s.33A(4)
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		2/02/2015	CEO to Staff
s. 34(1)	power to declare a dog dangerous			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff

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DOMESTIC ANIMALS ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 34(2)	duty not to declare a dog dangerous in certain circumstances	DCW - Director Communities and Place	24/08/2020	CEO to Staff
		MRS - Man Com Safety & Environmental Health	4/11/2013	CEO to Staff
s. 35(2)	duty to notify the owner and receive written and oral submissions from the owner if proposing a dog be declared dangerous	DCW - Director Communities and Place	24/08/2020	CEO to Staff
		MRS - Man Com Safety & Environmental Health	4/11/2013	CEO to Staff
s. 35(3)	duty to consider materials submitted before making a declaration	DCW - Director Communities and Place	24/08/2020	CEO to Staff
		MRS - Man Com Safety & Environmental Health	4/11/2013	CEO to Staff
s. 36	duty to give written notice of a declaration to owner	DCW - Director Communities and Place	24/08/2020	CEO to Staff
		MRS - Man Com Safety & Environmental Health	4/11/2013	CEO to Staff
s. 37	function of receiving notification from owners of certain dogs	DCW - Director Communities and Place	24/08/2020	CEO to Staff
s. 41A(1)	power to declare a dog to be a menacing dog			Council may delegate this power to a Council authorised officer
		CEO - Chief Executive Officer	19/03/2018	To Staff
		DCW - Director Communities and Place	24/08/2020	To Staff
s. 41B(1)	duty to notify the owner and allow it the opportunity to make submissions to the Council	MRS - Man Com Safety & Environmental Health	19/03/2018	To Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
s. 41C	duty to give notice of a menacing dog declaration to owner	MRS - Man Com Safety & Environmental Health	5/09/2016	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		MRS - Man Com Safety & Environmental Health	5/09/2016	CEO to Staff

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

DOMESTIC ANIMALS ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 41D	function of receiving notification in relation to menacing dog			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 41F	function of receiving notification from owners of restricted breed dogs			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff
s. 41J(2)(a)	power to issue a permit to own more than 2 restricted breed dogs to any person who has applied to the Council for such a permit			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 41J(2)(b)	power to issue a permit to keep more than 2 restricted breed dogs at a premises to any person who has applied to the Council for such a permit			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 41J(3)	power to fix fee for application for permit			
	Not Delegated -		4/11/2013	CEO to Staff
s. 44(1)	power to require restraint of animals			if Council has made a relevant local law prohibiting the keeping of animals in a specified area
	CCS - Co-ordinator Community Safety		4/11/2013	CEO to Staff
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff

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DOMESTIC ANIMALS ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 44(2)	duty to give written notice of requirement in s.44(1)			
	CCS - Co-ordinator Community Safety		4/11/2013	CEO to Staff
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s. 44AC(1)(c)	power to inspect information kept on register of dangerous menacing and restricted breed dogs in accordance with the regulations			
	CCS - Co-ordinator Community Safety		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 44AE	duty to provide details of dangerous menacing or restricted breed dogs to Secretary			
	CCS - Co-ordinator Community Safety		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		26/08/2019	CEO to Staff
s. 44AEA	duty to provide to the Secretary information relating to a dog destroyed under s.84TA 84TB 84TC			
	CCS - Co-ordinator Community Safety		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		24/08/2020	CEO to Staff
s. 44AF	duty to provide to the Secretary information relating to dangerous menacing or restricted breed dog:			
	CCS - Co-ordinator Community Safety		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s. 44AG	duty to provide to the Secretary information about owners of dangerous menacing or restricted breed dogs			
	CCS - Co-ordinator Community Safety		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff

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DOMESTIC ANIMALS ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 44AH	duty to provide when requested under ss.44AH(1) a statement to Secretary confirming that information previously provided by Council is accurate			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s. 46(1)	function of receiving applications to register a premises			
	CCS - Co-ordinator Community Safety		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	TLCS - Team Leader Customer Service		4/11/2013	CEO to Staff
s. 46(2)	power to approve form of registration of domestic animal businesses and information required			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 46(3)	function of requiring and receiving any further information relating to an application Council			
	CCS - Co-ordinator Community Safety		27/08/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	CEO to Staff
s. 47(1) + (2)	power to register and impose any terms conditions limitations or restrictions on the registration of premises for the purposes of a domestic animal business			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 48(2)	power to approve form of renewal of registration			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 48(3)	power to approve form of renewal of registration and information required			
	CCS - Co-ordinator Community Safety		27/08/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	CEO to Staff

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

DOMESTIC ANIMALS ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 48(4)	function of requiring and receiving any further information relating to the application Council			
	CCS - Co-ordinator Community Safety		27/08/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	CEO to Staff
s. 49(1)	power to fix fees for registration or renewal of registration of domestic animal premises			
	Not Delegated -		4/11/2013	CEO to Staff
s. 49(2)	power to refund all or part of application fee			
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
s. 52(1)	function of receiving an application for transfer of registration to a new premises			
	CCS - Co-ordinator Community Safety		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	TLCS - Team Leader Customer Service		4/11/2013	CEO to Staff
s. 52(2)(a)	power to approve form of application to transfer of registration			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 52(2)(c)	power to fix fee for transfer of registration and information required			
	Not Delegated -		4/11/2013	CEO to Staff
s. 52(3)	function of requiring and receiving any further information relating to the transfer of registration			
	CCS - Co-ordinator Community Safety		27/08/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	CEO to Staff
s. 52(4)	power to register new (transferred) premises as a domestic animal business and impose any terms conditions limitations or restrictions on that registration			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff

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DOMESTIC ANIMALS ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 54(1)	power to refuse to register or renew the registration refuse to transfer registration suspend registration and revoke registration of premises			subject to s.54E
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 54(2)	power to act in accordance with s.54(1) if satisfied that the circumstances of s.54(2)(a) or (b) are in existence			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 54(3)	duty to refuse to register or renew the registration of a premises in relation to a breeding domestic animal business in certain circumstances			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		2/02/2015	CEO to Staff
s. 54(3A)	duty to refuse to register, renew the registration of, or transfer the registration of a premises on which a domestic animal business is, or is proposed to be conducted, that is an animal shelter, a pet shop or a pound in certain circumstances			
	CCS - Co-ordinator Community Safety		27/08/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	CEO to Staff
s. 54(3B)	duty to refuse to register, renew the registration of, or transfer the registration of a premises on which a domestic animal business is, or is proposed to be conducted, that is a breeding domestic animal business in certain circumstances			
	CCS - Co-ordinator Community Safety		27/08/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	CEO to Staff

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

DOMESTIC ANIMALS ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 54A(1)	duty to refuse to register the premises in respect of which the application is made if s.54A(a), (b) or (c) applies			
		CCS - Co-ordinator Community Safety	27/08/2018	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		MRS - Man Com Safety & Environmental Health	27/08/2018	CEO to Staff
s. 54A(2)	duty to refuse to register the premises in respect of which the application is made if a breeding domestic animal business or a pet shop is being conducted, or is proposed to be conducted, on the rateable property on which the premises is located			
		CCS - Co-ordinator Community Safety	27/08/2018	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		MRS - Man Com Safety & Environmental Health	27/08/2018	CEO to Staff
s. 54A(3)	duty to refuse to register the premises in respect of which the application is made if a breeding domestic animal business or an animal shelter is being conducted, or is proposed to be conducted, on the rateable property on which the premises is located			
		CCS - Co-ordinator Community Safety	27/08/2018	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		MRS - Man Com Safety & Environmental Health	27/08/2018	CEO to Staff
s. 54B	duty to refuse to register the premises on which a breeding domestic animal business is proposed to be conducted			
		CCS - Co-ordinator Community Safety	27/08/2018	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		MRS - Man Com Safety & Environmental Health	27/08/2018	CEO to Staff

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DOMESTIC ANIMALS ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 54C	duty to refuse to transfer the registration of premises on which a breeding domestic animal business is being conducted to another premises			
	CCS - Co-ordinator Community Safety		27/08/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	CEO to Staff
s. 54D	duty to refuse to renew the registration of a premises on which a breeding domestic animal business is being conducted			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		25/02/2019	CEO to Staff
s. 54E	duty to refuse to renew the registration of a premises on which a breeding domestic animal business is being conducted			
	CCS - Co-ordinator Community Safety		27/08/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	CEO to Staff
s. 55	duty to give notice if it is proposed that the powers under section ss. 54, 54A, 54B, 54C, 54D or 54E will be exercised			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 56	duty to receive both oral and written submissions and take into account any submissions			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 57(1) + (2)	duty to serve notice of decision and give reasons for decision			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff

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DOMESTIC ANIMALS ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 58AD(1)(A)	function of receiving a request from the chief veterinary officer for a report on the premises on which the domestic animal business is conducted			
	CCS - Co-ordinator Community Safety		27/08/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	CEO to Staff
s. 58AD(2)	duty to include a copy of any report from an entry and search of the premises under Part 7 carried out in the 5 years preceding the application for grant or renewal of approval			
	CCS - Co-ordinator Community Safety		27/08/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	CEO to Staff
s. 58AI(1)(a)	power to cancel or not renew a commercial dog breeder approval			where Council is the 'relevant Council'
	CCS - Co-ordinator Community Safety		27/08/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	CEO to Staff
s. 58AI(1)(b)	power to suspend a commercial dog breeder approval			where Council is the 'relevant Council'
	CCS - Co-ordinator Community Safety		27/08/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	CEO to Staff
s. 58AI(2)	duty to give the Minister notice of any suspension, cancellation or refusal to renew			
	CCS - Co-ordinator Community Safety		27/08/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

DOMESTIC ANIMALS ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 58AL	function of receiving notice of the Minister's grant, renewal, revocation or cancellation of a commercial dog breeder approval as soon as possible after it occurs			where Council is the 'relevant Council'
	CCS - Co-ordinator Community Safety		27/08/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	CEO to Staff
s. 58B	power to apply to Minister to register premises as premises on which domestic animal business conducted			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 58C(3)	duty to comply with the terms conditions limitations and restrictions on registration of premises under s.58C			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 58D(2)	power to apply to Minister for renewal of registration of premises			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 58E	duty to pay fee with application for registration or renewal of registration of premises			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 58F	power to surrender registration of premises on which domestic animal business conducted by notice to Minister			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

DOMESTIC ANIMALS ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 58G	duty to notify the Minister of transfer of registration			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 58J	power to make submissions to the Minister regarding Ministers exercise of power under s.58H			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 58K	function of receiving notice of Ministers decision			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 58P	function of receiving, from the Minister, a copy of the permit (including any conditions imposed on the permit)			where Council is the 'relevant Council'
	CCS - Co-ordinator Community Safety		27/08/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	CEO to Staff
s. 58Q(3)	function of receiving, from an authorised officer who has given a direction under s.58Q(1), notification of the closure of the sale			where Council is the 'relevant Council'
	CCS - Co-ordinator Community Safety		27/08/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	CEO to Staff
s. 58R(3)	function of receiving, from the Minister, a copy of a report under s.58R as soon as practicable after receiving the report.			
	CCS - Co-ordinator Community Safety		27/08/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	CEO to Staff

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

DOMESTIC ANIMALS ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 68A(1)	duty to in consultation with Secretary prepare at four year intervals a domestic animal management plan			subject to s.68A(1A) note: the first plan does not need to be prepared until 4 December 2021
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 68A(1A)	power to apply to the Secretary for an extension of time within which to prepare a domestic animal management plan			
	CCS - Co-ordinator Community Safety		27/08/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	CEO to Staff
s. 68A(3)(a)	duty to review domestic animal management plan annually and if appropriate amend the plan			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s. 68A(3)(b)	duty to provide the Secretary with a copy of the plan and any amendments to the plan			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s. 68A(3)(c)	duty to prepare an evaluation of its implementation of the plan for publication in Councils annual report			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s. 68B	power , on application under s. 68C, to register a person to provide foster care on a premises in the municipal district of the Council, if the person provides or intends to provide foster care on that premises			
	CCS - Co-ordinator Community Safety		27/08/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	CEO to Staff

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

DOMESTIC ANIMALS ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 68C	function of receiving an application for foster carer registration			
	CCS - Co-ordinator Community Safety		27/08/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	CEO to Staff
s. 68D(1)	power to renew registration			
	CCS - Co-ordinator Community Safety		27/08/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	CEO to Staff
s. 68D(2)	function of receiving an application for foster carer registration renewal			
	CCS - Co-ordinator Community Safety		27/08/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	CEO to Staff
s. 68E	duty to have regard to the matters set out in s.68E(a) – (e) when deciding whether or not to grant or renew a foster carer registration			
	CCS - Co-ordinator Community Safety		27/08/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	CEO to Staff
s. 68G(a)	power to approve form of applications under s 68C or 68D(2)			
	CCS - Co-ordinator Community Safety		27/08/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	CEO to Staff
s. 68G(b)	power to require information in applications under s 68C or 68D(2)			
	CCS - Co-ordinator Community Safety		27/08/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	CEO to Staff

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

DOMESTIC ANIMALS ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 68G(c)	power to fix fee for applications under s 68C or 68D(2)			
		CCS - Co-ordinator Community Safety	27/08/2018	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		MRS - Man Com Safety & Environmental Health	27/08/2018	CEO to Staff
s. 68H(2)	power to permit a pro rata fee to be paid where a foster carer registration only applies for part of a year			
		CCS - Co-ordinator Community Safety	27/08/2018	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		MRS - Man Com Safety & Environmental Health	27/08/2018	CEO to Staff
s. 68I(1)(b)	power to impose conditions on a foster carer registration			
		CCS - Co-ordinator Community Safety	27/08/2018	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		MRS - Man Com Safety & Environmental Health	27/08/2018	CEO to Staff
s. 68J(1)	power to suspend or cancel a foster carer registration where the criteria in s 68J(1)(a) or (b) apply			
		CCS - Co-ordinator Community Safety	27/08/2018	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		MRS - Man Com Safety & Environmental Health	27/08/2018	CEO to Staff
s. 68J(2)	duty to notify the registered foster carer of a suspension or cancellation under s.68J(1)			
		CCS - Co-ordinator Community Safety	27/08/2018	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		MRS - Man Com Safety & Environmental Health	27/08/2018	CEO to Staff

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

DOMESTIC ANIMALS ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 68K(1)	duty to notify the holder of a foster carer, in writing, if the Council proposes to suspend, cancel or not renew a foster carer registration			
	CCS - Co-ordinator Community Safety		27/08/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	CEO to Staff
s. 68K(2)	function of receiving written submissions from the holder of the registration			
	CCS - Co-ordinator Community Safety		27/08/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	CEO to Staff
s. 68K(3)	duty to consider any submission may under s.68K(2) before deciding to suspend, cancel or not renew the registration			
	CCS - Co-ordinator Community Safety		27/08/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	CEO to Staff
s. 68N(1)	Duty to give to the Secretary the information set out in s.68Q(1) and (2) relating to each registration of a premises by the Council under Part 4			
	CCS - Co-ordinator Community Safety		26/08/2019	CEO to Staff
	MRS - Man Com Safety & Environmental Health		26/08/2019	CEO to Staff
s. 68O(1)	Duty to give to the Secretary the information set out in s 68O(1)(a), (c)(ii) and (iii), (d)(ii), (h), (i) and (j), relating to each registration of a foster carer by the Council under Part 58			
	CCS - Co-ordinator Community Safety		26/08/2019	CEO to Staff
	MRS - Man Com Safety & Environmental Health		26/08/2019	CEO to Staff

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
DOMESTIC ANIMALS ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 68R(1)(a)(i)	Duty to give the information set out in s 68R(2) to the Secretary within 7 days after making a decision under Part 4 to refuse to grant, renew or transfer a registration under that Part			
	CCS - Co-ordinator Community Safety		26/08/2019	CEO to Staff
	MRS - Man Com Safety & Environmental Health		26/08/2019	CEO to Staff
s. 68R(1)(a)(ii)	Duty to give the information set out in s 68R(2) to the Secretary within 7 days after making a decision under Part 4 to suspend or revoke a registration under that Part			
	CCS - Co-ordinator Community Safety		26/08/2019	CEO to Staff
	MRS - Man Com Safety & Environmental Health		26/08/2019	CEO to Staff
s. 68R(1)(b)(i)	Duty to give the information set out in s 68R(3) to the Secretary within 7 days of making a decision under Part 58 not to grant or renew a registration under that Part			
	CCS - Co-ordinator Community Safety		26/08/2019	CEO to Staff
	MRS - Man Com Safety & Environmental Health		26/08/2019	CEO to Staff
s. 68R(1)(b)(ii)	Duty to give the information set out in s 68R(3) to the Secretary within 7 days of making a decision under Part 58 to suspend or cancel a registration under that Part			
	CCS - Co-ordinator Community Safety		26/08/2019	CEO to Staff
	MRS - Man Com Safety & Environmental Health		26/08/2019	CEO to Staff
s. 68Y(3)	Function of receiving, from the Secretary, the source number issued under s 68Y			
	CCS - Co-ordinator Community Safety		26/08/2019	CEO to Staff
	MRS - Man Com Safety & Environmental Health		26/08/2019	CEO to Staff
s. 68Z(3)	on of receiving, from the Secretary, the source number issued under s 68Z			
	CCS - Co-ordinator Community Safety		26/08/2019	CEO to Staff
	MRS - Man Com Safety & Environmental Health		26/08/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

DOMESTIC ANIMALS ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 69(1)	duty to make payment to the Treasurer of specified amounts in respect of registration of cats dogs or registered animal business			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s. 69(1A)	duty to make payment to the Treasurer in respect of each registration fee collected by the Council for the registration or renewal of registration of a dog or cat in each financial year			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s. 72	appoints the officer to be an authorised officer for the purposes of the Domestic Animals Act 1994.			
	CCS - Co-ordinator Community Safety		5/12/2019	Auth Officer
	CSO1 - Community Safety Officer		5/12/2019	Auth Officer
	CSO2 - Community Safety Officer		20/03/2020	Auth Officer
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/12/2019	Auth Officer
	CSO4 - Community Safety officer		5/12/2019	Auth Officer
	DCW - Director Communities and Place		24/08/2020	Auth Officer
	MRS - Man Com Safety & Environmental Health		6/11/2013	Auth Officer
	Not Delegated -		4/11/2013	CEO to Staff
	TLSCS - Team Leader School Crossing Supervisor		5/12/2019	Auth Officer
s. 72A(1)	power to appoint person who is not employee of Council as authorised officer			person appointed must have qualifications and experience prescribed by Secretary
	Not Delegated -		4/11/2013	CEO to Staff
s. 73(1)	duty to issue identity card to authorised officers			
	Not Delegated -		4/11/2013	CEO to Staff

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DOMESTIC ANIMALS ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 84J	power to retain custody of dog or cat until animal recovered under Division 5 or disposed of under Division 6			
	CCS - Co-ordinator Community Safety		4/11/2013	CEO to Staff
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 84L(1)	power to retain custody of dog the subject of a declaration under s.98A until review of the declaration is determined under Part 7E or the dog is recovered under Division 5 or destroyed under Division 6			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 84L(2)	power to retain custody of dog before destruction under division 6 where dog is seized under section s. 80 and officer cannot serve declaration because owner cannot be identified			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 84M(1)	power to decide not to retain custody of dog or cat seized under ss. 23(1) 82, 82B, 83, 84, 84A, 84B or 84C			
	CCS - Co-ordinator Community Safety		4/11/2013	CEO to Staff
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff

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DOMESTIC ANIMALS ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 84N(1)(c)	power to require custody of restricted breed dog until the outcome of prosecution under the Act or Regulations in relation to the dog			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 84N(1)(d)	power to fix an amount payable for the reasonable costs and expenses incurred by the Council in seizing the dog and retaining custody of it until its recover			
	CCS - Co-ordinator Community Safety		12/04/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		12/04/2018	CEO to Staff
s. 84O(1)	power to destroy a cat seized under Part 7A if cat does not bear an identification marker or device or cat is wild uncontrollable or diseased			
	CCS - Co-ordinator Community Safety		4/11/2013	CEO to Staff
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 84O(2)	duty to destroy dangerous dog or restricted breed dog as soon as possible where owner is entitled to recover dog under Division 5 but does not recover dog in accordance with the time period in that division			
	CCS - Co-ordinator Community Safety		4/11/2013	CEO to Staff
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/09/2016	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff

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DOMESTIC ANIMALS ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 84O(3)	duty to sell or destroy cat or dog (other than dangerous or restricted breed dog) as soon as possible where owner is entitled to recover dog under division 5 but does not recover dog in accordance with the time period in that division			in accordance with any relevant business code of practice or greyhound code of practice
	CCS - Co-ordinator Community Safety		4/11/2013	CEO to Staff
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s. 84P	power to destroy dog seized under Part 7A in certain circumstances listed in paragraphs (a), (c), (d), (e) and (f)			
	CCS - Co-ordinator Community Safety		4/11/2013	CEO to Staff
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/09/2016	CEO to Staff
	DCORPS - Director Corporate Services		31/05/2016	CEO to Staff
	DCW - Director Communities and Place		31/05/2016	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 84Q(1)	duty to commence prosecution of a person as soon as possible after seizure under Part 7A if authorised officer reasonably suspects that the person has committed an offence listed in s. 84Q(2) with respect to a dog or a cat seized under that part, (contd)			(contd) and power to retain custody of animal seized under s.84B and in any other case. Duty to retain custody until the outcome of the prosecution in s.84Q is known
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s. 84Q(2A)(a)	duty to commence prosecution of the owner of the dog or cat as soon as possible after the seizure and after sufficient information is available to enable the commencement of the prosecution			
	CCS - Co-ordinator Community Safety		27/08/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	CEO to Staff

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DOMESTIC ANIMALS ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 84Q(2A)(b)	duty to retain custody of the dog or cat and any offspring of the dog or cat until the outcome of the prosecution is known			
	CCS - Co-ordinator Community Safety		27/08/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	CEO to Staff
s. 84Q(3)(a)	duty to serve declaration on owner			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s. 84R	power to require owner to provide his or her current address to Council in certain circumstances			
	CCS - Co-ordinator Community Safety		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff
s. 84S	power to destroy dog seized under Part 7A in the time periods listed if owner is suspected of committing an offence set out in paragraph (a) (b) or (c) of s.84Q(2) and cannot be identified			
	CCS - Co-ordinator Community Safety		4/11/2013	CEO to Staff
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 84T(1)	duty to destroy dog seized under s.80 within 8 days after seizure if owner cannot be identified and authorised officer reasonably believes dog is restricted breed dog			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		18/08/2014	CEO to Staff
s. 84T(2)	duty to notify the Secretary of certain information after destroying a dog under s.84T(1)			notice must comply with requirements of s.84T(3)
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		18/08/2014	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 84TA(1)	power to destroy a dog seized under Part 7A in circumstances listed (a) – (c)			84TA (4) & (5) Council must make decision within 48 hours and record the time and date of decision
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff
s. 84TC(1)	power to destroy a dangerous dog if the dog was declared a dangerous dog and it is believed that the owner of the dog is guilty of an offence under s.24 or 26			84TC (4) & (5) Council must make decision within 48 hours and record the time and date of decision
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 84U	duty to ensure seized animal is desexed before selling it			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s. 84V(2)	power to give animal to an approved person or body			where Council is authorised under this Act to destroy the animal
	CCS - Co-ordinator Community Safety		4/11/2013	CEO to Staff
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff
s. 84VA(1)	power to recover any reasonable cost incurred by the Council for the care, transport, maintenance and disposal of the dog or cat for the whole or any part of the time from when the dog or cat is seized under Division 2 until the time when the dog (contd)			(contd) or cat is seized under Division 2 until the time when the dog or cat is disposed of under s.84TD
	CCS - Co-ordinator Community Safety		27/08/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	CEO to Staff

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DOMESTIC ANIMALS ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 84VA(2)	power to recover costs under s.84VA(1) from the owner, or person in charge of the dog or cat when the dog or cat was seized			
	CCS - Co-ordinator Community Safety		27/08/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	CEO to Staff
s. 84Y	power to enter written agreement to seize, retain, sell and/or destroy dogs or cats, as well as the power to give a seized dog or cat to a community foster care network, give a seized dog or cat to an animal shelter and/or charge fees for doing any of the things under the written agreement			
	CCS - Co-ordinator Community Safety		4/11/2013	CEO to Staff
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 92	authorises the officers generally to institute proceedings and represent Council in proceedings for offences against the Acts, regulations and local laws described in this instrument.			
	CCS - Co-ordinator Community Safety		5/12/2019	Auth Officer
	CSO1 - Community Safety Officer		5/12/2019	Auth Officer
	CSO2 - Community Safety Officer		20/03/2020	Auth Officer
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/12/2019	Auth Officer
	CSO4 - Community Safety officer		5/12/2019	Auth Officer
	DCW - Director Communities and Place		24/08/2020	Auth Officer
	MRS - Man Com Safety & Environmental Health		6/11/2013	Auth Officer
	TLSCS - Team Leader School Crossing Supervisor		5/12/2019	Auth Officer

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

DOMESTIC ANIMALS ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 95	function of receiving payment of fines			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	TLCS - Team Leader Customer Service		4/11/2013	CEO to Staff
s. 98(1A)	power to apply to VCAT for review of a decision by Minister in relation to registration of domestic animal business			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.100A	duty to notify Secretary where VCAT or Supreme Court sets aside a decision to declare a dog to be a dangerous dog, menacing dog or restricted breed dog			Notice must comply with requirements of s.100A(2) & (3)
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		18/08/2014	CEO to Staff
s.100C	function of receiving disclosed information from a person who is or was engaged in the administration of Part 5B or 5C			
	CCS - Co-ordinator Community Safety		27/08/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	CEO to Staff
s.100D	power to disclose information held by Council to another Council, a restricted authorised officer or a Departmental authorised officer for the purpose of the performance of functions under Part 4 or Part 4AA or regulations under those Parts by that perso			
	CCS - Co-ordinator Community Safety		27/08/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
DOMESTIC BUILDING CONTRACTS ACT 1995

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.48R	function of receiving details of alleged contraventions of building legislation			
	MBS - Municipal Building Surveyor		27/08/2018	MBS Direct
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
DRUGS, POISONS AND CONTROLLED SUBSTANCES REGULATIONS 2006

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.5(1)	Power to have possession of 'Schedule 4 poisons' that are necessary for immunisation programs coordinated by Council in accordance with the Public Health and Wellbeing Act 2008			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	CMCH1 - Casual Maternal Child Health Nurse		2/10/2017	CEO to Staff
	CMCH1 - Casual Maternal Child Health Nurse		2/10/2017	CEO to Staff
	CMCH2 - MCH & Immunisation Nurse		12/04/2018	CEO to Staff
	CMCH3 - Relief Maternal & Child Health Nurse		12/04/2018	CEO to Staff
	CMCH5 - Casual Maternal and Child Health Nurse		12/04/2018	CEO to Staff
	CMCH6 - Casual Maternal and Child Health Nurse		12/04/2018	CEO to Staff
	CMCH7 - Casual Immunisation Nurse		12/04/2018	CEO to Staff
	CMCH8 - Relieving Immunisation Nurse		12/04/2018	CEO to Staff
	EAPE - Executive Assistant		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
	IM - MCH Nurse & Immunisation Co-ordinator		4/11/2013	CEO to Staff
	MCH1 - Maternal and Child Health Nurse		4/11/2013	CEO to Staff
	MCH2 - Maternal and Child Health Nurse		12/04/2018	CEO to Staff
	MCH3 - Maternal and Child Health Nurse		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
EDUCATION AND CARE SERVICES NATIONAL LAW ACT 2010

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.271(1)	function of receiving information from National Authority in respect of education and care services			
	N/A -		4/11/2013	CEO to Staff
s.271(2)	function of receiving information from Regulatory Authority in respect of education and care services:			
	DCW - Director Communities and Place		2/10/2017	CEO to Staff
s.271(3)	power to disclose information to authorities or government departments in respect of education and care services			
	DCW - Director Communities and Place		2/10/2017	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
EDUCATION AND TRAINING REFORM ACT 2006

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.2.3.13	power to enter into and carry out a contract with the school council			
	N/A -		4/11/2013	CEO to Staff
s.4.9.4(1AAA)	function of responding to requests by Victorian Registration and Qualifications Authority for information under s 4.9.4			
	MOD - Human Resources Lead		5/09/2016	CEO to Staff
	MPC - Manager People & Culture		26/08/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

ELECTORAL ACT 2002

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.108(1)(d)(ii)	Power to enable identification of a person			
	DCORPS - Director Corporate Services		25/02/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
ELECTRICITY SAFETY (ELECTRIC LINE CLEARANCE) REGULATIONS 2020

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
sch. 1 cl 20 sch. 1	Power to consult relating to safety of cutting or removal of trees close to an electric line			This regulation replaces the Electricity Safety (Electric Line Clearance) Regulations 2015
	MO - Manager Operations		24/08/2020	CEO to Staff
sch. 1 cl. 16	Function of receiving notice before cutting or removing certain trees			This regulation replaces the Electricity Safety (Electric Line Clearance) Regulations 2015
	MO - Manager Operations		24/08/2020	CEO to Staff
sch. 1 cl. 19	Function of receiving notice after completion of cutting or removal of the trees			This regulation replaces the Electricity Safety (Electric Line Clearance) Regulations 2015
	MO - Manager Operations		24/08/2020	CEO to Staff
sch. 1 cl. 21(1)	Power to consult relating to assisting to determine an additional distance that allows for conductor sag and sway			This regulation replaces the Electricity Safety (Electric Line Clearance) Regulations 2015
	MO - Manager Operations		24/08/2020	CEO to Staff
sch.1 cl 21(3)	Duty to keep record of the additional distance for at least 5 years			
	MO - Manager Operations		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
ELECTRICITY SAFETY ACT 1998

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.84C	duty to keep trees clear of electrical lines on public land managed by Council			Applies to public land, managed by Council, which has been declared under s.81 of the Electricity Safety Act 1998 for the purposes of Part 8 of the Act.
	DI - Director Infrastructure		18/08/2014	CEO to Staff
	MO - Manager Operations		15/02/2016	CEO to Staff
s.86B	duty to specify certain matters in municipal fire prevention plan			Note: this provision will no longer apply on 1 December 2020, unless proclaimed earlier
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	MERO - Director Infrastructure		4/11/2013	CEO to Staff
	MFPO - Municipal Fire Prevention Officer		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

EMERGENCY MANAGEMENT ACT 1986

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.18	power to arrange to co-operate with other councils in relation to emergency management			
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	DMERO - Manager Engineering Services		4/11/2013	CEO to Staff
	DMERO2 - Manager Operations		26/08/2019	CEO to Staff
	DMRM - Deputy Municipal Recovery Manager		4/11/2013	CEO to Staff
	MERO - Director Infrastructure		4/11/2013	CEO to Staff
	MRM - Municipal Recovery Manager		4/11/2013	CEO to Staff
s.19(1)	if co-operating with other councils power to appoint one of the municipal councils to be the principal municipal Council in relation to emergency management			
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	DMRM - Deputy Municipal Recovery Manager		4/11/2013	CEO to Staff
	MERO - Director Infrastructure		4/11/2013	CEO to Staff
	MRM - Municipal Recovery Manager		4/11/2013	CEO to Staff
s.20(1)	duty to prepare and maintain municipal emergency management plan			duty of the principal Council if a principal Council is appointed under s.19
	MERO - Director Infrastructure		4/11/2013	CEO to Staff
s.21	appoints the officer to be Municipal Emergency Resource Officer			
	CCS - Co-ordinator Community Safety		5/12/2019	Auth Officer
	CSO1 - Community Safety Officer		5/12/2019	Auth Officer
	CSO2 - Community Safety Officer		20/03/2020	Auth Officer
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/12/2019	Auth Officer
	CSO4 - Community Safety officer		5/12/2019	Auth Officer
	DI - Director Infrastructure		6/11/2013	Auth Officer
	TLSCS - Team Leader School Crossing Superisor		5/12/2019	Auth Officer

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
EMERGENCY MANAGEMENT ACT 1986

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.21(1)	duty to appoint municipal emergency resource officer(s)			duty of the principal Council if a principal Council is appointed under s.19
	Not Delegated -		4/11/2013	CEO to Staff
s.21(3)	duty to appoint a municipal emergency planning committee			Details of appointments to be reported to Council. Duty of the principal Council if a principal Council is appointed under s.19
	Not Delegated -		4/11/2013	CEO to Staff
s.21A(3)	duty to forward a copy of Councils written response to the audit report to the Chief Officer Operations of the Victorian SES within 3 months of receiving an audit report			duty of the principal council if a principal Council is appointed under s.19
	Not Delegated -		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

EMERGENCY MANAGEMENT ACT 2013

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.54(1)(a)(vii)	Power to nominate a person, position or role to be a member of the Regional Emergency Management Planning Committee			Note: this provision commences on 1 December 2020, unless proclaimed earlier
	DCW - Director Communities and Place		24/08/2020	CEO Direct
s.59	Duty to establish a Municipal Emergency Management Planning Committee			Note: this provision commences on 1 December 2020, unless proclaimed earlier
	CEO - Chief Executive Officer		24/08/2020	CEO to Staff
s.59B(1)	Duty to nominate a chairperson of the Municipal Emergency Management Planning Committee			Note: this provision commences on 1 December 2020, unless proclaimed earlier Delegates cannot nominate themselves
	CEO - Chief Executive Officer		24/08/2020	CEO to Staff
s.59B(1)(a)	Power to nominate a member of Council staff to be the chairperson of the Municipal Emergency Management Planning Committee			Note: this provision commences on 1 December 2020, unless proclaimed earlier
	CEO - Chief Executive Officer		24/08/2020	CEO to Staff
s.59B(1)(b)	Power to nominate a member of Council staff to be the chairperson of the Municipal Emergency Management Planning Committee			Note: this provision commences on 1 December 2020, unless proclaimed earlier Delegates cannot nominate themselves
	DCW - Director Communities and Place		24/08/2020	
	DI - Director Infrastructure		24/08/2020	
s.59F(b)	Function of, in collaboration with other agencies and by the establishment of a Municipal Emergency Management Planning Committee, enabling community participation in emergency preparedness, including mitigation, response and recovery activities			Note: this provision commences on 1 December 2020, unless proclaimed earlier
	CEO - Chief Executive Officer		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

EMERGENCY MANAGEMENT ACT 2013

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.59G(1)	Duty to appoint one or more municipal emergency management officers			Note: this provision commences on 1 December 2020, unless proclaimed earlier
	CEO - Chief Executive Officer		24/08/2020	CEO to Staff
s.59H(1)	Duty to appoint one or more municipal recovery managers			Note: this provision commences on 1 December 2020, unless proclaimed earlier
	CEO - Chief Executive Officer		24/08/2020	CEO to Staff
s.60A1(1)(ab)	Function of receiving a copy of the plan in a form suitable for publication on the municipal council's internet site on behalf of the relevant Municipal Emergency Management Planning Committee			Note: this provision commences on 1 December 2020, unless proclaimed earlier
	CEO - Chief Executive Officer		24/08/2020	CEO to Staff
s.69	duty to comply with an information gathering notice issued by the Inspector-General for Emergency Management			
	MERO - Director Infrastructure		5/09/2016	CEO to Staff
s.70	function of receiving draft review or report and providing comment or response to Inspector-General for Emergency Management			
	MERO - Director Infrastructure		5/09/2016	CEO to Staff
s.70A(2)	power to consent to entry of vessel, premises or vehicle			
	MERO - Director Infrastructure		5/09/2016	CEO to Staff
s.70A(3)	duty to provide the Inspector-General with a written response to a request for consent under s.70A(2)			
	MERO - Director Infrastructure		5/09/2016	CEO to Staff
s.70B	function of giving reasonable assistance to the Inspector-General for Emergency Management			
	MERO - Director Infrastructure		5/09/2016	CEO to Staff
s.74E(3)	function of receiving a copy of any Orders made by Governor in Council under this section			
	CEO - Chief Executive Officer		5/09/2016	CEO Direct

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

ENVIRONMENT PROTECTION ACT 1970

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 4	power to appoint a litter enforcement officer			in relation to any land or waters in a Council's municipal district
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s. 4(1)	appoints the officer to be a litter enforcement officer for the purposes of the Environment Protection Act 1970			
	CCS - Co-ordinator Community Safety		5/12/2019	Auth Officer
	CEH - Co-ordinator Environmental Health		6/11/2013	Auth Officer
	CSO1 - Community Safety Officer		5/12/2019	Auth Officer
	CSO2 - Community Safety Officer		20/03/2020	Auth Officer
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/12/2019	Auth Officer
	CSO4 - Community Safety officer		5/12/2019	Auth Officer
	CWMS - Co-ordinator Waste Operations		6/11/2013	Auth Officer
	CWS - Co-ordinator Waste & Sustainability		26/08/2019	Auth Officer
	DCORPS - Director Corporate Services		6/11/2013	Auth Officer
	DCW - Director Communities and Place		6/11/2013	Auth Officer
	DI - Director Infrastructure		6/11/2013	Auth Officer
	EHO2 - Environmental Health Officer		6/11/2013	Auth Officer
	MO - Manager Operations		6/11/2013	Auth Officer
	MRS - Man Com Safety & Environmental Health		6/11/2013	Auth Officer
	MSAM - Manager Strategic Asset Management		26/08/2019	Auth Officer
	TLSCS - Team Leader School Crossing Superisor		5/12/2019	Auth Officer
s.19B(3A)	duty to make a copy of documentation pertaining to an application available for inspection			where Council is the responsible authority
	DI - Director Infrastructure		4/11/2013	CEO to Staff
s.19B(4A)(a)	duty to tell Authority information in respect to subparagraphs (i)- (v)			where Council is the responsible authority
	DI - Director Infrastructure		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
ENVIRONMENT PROTECTION ACT 1970

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.19B(4A)(b)	power to tell Authority its position on application			where Council is the responsible authority
	DI - Director Infrastructure		4/11/2013	CEO to Staff
s.19B(4A)(c)	power to ask Authority to include specified conditions in a works approval			where Council is the responsible authority
	DI - Director Infrastructure		4/11/2013	CEO to Staff
s.19B(4B)	duty to give Authority a copy of permit issued under the Planning and Environment Act 1987			where Council is the responsible authority
	DI - Director Infrastructure		4/11/2013	CEO to Staff
s.20(8)(ba)	duty to make copy of application and all accompanying documents submitted under paragraph (a) available for inspection			where Council is the responsible authority
	DI - Director Infrastructure		4/11/2013	CEO to Staff
s.20(8)(ca)	duty to advise Authority of items set out in paragraph (ca)			where Council is the responsible authority
	DI - Director Infrastructure		4/11/2013	CEO to Staff
s.20(8)(cb)(i)	power to tell Authority of its position on an application			where Council is the responsible authority
	DI - Director Infrastructure		4/11/2013	CEO to Staff
s.20(8)(cb)(ii)	power to ask Authority to include conditions in licence			where Council is the responsible authority
	DI - Director Infrastructure		4/11/2013	CEO to Staff
s.20(8)(cc)	duty to provide a copy of any permit issued under the Planning and Environment Act 1987 to the Authority.			where Council is the responsible authority
	DI - Director Infrastructure		4/11/2013	CEO to Staff
s.20A(6)(ba)	duty to make copy of an application referred to under paragraph (a) available			where Council is the responsible authority
	DI - Director Infrastructure		4/11/2013	CEO to Staff
s.20A(6)(ca)	duty to advise the Authority of items set out in subparagraphs (i)-(v)			where Council is the responsible authority
	DI - Director Infrastructure		4/11/2013	CEO to Staff
s.20A(6)(cb)(i)	power to tell Authority of its position on an application			where Council is the responsible authority
	DI - Director Infrastructure		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

ENVIRONMENT PROTECTION ACT 1970

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.20A(6)(cb)(ii)	power to ask Authority to include conditions in licence			where Council is the responsible authority
	DI - Director Infrastructure		4/11/2013	CEO to Staff
s.20A(6)(cc)	duty to give Authority a copy of permit issued under the Planning and Environment Act 1987			where Council is the responsible authority
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		15/02/2016	CEO to Staff
	MO - Manager Operations		15/02/2016	CEO to Staff
s.28	duty to comply with order of Authority			
	DI - Director Infrastructure		4/11/2013	CEO to Staff
s.45X(2)	power to direct by written notice any person who deposited litter to do certain things			where Council is a litter authority s.45X(1) must apply
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s.45X(4)	power to direct by written notice the occupier to remove or dispose of litter.			where Council is a litter authority
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

ENVIRONMENT PROTECTION ACT 1970

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.45Y(2)	power to direct by written notice any person who deposited an object or thing to do certain things			where Council is a litter authority s.45Y(1) must apply
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s.45Y(4)	power to direct by written notice the occupier to remove or dispose of object or thing.			where Council is a litter authority
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s.45Z(1)	power to remove or dispose of litter upon failure to comply with direction given under s.45X(2) or (4)			where Council is a litter authority
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

ENVIRONMENT PROTECTION ACT 1970

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.45Z(2)	power to remove or dispose of object or thing upon failure to comply with direction given under s.45Y(2) or (4)			where Council is a litter authority
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s.45Z(3)	power to recover reasonable costs incurred in taking action under s.45Z			where Council is a litter authority subject to s.45Z(4)
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s.45ZK(1)	function of receiving reports of offences under Part VIIA			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s.45ZK(2)	power to take proceedings upon receiving a report			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
ENVIRONMENT PROTECTION ACT 1970

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.48A	appoints the officer to be an authorised officer for the purposes of s.48A of the Environment Protection Act 1970			
	CCS - Co-ordinator Community Safety		5/12/2019	Auth Officer
	CEH - Co-ordinator Environmental Health		6/11/2013	Auth Officer
	CSO1 - Community Safety Officer		5/12/2019	Auth Officer
	CSO2 - Community Safety Officer		11/05/2020	Auth Officer
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/12/2019	Auth Officer
	CSO4 - Community Safety officer		5/12/2019	Auth Officer
	DCW - Director Communities and Place		24/08/2020	Auth Officer
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	EHO2 - Environmental Health Officer		6/11/2013	Auth Officer
	MRS - Man Com Safety & Environmental Health		6/11/2013	Auth Officer
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
	TLSCS - Team Leader School Crossing Supervisor		5/12/2019	Auth Officer

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

ENVIRONMENT PROTECTION ACT 1970

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.48A(9)(c)	authorises the officer generally to institute proceedings and represent Council in proceedings for offences against Acts, regulations and local laws described in the instrument			
	CCS - Co-ordinator Community Safety		5/12/2019	Auth Officer
	CEH - Co-ordinator Environmental Health		6/11/2013	Auth Officer
	CSO1 - Community Safety Officer		5/12/2019	Auth Officer
	CSO2 - Community Safety Officer		20/03/2020	Auth Officer
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/12/2019	Auth Officer
	CSO4 - Community Safety officer		5/12/2019	Auth Officer
	DCW - Director Communities and Place		24/08/2020	Auth Officer
	EHO2 - Environmental Health Officer		6/11/2013	Auth Officer
	MRS - Man Com Safety & Environmental Health		6/11/2013	Auth Officer
	TLSCS - Team Leader School Crossing Supervisor		5/12/2019	Auth Officer
s.49B(2)	power to nominate a representative to be part of the Local Government Waste Forum			where Council is in a waste recovery region.
	DI - Director Infrastructure		18/08/2014	CEO to Staff
s.49G(2)	function of collaborating with Waste and Resource Recovery Group			
	DI - Director Infrastructure		18/08/2014	CEO to Staff
s.50AC	function of consulting with Sustainability Victoria prior to submission of State-wide Waste and Resource Infrastructure Plan to the Minister			
	CEO - Chief Executive Officer		3/08/2015	CEO Direct
s.50BC	function of consulting with Waste and Resource Recovery Group prior to submission of Regional Waste and Resource Recovery Implementation Plan to Sustainability Victoria			
	CEO - Chief Executive Officer		3/08/2015	CEO Direct

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

ENVIRONMENT PROTECTION ACT 1970

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.50BH	duty to perform waste management functions consistently with Regional Waste and Resource Recovery Implementation Plan			
	DI - Director Infrastructure		18/08/2014	CEO to Staff
s.53A(2)	duty to obtain a permit for the transport of prescribed waste			
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		15/02/2016	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
	MSAM - Manager Strategic Asset Management		26/08/2019	CEO to Staff
s.53K	power (and duty) to declare an area requiring septic tank systems to be of a type that treats all sewage			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.53M(3)	power to require further information			
	CEH - Co-ordinator Environmental Health		4/11/2013	To Staff
	EHO2 - Environmental Health Officer		4/11/2013	To Staff
s.53M(4)	duty to advise applicant that application is not to be dealt with			
	CEH - Co-ordinator Environmental Health		4/11/2013	To Staff
	EHO2 - Environmental Health Officer		4/11/2013	To Staff
s.53M(5)	duty to approve plans issue permit or refuse permit			refusal must be ratified by Council or it is of no
	CEH - Co-ordinator Environmental Health		4/11/2013	To Staff
	EHO2 - Environmental Health Officer		4/11/2013	To Staff
s.53M(6)	power to refuse to issue septic tank permit			refusal must be ratified by Council or it is of no
	CEH - Co-ordinator Environmental Health		4/11/2013	To Staff
	EHO2 - Environmental Health Officer		4/11/2013	To Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
ENVIRONMENT PROTECTION ACT 1970

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.53M(7)	duty to refuse to issue a permit in circumstances in (a)-(c)			refusal must be ratified by Council or it is of no
	CEH - Co-ordinator Environmental Health		4/11/2013	To Staff
	EHO2 - Environmental Health Officer		4/11/2013	To Staff
s.53MB	power to inspect septic tank system and issue certificate approving its use			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s.53O	duty to lodge an annual return with the Authority			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s.53ZA(3)	function of receiving notice from the environmental auditor if the auditor withdraws a certificate or statement of environmental audit			where Council is the relevant responsible authority
	DI - Director Infrastructure		4/11/2013	CEO to Staff
s.53ZA(4)	function of receiving a new or amended certificate or statement of environmental audit			where Council is the relevant responsible authority
	DI - Director Infrastructure		4/11/2013	CEO to Staff
s.53ZA(6)	function of receiving notice from the Authority that an incorrect certificate or statement of environmental audit has been withdrawn			where Council is the relevant responsible authority
	DI - Director Infrastructure		7/04/2014	CEO to Staff
s.53ZB(2)	function of receiving environmental audit report and a copy of the certificate of environmental audit or statement of environmental audit			where Council is the relevant responsible authority
	DI - Director Infrastructure		4/11/2013	CEO to Staff
s.59(3)	power to authorise a person to take proceedings for an offence against Part IXB			
	Not Delegated -		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
ENVIRONMENT PROTECTION ACT 1970

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s59(3)	authorises the officer generally to institute proceedings and represent Council in proceedings for offences against Acts, regulations and local laws described in the instrument			
	CCS - Co-ordinator Community Safety		5/09/2016	Auth Officer
	CEH - Co-ordinator Environmental Health		6/11/2013	Auth Officer
	DCW - Director Communities and Place		24/08/2020	Auth Officer
	EHO2 - Environmental Health Officer		6/11/2013	Auth Officer
	MRS - Man Com Safety & Environmental Health		6/11/2013	Auth Officer

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

ESTATE AGENTS ACT 1980

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.70E(3)	duty to comply with request of Director or Inspector under s.70E(1) to provide answers or supply information			
	Not Delegated -		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

FAMILY VIOLENCE PROTECTION ACT 2008

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.144D(3)	duty to only share confidential information to the extent permitted by Part 5A, or the Regulations			where Council is an 'information sharing entity'
	MCSE - Manager Community Services & Emergency		25/02/2019	CEO to Staff
	MRM - Municipal Recovery Manager		25/02/2019	CEO to Staff
s.144KA	power to disclose confidential information to a risk assessment entity for a family violence assessment purpose			where Council is an 'information sharing entity'
	MCSE - Manager Community Services & Emergency		25/02/2019	CEO to Staff
	MRM - Municipal Recovery Manager		25/02/2019	CEO to Staff
s.144KB(1)	function of receiving a request from a risk assessment entity for confidential information for a family violence assessment purpose			where Council is an 'information sharing entity'
	MCSE - Manager Community Services & Emergency		25/02/2019	CEO to Staff
	MRM - Municipal Recovery Manager		25/02/2019	CEO to Staff
s.144KB(2)	function of receiving confidential information from a risk assessment entity to assist with identifying the confidential information that is relevant to the request and determining whether to disclose confidential information where Council is an 'inform			where Council is an 'information sharing entity' and a 'responding entity'
	MCSE - Manager Community Services & Emergency		25/02/2019	CEO to Staff
	MRM - Municipal Recovery Manager		25/02/2019	CEO to Staff
s.144KB(3)	duty to provide to the risk assessment entity written reasons for its failure to comply with the request			where Council is an 'information sharing entity' and a 'responding entity'
	MCSE - Manager Community Services & Emergency		25/02/2019	CEO to Staff
	MRM - Municipal Recovery Manager		25/02/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

FAMILY VIOLENCE PROTECTION ACT 2008

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.144KC(1)	duty to disclose confidential information to a risk assessment entity that has requested the information for a family violence assessment purpose			where Council is an 'information sharing entity'
	MCSE - Manager Community Services & Emergency		25/02/2019	CEO to Staff
	MRM - Municipal Recovery Manager		25/02/2019	CEO to Staff
s.144LA	power to disclose confidential information to another information sharing entity for a family violence protection purpose			where Council is an 'information sharing entity'
	MCSE - Manager Community Services & Emergency		25/02/2019	CEO to Staff
	MRM - Municipal Recovery Manager		25/02/2019	CEO to Staff
s.144LB(1)	function of receiving a request for confidential information from another information sharing entity for a family violence protection purpose			where Council is an 'information sharing entity' and a 'responding entity'
	MCSE - Manager Community Services & Emergency		25/02/2019	CEO to Staff
	MRM - Municipal Recovery Manager		25/02/2019	CEO to Staff
s.144LB(2)	function of receiving confidential information from the requesting entity to assist with identifying the confidential information relevant to the request or determining whether to disclose the confidential information			where Council is an 'information sharing entity' and a 'responding entity'
	MCSE - Manager Community Services & Emergency		25/02/2019	CEO to Staff
	MRM - Municipal Recovery Manager		25/02/2019	CEO to Staff
s.144LB(3)	function of receiving from the responding entity written reasons for failure to comply with the request			where Council is an 'information sharing entity' and a 'requesting entity'
	MCSE - Manager Community Services & Emergency		25/02/2019	CEO to Staff
	MRM - Municipal Recovery Manager		25/02/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

FAMILY VIOLENCE PROTECTION ACT 2008

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.144LC(1)	duty to disclose confidential information to another information sharing entity that has requested the confidential information for a family violence protection purpose			where Council is an 'information sharing entity' and a 'responding entity'
	MCSE - Manager Community Services & Emergency		25/02/2019	CEO to Staff
	MRM - Municipal Recovery Manager		25/02/2019	CEO to Staff
s.144LD	power to collect or use any confidential information disclosed to it for a family violence protection purpose			where Council is an 'information sharing entity'
	MCSE - Manager Community Services & Emergency		25/02/2019	CEO to Staff
	MRM - Municipal Recovery Manager		25/02/2019	CEO to Staff
s.144M(1)	power to disclose confidential information about a person of concern to a primary person for a family violence protection purpose if the confidential information is not excluded information			where Council is an 'information sharing entity'
	MCSE - Manager Community Services & Emergency		25/02/2019	CEO to Staff
	MRM - Municipal Recovery Manager		25/02/2019	CEO to Staff
s.144M(2)	power to disclose confidential information about a person of concern to the persons set out in s 144M(2)(a) and (b) if the primary person is a child and the confidential information is not excluded information			where Council is an 'information sharing entity'
	MCSE - Manager Community Services & Emergency		25/02/2019	CEO to Staff
	MRM - Municipal Recovery Manager		25/02/2019	CEO to Staff
s.144N	power to collect, use and disclose confidential information about a relevant person without consent			where Council is an 'information sharing entity'
	MCSE - Manager Community Services & Emergency		25/02/2019	CEO to Staff
	MRM - Municipal Recovery Manager		25/02/2019	CEO to Staff
s.144NA	duty not to collect, use or disclose confidential information about a primary person who is an adult unless s 144NA(a) or (b) applies			where Council is an 'information sharing entity'
	MCSE - Manager Community Services & Emergency		25/02/2019	CEO to Staff
	MRM - Municipal Recovery Manager		25/02/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

FAMILY VIOLENCE PROTECTION ACT 2008

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.144NB	duty not to collect, use or disclose confidential information about a linked person unless s 144NB(a) or (b) applies			where Council is an 'information sharing entity'
	MCSE - Manager Community Services & Emergency		25/02/2019	CEO to Staff
	MRM - Municipal Recovery Manager		25/02/2019	CEO to Staff
s.144NC(1)	Power to collect, use and disclose confidential information about a primary person who is a child without the consent of any person if s 144NC(1)(a) or (b) applies			where Council is an 'information sharing entity'
	MCSE - Manager Community Services & Emergency		25/02/2019	CEO to Staff
	MRM - Municipal Recovery Manager		25/02/2019	CEO to Staff
s.144NC(2)	power to collect, use and disclose confidential information about a primary person who is an adult or a linked person without the consent of the linked person if the information relates to confidential information set out in s 144NC(1)(a) and (b)			where Council is an 'information sharing entity'
	MCSE - Manager Community Services & Emergency		25/02/2019	CEO to Staff
	MRM - Municipal Recovery Manager		25/02/2019	CEO to Staff
s.144ND(1)	power to obtain consent from the primary or linked person's authorised representatives, unless the authorised representative is a person of concern or is alleged to pose a risk of family violence			where Council is an 'information sharing entity'
	MCSE - Manager Community Services & Emergency		25/02/2019	CEO to Staff
	MRM - Municipal Recovery Manager		25/02/2019	CEO to Staff
s.144P(5)	duty to comply with any guidelines issued under s 144P when handling confidential information in accordance with Part 5A			where Council is an 'information sharing entity'
	MCSE - Manager Community Services & Emergency		25/02/2019	CEO to Staff
	MRM - Municipal Recovery Manager		25/02/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
FAMILY VIOLENCE PROTECTION ACT 2008

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.144PB	duty to record the prescribed information in respect of the information sharing entity's collection, use and disclosure of confidential information in accordance with Part 5A, and the Regulations			where Council is an 'information sharing entity'
		MCSE - Manager Community Services & Emergency	25/02/2019	CEO to Staff
		MRM - Municipal Recovery Manager	25/02/2019	CEO to Staff
s.144QA	power to refuse to give an individual access to their confidential information under a relevant privacy law if s 144QA(1)(a) and (b) apply			where Council is an 'information sharing entity'
		MCSE - Manager Community Services & Emergency	25/02/2019	CEO to Staff
		MRM - Municipal Recovery Manager	25/02/2019	CEO to Staff
s.190	duty to ensure that Council's relevant policies, procedures, practice guidance and tools align with the Framework			where Council is a 'framework organisation' that provides services relevant to family violence risk assessment and family violence risk management
		MCSE - Manager Community Services & Emergency	25/02/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

FENCES ACT 1968

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
S.16(1)	power to agree with adjoining owner of land on a fence line other than common boundary			with respect to land owned by or under the control of Council
	CFM - Co-ordinator Facilities Management		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	EAPE - Executive Assistant		5/09/2016	CEO to Staff
	MI - Manager Engineering Services		26/08/2019	CEO to Staff
s.14(2)	function of providing certain information to assist an owner of land to give a fencing notice			
	CFM - Co-ordinator Facilities Management		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		18/08/2014	CEO to Staff
	EAPE - Executive Assistant		5/09/2016	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

FILMING APPROVAL ACT 2014

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
sch 1 Principle 1	power to consider operational requirements such as commercial agreements and the maintenance of any land or facilities, or to consider public amenity, safety and security, and environmental and heritage impacts when approving a permit application			
	CBDT - Co-ordinator Bus Development & Tourism		2/02/2015	CEO to Staff
	CBDT - Co-ordinator Bus Development & Tourism		2/02/2015	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	PC - Tourism & Events Oficer		2/10/2017	CEO to Staff
	PC - Tourism & Events Oficer		2/10/2017	CEO to Staff
sch 1 Principle 2	duty to approve or refuse an application for a film permit in a timely manner and to take reasonable steps to respond to an applicant within 5 business days			
	CBDT - Co-ordinator Bus Development & Tourism		2/02/2015	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	PC - Tourism & Events Oficer		2/10/2017	CEO to Staff
sch 1 Principle 3	duty to give reasons for refusal of a film permit application			
	CBDT - Co-ordinator Bus Development & Tourism		2/02/2015	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	PC - Tourism & Events Oficer		2/10/2017	CEO to Staff
sch 1 Principle 4	duty to take reasonable steps to provide a single point of contact to deal with commercial filming on public land			
	CBDT - Co-ordinator Bus Development & Tourism		2/02/2015	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	PC - Tourism & Events Oficer		2/10/2017	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

FILMING APPROVAL ACT 2014

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
sch 1 Principle 5	duty to ensure that any application forms and other documents required to consider an application for a film permit are consistent with any standard forms or documents issued by Film Victoria			
		CBDT - Co-ordinator Bus Development & Tourism	2/02/2015	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		PC - Tourism & Events Officer	2/10/2017	CEO to Staff
sch 1 Principle 6	duty for fees charged for applications for film permits and issuing film permits not exceed cost recovery			
		CBDT - Co-ordinator Bus Development & Tourism	2/02/2015	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		PC - Tourism & Events Officer	2/10/2017	CEO to Staff
sch 1 Principle 7	duty to publish information about how a person may apply for a film permit on its website or on a website approved by Film Victoria			
		CBDT - Co-ordinator Bus Development & Tourism	2/02/2015	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		PC - Tourism & Events Officer	2/10/2017	CEO to Staff
sch 1 Principle 8	duty to take reasonable steps to ensure that staff responsible for considering and issuing film permits are given appropriate information regarding the film industry			
		CBDT - Co-ordinator Bus Development & Tourism	2/02/2015	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		PC - Tourism & Events Officer	2/10/2017	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

FINES REFORM ACT 2014

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 10A(1)	function of receiving a direction to suspend any enforcement action			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s. 10D(3)	power to take action where work and development permit cancelled or partially completed			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
s. 10F(4)	function of receiving notice from Secretary regarding where infringement notice waived			Note: this provision is not yet in force and will commence on 31 December 2017, unless proclaimed earlier
	DCORPS - Director Corporate Services		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff
s. 10S(1)	function of receiving a direction to suspend any enforcement action			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s. 10S(4)	function of receiving notice of family violence scheme (FVS) applications			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s. 10U(1)(c)	function of receiving a direction to withdraw an infringement notice and take no further action in relation to the relevant offence			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s. 10U(2)(a)	duty to withdraw an infringement notice			if directed by the Director of Fines Victoria and within 28 days of the direction by issuing a withdrawal notice that complies with s 19(a) and (b)(iii) of the <i>Infringements Act 2006</i>
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s. 10U(2)(b)	duty to notify the Director and the FVS eligible person of the withdrawal of the infringement notice			
	MRS - Man Com Safety & Environmental Health		12/04/2018	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

FINES REFORM ACT 2014

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 10V(4)	function of receiving a direction to, and a duty to, take no enforcement action during the enforcement suspension period			
	MRS - Man Com Safety & Environmental Health		12/04/2018	CEO to Staff
s. 10V(6)	power to take any action referred to in s 38(1)(a) with respect to the FVS eligible offence			if an effective known user statement is cancelled under s 84BF of the Road Safety Act 1986, and the FVS eligible offence is referred to Council
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s. 10V(7)©	function of receiving a direction to withdraw an infringement notice and take no further action in relation to the relevant offence			
	MRS - Man Com Safety & Environmental Health		12/04/2018	CEO to Staff
s. 10V(9)(a)	duty to withdraw an infringement notice			if directed by the Director of Fines Victoria and within 28 days of the direction by issuing a withdrawal notice that complies with s 19(a) and (b)(iii) of the <i>Infringements Act 2006</i>
	MRS - Man Com Safety & Environmental Health		12/04/2018	CEO to Staff
s. 10V(9)(b)	duty to notify the Director and the FVS eligible person of the withdrawal of the infringement notice			
	MRS - Man Com Safety & Environmental Health		12/04/2018	CEO to Staff
s. 10W(1)	function of receiving a written notice of the Director of Fines Victoria's determination			if the Director of Fines Victoria determines that an FVS applicant is not an FVS eligible person in respect of an FVS eligible offence
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s. 10W(4)	power to immediately resume enforcement action			if the Director of Fines Victoria determines that an FVS applicant is not an FVS eligible person in respect of the relevant FVS eligible offence under s 10T
	MRS - Man Com Safety & Environmental Health		12/04/2018	CEO to Staff
s. 10X(2)	function of receiving referred matters from the Director of Fines Victoria			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

FINES REFORM ACT 2014

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 10Y(1)(a)	power to withdraw an infringement notice and take no further action or issue an official warning			where the Director of Fines Victoria refers an infringement offence under s 10X(2) by issuing a withdrawal notice under s 19 of the <i>Infringements Act 2006</i>
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s. 10Y(1)(b)	power to file a charge-sheet charging the offence			
	CCS - Co-ordinator Community Safety		12/04/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		12/04/2018	CEO to Staff
s. 16	function of registering infringement fines with Director of Fines Victoria and paying the prescribed fee			
	DCORPS - Director Corporate Services		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		26/08/2019	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff
s. 20(4)	function of being advised by Director of Fines Victoria of determination			
	DCORPS - Director Corporate Services		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		26/08/2019	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff
s. 21(1)	power to withdraw infringement notice, issue official warning or file a charge-sheet upon receipt of notice under s. 20			Note: this provision is not yet in force and will commence on 31 December 2017, unless proclaimed earlier
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

FINES REFORM ACT 2014

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 21A	duty to notify Director of Fines Victoria of commencement of proceeding by filing a charge-sheet under s.21(1)(c) in writing			Note: this provision is not yet in force and will commence on 31 December 2017, unless proclaimed earlier
		DCW - Director Communities and Place	24/08/2020	
		MRS - Man Com Safety & Environmental Health	5/09/2016	CEO to Staff
s. 22	power to request Director of Fines Victoria not to issue or serve notice of final demand			Note: this provision is not yet in force and will commence on 31 December 2017, unless proclaimed earlier
		DCW - Director Communities and Place	24/08/2020	
		MRS - Man Com Safety & Environmental Health	5/09/2016	CEO to Staff
s. 37(2)	function of receiving written notice of enforcement cancellation from Director of Fines Victoria			Note: this provision is not yet in force and will commence on 31 December 2017, unless proclaimed earlier
		DCW - Director Communities and Place	24/08/2020	
		MRS - Man Com Safety & Environmental Health	5/09/2016	CEO to Staff
s. 38	duty, once served notice of an enforcement cancellation notice, to withdraw notice, withdraw notice and issue a written warning or withdraw notice and commence proceeding			Note: this provision is not yet in force and will commence on 31 December 2017, unless proclaimed earlier
		DCW - Director Communities and Place	24/08/2020	
		MRS - Man Com Safety & Environmental Health	5/09/2016	CEO to Staff
s. 38A	duty to notify Director of Fines of commencement of proceeding by filing a charge-sheet under s.38(1)(a)(iii) in writing			Note: this provision is not yet in force and will commence on 31 December 2017, unless proclaimed earlier
		DCW - Director Communities and Place	24/08/2020	
		MRS - Man Com Safety & Environmental Health	5/09/2016	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

FINES REFORM ACT 2014

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 43	power to refer infringement fine to Director of Fines Victoria for management by payment arrangement upon request			Note: this provision is not yet in force and will commence on 31 December 2017, unless proclaimed earlier
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff
s. 44	function of receiving notice of notification of refusal of application under s.43			Note: this provision is not yet in force and will commence on 31 December 2017, unless proclaimed earlier
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff
s. 46	power to offer payment plan			Note: this provision is not yet in force and will commence on 31 December 2017, unless proclaimed earlier
	DCORPS - Director Corporate Services		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	FM - Manager Finance		26/08/2019	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff
s. 48(2)	duty to request Director of Fines Victoria to remove infringement fine if infringement notice withdrawn			Note: this provision is not yet in force and will commence on 31 December 2017, unless proclaimed earlier
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

FINES REFORM ACT 2014

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 54(1)	duty to provide Director of Fines Victoria with most up-to-date contact details of persons where referring infringement fine			Note: this provision is not yet in force and will commence on 31 December 2017, unless proclaimed earlier
		DCORPS - Director Corporate Services	5/09/2016	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		MGIS - Manager Governance & Information Service	26/08/2019	CEO to Staff
		MRS - Man Com Safety & Environmental Health	5/09/2016	CEO to Staff
		TLCS - Team Leader Customer Service	26/08/2019	CEO to Staff
s. 54(5)	function of receiving notice from Director of Fines Victoria where fine recipient makes certain requests			Note: this provision is not yet in force and will commence on 31 December 2017, unless proclaimed earlier
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		MRS - Man Com Safety & Environmental Health	5/09/2016	CEO to Staff
s.174	function of receiving request from the Director of Fines Victoria or the sheriff			where Council is a 'specified body'
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		MRS - Man Com Safety & Environmental Health	2/02/2015	CEO to Staff
s.175	duty to comply with a request from the Director of Fines Victoria or the Sheriff for the supply of information for the purpose of enforcing registered fines			where Council is a 'specified body' unless the CEO of the Council certifies in writing that exceptional circumstances apply
				Note: this provision is not yet in force and will commence on 31 December 2017, unless proclaimed earlier
				Note: this provision is not yet in force and will commence on 30 June 2016, unless proclaimed earlier
		DCW - Director Communities and Place	24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
FINES REFORM ACT 2014

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.175(1)(b)	power to certify that exceptional circumstances apply requiring Council not to provide required information			where Council is a 'specified agency'
	CEO - Chief Executive Officer		5/09/2016	CEO Direct

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

FIRE SERVICES PROPERTY LEVY ACT 2012

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 9(9)	power to apportion any levy amount			for 2 or more parcels of land which have a combined valuation and are owned separately
	CR - Co-ordinator Revenue		18/08/2014	CEO to Staff
s. 9A(1)	function of receiving application for single farm enterprise exemption			
	CR - Co-ordinator Revenue		18/08/2014	CEO to Staff
s. 9A(2)(b)	power to specify form and timeframe for making applications under s.9A(1)			
	CR - Co-ordinator Revenue		18/08/2014	CEO to Staff
s. 9A(3)	power to require further particulars or for applicant to verify particulars regarding application			
	CR - Co-ordinator Revenue		18/08/2014	CEO to Staff
s. 9A(4)	function of receiving notice of changes in circumstances			
	CR - Co-ordinator Revenue		18/08/2014	CEO to Staff
s.19 and 20	duty to pay levy amount in respect of leviable land owned by Council			note: Council is only liable to pay the relevant fixed charge in respect of land described in s.20(1)
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.21(3)(a)	function of assessing the amount of levy payable			if Council has been directed to be a collection agency in respect of non-rateable leviable land not located within its municipal district boundaries
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.21(3)(b)	function of collecting the levy payable			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.21(4)(a)	function of assessing the amount of levy payable			if council has been directed to be a collection agency in respect of non-rateable leviable land not located within its municipal district boundaries
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

FIRE SERVICES PROPERTY LEVY ACT 2012

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.21(4)(b)	function of collecting the levy payable			if Council has been directed to be a collection agency in respect of non-rateable leviable land not located within its municipal district boundaries
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.22	power to exercise powers and functions under s.229 of the Local Government Act 1989 (land information certificates) and s.232 (institute proceedings)			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.23	appoints the officer to be an authorised officer for the purposes of the Fire Services Property Levy Act 2012			
	CCS - Co-ordinator Community Safety		6/11/2013	Auth Officer
	CEH - Co-ordinator Environmental Health		6/11/2013	Auth Officer
	CSO3 - Senior Comm Safety Officer -Prosecutions		6/11/2013	Auth Officer
	CSO4 - Community Safety officer		2/10/2017	Auth Officer
	DCORPS - Director Corporate Services		6/11/2013	Auth Officer
	DCW - Director Communities and Place		6/11/2013	Auth Officer
	DI - Director Infrastructure		6/11/2013	Auth Officer
	EHO2 - Environmental Health Officer		6/11/2013	Auth Officer
	MO - Manager Operations		12/04/2018	Auth Officer
	MRS - Man Com Safety & Environmental Health		6/11/2013	Auth Officer
	PM2 - Project Manager JH		12/04/2018	Auth Officer
	SSTP - Co-ord Statutory Planning & Building		6/11/2013	Auth Officer
	STP - Senior Statutory Town Planner		6/11/2013	Auth Officer
s.24	duty to keep levy records in accordance with s.24			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
FIRE SERVICES PROPERTY LEVY ACT 2012

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.25(1)	duty to give a written notice to the owner of leviable land or to another specified person if requested by owner			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.25(6)	duty to transfer the amount of levy collected to the Commissioner			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.27(1)-1	power to require payment of levy in respect of rateable leviable land where applicant no longer in hardship or no longer occupies land			s.170 of the Local Government Act 1989 applies, subject to modifications set out in s.27
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.27(1)-2	power to decide to treat a person to whom a waiver is granted as having made a continuing application or waiver in respect of rateable leviable land in accordance with s.171(4)(f) of the Local Government Act 1989			s.171 of the Local Government Act 1989 applies, subject to modifications set out in s.27(4) note: may only waive levy if have waived rates or charges under s.171 of the Local Government Act 1989 for that land
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.27(1)-3	power to waive levy in respect of rateable leviable land			s.171 of the Local Government Act 1989 applies, subject to modifications set out in s.27(4) note: may only waive levy if have waived rates or charges under s.171 of the Local Government Act 1989 for that land
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.27(1)-4 s.27(1)-4	duty to waive levy upon receipt of an application which complies with s.171(4) of the Local Government Act 1989 in respect of rateable leviable land			s.171 of the Local Government Act 1989 applies, subject to modifications set out in s.27(4) note: may only waive levy if have waived rates or charges under s.171 of the Local Government Act 1989 for that land
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
FIRE SERVICES PROPERTY LEVY ACT 2012

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.27(1)-5	power to require information or verification in respect of rateable leviable land			s.171A of the Local Government Act 1989 applies, subject to modifications set out in s.27(4) note: may only waive levy if have waived rates or charges under s.171A of the Local Government Act 1989 for that land
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.27(1)-6	function of receiving application for waiver of levy in respect of rateable leviable land			s.171A of the Local Government Act 1989 applies, subject to modifications set out in s.27(4) note: may only waive levy if have waived rates or charges under s.171A of the Local Government Act 1989 for that land
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.27(1)-7	power to defer payment of levy in respect of rateable leviable land where applicant shows hardship			s.170 of the Local Government Act 1989 applies, subject to modifications set out in s.27. note: may only defer levy if have deferred rates or charges under s.170 of the Local Government Act 1989 for that land
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.28(1)-1	duty to waive levy upon receipt of an application which complies with s.171(4) of the Local Government Act 1989 in respect of non-rateable leviable land			s.171 of the Local Government Act 1989 applies, subject to modifications set out in s.28(4)
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.28(1)-2	power to decide to treat a person to whom a waiver is granted as having made a continuing application or waiver in respect of non-rateable leviable land in accordance with s.171(4)(f) of the Local Government Act 1989			s.171 of the Local Government Act 1989 applies, subject to modifications set out in s.28(4)
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.28(1)-3	function of receiving application for waiver of levy in respect of non- rateable leviable land			s.171A of the Local Government Act 1989 applies, subject to modifications set out in s.28(4)
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.28(1)-4	power to waive levy or levy interest in respect of non-rateable leviable land			s.171A of the Local Government Act 1989 applies, subject to modifications set out in s.28(4)
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

FIRE SERVICES PROPERTY LEVY ACT 2012

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.28(1)-5	power to require information or verification in respect of non-rateable leviable land			s.171A of the Local Government Act 1989 applies, subject to modifications set out in s.28(4)
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.28(1)-6	power to defer payment of levy in respect of non-rateable leviable land where applicant shows hardship			s.170 of the Local Government Act 1989 applies, subject to modifications set out in s.28
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.28(1)-7	power to waive levy in respect of non-rateable leviable land			s.171 of the Local Government Act 1989 applies, subject to modifications set out in s.28(4)
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.28(1)-8	power to require payment of levy in respect of non-rateable leviable land where applicant no longer in hardship or no longer occupies land			s.170 of the Local Government Act 1989 applies, subject to modifications set out in s.28
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.29(1)	duty to give concession			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.30(1)	duty to require a person to pay levy interest			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.30(3)	power to obtain court order requiring payment of levy			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.30(4)	power to waive levy interest where court order obtained under s.30(3)			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.30(5)	power to exempt any person from paying the whole or part of levy interest in accordance with s.30(5)(a) or (b)			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.30(6)	power to recover levy interest due in the same way as Council recovers the levy amount			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

FIRE SERVICES PROPERTY LEVY ACT 2012

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.31(1)	power to recover the whole of the levy from either all any or one persons jointly liable to pay levy			where 2 or more persons jointly liable to pay levy
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.31A(2)(a)	duty to refund amount of levy proportionate to the part of levy year remaining where land ceases to be lievable land and levy payment has already been made			
	CR - Co-ordinator Revenue		18/08/2014	CEO to Staff
s.31A(2)(b)	duty to only require proportionate amount of levy to be paid where land ceases to be leviable land and levy payment has not already been made			
	CR - Co-ordinator Revenue		18/08/2014	CEO to Staff
s.32(7)	power to recover amount in arrears in accordance with s.32(7)			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.33(1)	power to send notice where levy due and unpaid			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.33(5)	power to recover unpaid amount due			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.34	duty to make adjustment and apply or refund overpayment in accordance with s.34 and give a revised assessment notice to the owner or specified person			where an objection, review or appeal results in the alteration of a valuation or a decision to attribute a different AVPCC
	CR - Co-ordinator Revenue		18/08/2014	CEO to Staff
s.35(1)	power to recover unpaid levy amount			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.35(4)(b)	power to request occupier to disclose the amount of rent and name and address of person to whom rent is payable			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.36(1)	function of receiving application for refund of amounts overpaid			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
FIRE SERVICES PROPERTY LEVY ACT 2012

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.36(4)	duty to refund overpayment if determined that the payment was in excess of amount owed			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.36(5)	power to refund overpayment if determined that the payment was in excess of amount owed			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.37(1)	duty to separately account for levy amounts and levy interest collected			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.37(3)	power to retain any interest earned on levy amounts and levy interest			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.37(5)	duty to refund over payment			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.38(1)	power to cancel assessment of persons liability to pay levy if satisfied that an assessment has been made in error			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.38(2)	duty to comply with requirements in s.38(2) where Council has made an assessment in error			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.39(2)	duty to conduct another assessment of the levy amount and if applicable give the owner or specified person a revised assessment notice in accordance with s.39(2)			
	CR - Co-ordinator Revenue		18/08/2014	CEO to Staff
s.39(3)	duty to refund payment in excess of amount owed and any interest accrued			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.40	duty to submit a return to the Commissioner			in a form approved by the Commissioner and in accordance with any directions issued by the Minister
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.41(1)	duty to pay all levy amounts and levy interest received to the Commissioner in 4 instalments			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
FIRE SERVICES PROPERTY LEVY ACT 2012

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.41(4)	power to decide to forward late payments of levy amounts and levy interest to the Commissioner at the same time as the next instalment is payable			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.66	power to disclose information in capacity as a collection agency unless that information will or is likely to identify a particular person			
	CEO - Chief Executive Officer		3/08/2015	CEO Direct
s.68	power to authorise the secondary disclosure of information obtained under, or in relation to the administration of, this Act			
	CEO - Chief Executive Officer		3/08/2015	CEO Direct
s.71(1)	function of receiving application for alteration of levy records			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.71(2)	power to specify the manner and form of applications under s.71(1)			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.72	duty to comply with any Ministerial directions issued under s.72			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
FLORA AND FAUNA GUARANTEE ACT 1988

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 4C(1)	Function of receiving a request for information from the Minister			Where Council is a public authority
	MO - Manager Operations		11/05/2020	CEO to Staff
s. 4C(2)	Duty to comply with a Minister's request for information under s 4C(1)			Where Council is a public authority
	MO - Manager Operations		11/05/2020	CEO to Staff
s. 7(2)	Function of consulting with the Secretary either before the action starts or, if the action has already started, within 15 days of the request being made			Note: this section will become applicable on 6 June 2020 due to the <i>Flora and Fauna Guarantee Amendment Act 2019</i> , unless the Amendment is proclaimed earlier Where Council is a public authority If the Secretary is of the opinion that an action taken or to be taken by Council is likely to threaten the survival of a listed taxon or community of flora or fauna or a critical habitat
	CEO - Chief Executive Officer		11/05/2020	CEO Direct
	DI - Director Infrastructure		11/05/2020	CEO Direct
	MO - Manager Operations		11/05/2020	CEO to Staff
s.20B(1)(a)	Function of receiving written notice from the Secretary			Where Council is a landholder of any land that is within the area of the proposed determination
	MO - Manager Operations		11/05/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

FLORA AND FAUNA GUARANTEE ACT 1988

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.20B(1)(b)	Function of receiving written notice from the Secretary			Where Council is a public authority that performs a function or exercises a power in the area of the proposed determination
	MO - Manager Operations		11/05/2020	CEO to Staff
s.20B(5)	Note: this section will become applicable on 6 June 2020 due to the Flora and Fauna Guarantee Amendment Act 2019, unless the Amendment is proclaimed earlier			Where Council is a landholder
	MO - Manager Operations		11/05/2020	CEO to Staff
s.25(1)	function of being party to an agreement for management of flora and fauna			
	DI - Director Infrastructure		4/11/2013	CEO to Staff
s.29(1)(a)	Function of receiving notice of the making of a habitat conservation order from the Minister in relation to land within the critical habitat			Where Council is a landholder
	MO - Manager Operations		11/05/2020	CEO to Staff
s.29(1)(b)	Function of receiving notice of the making of a habitat conservation order from the Minister			Where Council is a public authority that performs a function or exercises a power in the critical habitat
	MO - Manager Operations		11/05/2020	CEO to Staff
s.37(d)	function of responsible-planning authority to receive notice of conservation orders			Where Council is a public authority
	DI - Director Infrastructure		4/11/2013	CEO to Staff
s.57(2)(h)	Function of giving, to an authorised officer, samples of any thing in respect of which the authorised officer suspects that there has been a contravention of the Flora and Fauna Guarantee Act 1988 (Vic) or an instrument referred to in s 57(1) that is fou			Where Council is the landholder of the land or is apparently in charge of the building or vehicle (as the case requires)
	MO - Manager Operations		11/05/2020	CEO to Staff
s.57(2)(k)	Function of receiving notice from an authorised officer			Where Council is the landholder of the land
	MO - Manager Operations		11/05/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

FOOD ACT 1984

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
---	power to register renew or transfer registration			where Council is the registration authority, refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see s.58A(2))
	CEH - Co-ordinator Environmental Health		4/11/2013	To Staff
	EHO2 - Environmental Health Officer		4/11/2013	To Staff
s. 7D(3)	duty to comply with a declaration made by the Secretary under s.7D(1)			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s. 7E(6)	duty to publish a copy of a direction given by the Minister under s.7E(1) in the annual report			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s.19(2)(a)	power to direct by written order that the food premises be put into a clean and sanitary condition			If s.19(1) applies
	CEH - Co-ordinator Environmental Health		4/11/2013	To Staff
	EHO2 - Environmental Health Officer		4/11/2013	To Staff
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			If s.19(1) applies
	CEH - Co-ordinator Environmental Health		4/11/2013	To Staff
	EHO2 - Environmental Health Officer		4/11/2013	To Staff
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 (contd)			If s.9(1) applies Only in relation to temporary food premises or mobile food premises
	CEH - Co-ordinator Environmental Health		2/10/2017	To Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

FOOD ACT 1984

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
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			if s.19(1) applies
		CEH - Co-ordinator Environmental Health	2/10/2017	To Staff
		CEH - Co-ordinator Environmental Health	4/11/2013	CEO to Staff
		EHO2 - Environmental Health Officer	4/11/2013	CEO to Staff
s.19(4)(b)	duty to notify the Department of the making of the order			if section 19(1) applies
		CEH - Co-ordinator Environmental Health	7/04/2014	CEO to Staff
		EHO2 - Environmental Health Officer	7/04/2014	CEO to Staff
s.19(4)(c)	duty to notify the registration authority of the making of the order and any appeal and the outcome of the appeal			if s.19(1) applies and if Council is not the registration authority
		CEH - Co-ordinator Environmental Health	7/04/2014	CEO to Staff
		EHO2 - Environmental Health Officer	7/04/2014	CEO to Staff
s.19(6)(a)	duty to revoke any order under section 19 if satisfied that an order has been complied with			If section 19(1) applies
		CEH - Co-ordinator Environmental Health	4/11/2013	To Staff
		EHO2 - Environmental Health Officer	4/11/2013	To Staff
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			If section 19(1) applies
		CEH - Co-ordinator Environmental Health	4/11/2013	To Staff
		EHO2 - Environmental Health Officer	4/11/2013	To Staff
s.19A(4)(b)	function of receiving notice from authorised officer			where Council is the registration authority
		CEH - Co-ordinator Environmental Health	7/04/2014	CEO to Staff
		EHO2 - Environmental Health Officer	7/04/2014	CEO to Staff
s.19AA(2)	power to direct by written order that a person must take any of the actions described in (a)-(c).			where Council is the registration authority
		CEH - Co-ordinator Environmental Health	4/11/2013	To Staff
		EHO2 - Environmental Health Officer	4/11/2013	To Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

FOOD ACT 1984

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
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 - Co-ordinator Environmental Health	4/11/2013	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 To Staff
		EHO2 - Environmental Health Officer	4/11/2013	
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 - Co-ordinator Environmental Health	4/11/2013	where Council is the registration authority To Staff
		EHO2 - Environmental Health Officer	4/11/2013	
s.19BA(3)	duty to give notice of the variation or revocation of the order to the general public in the same manner as the original notice	CEH - Co-ordinator Environmental Health	7/04/2014	must be done by the same person as gave the original notice CEO to Staff
		EHO2 - Environmental Health Officer	7/04/2014	
s.19CB(4)(b)	power to request copy of records	CEH - Co-ordinator Environmental Health	4/11/2013	where Council is the registration authority To Staff
		EHO2 - Environmental Health Officer	4/11/2013	
s.19E(1)(d)	power to request a copy of the food safety program	CEH - Co-ordinator Environmental Health	4/11/2013	where Council is the registration authority To Staff
		EHO2 - Environmental Health Officer	4/11/2013	
s.19EA(3)	function of receiving a copy of any significant revision made to the food safety program	CEH - Co-ordinator Environmental Health	7/04/2014	where Council is the registration authority CEO to Staff
		EHO2 - Environmental Health Officer	7/04/2014	

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FOOD ACT 1984

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.19GB	power to request proprietor to provide written details of the name qualification or experience of the current food safety supervisor			where Council is the registration authority
	CEH - Co-ordinator Environmental Health		4/11/2013	To Staff
	EHO2 - Environmental Health Officer		4/11/2013	To Staff
s.19H(5)(a) & (5)(b)	duty to take into account (a) the food safety performance of the food business; and (b) any guidelines issued by the Secretary in determining the frequency and intervals of the assessments and audits			where Council is the registration authority
	CEH - Co-ordinator Environmental Health		7/04/2014	CEO to Staff
	EHO2 - Environmental Health Officer		7/04/2014	CEO to Staff
s.19I	duty to conduct a food safety assessment as required under s.19H			subject to s.19J where Council is the registration authority
	CEH - Co-ordinator Environmental Health		7/04/2014	CEO to Staff
	EHO2 - Environmental Health Officer		7/04/2014	CEO to Staff
s.19IA(2)	duty to give written notice to proprietor if food safety requirements or s.19DC(2) have not been complied with unless s.19IA(3) applies			where Council is the registration authority
	CEH - Co-ordinator Environmental Health		7/04/2014	CEO to Staff
	EHO2 - Environmental Health Officer		7/04/2014	CEO to Staff
s.19M(4)(a) + (5)	power to conduct a food safety audit and take actions where deficiencies are identified			where Council is the registration authority
	CEH - Co-ordinator Environmental Health		4/11/2013	To Staff
	EHO2 - Environmental Health Officer		4/11/2013	To Staff
s.19N	function of receiving information from a food safety auditor			where Council is the registration authority
	CEH - Co-ordinator Environmental Health		7/04/2014	CEO to Staff
	EHO2 - Environmental Health Officer		7/04/2014	CEO to Staff

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

FOOD ACT 1984

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.19NA(1)	power to request food safety audit reports			where Council is the registration authority
	CEH - Co-ordinator Environmental Health		4/11/2013	To Staff
	EHO2 - Environmental Health Officer		4/11/2013	To Staff
s.19U(3)	power to waive and vary the costs of a food safety audit if there are special circumstances			
	CEH - Co-ordinator Environmental Health		4/11/2013	To Staff
	EHO2 - Environmental Health Officer		4/11/2013	To Staff
s.19U(4)	duty to ensure that information relating to costs of a food safety audit are available for inspection by the public			where Council is the registration authority
	CEH - Co-ordinator Environmental Health		7/04/2014	CEO to Staff
	EHO2 - Environmental Health Officer		7/04/2014	CEO to Staff
s.19UA	power to charge fees for conducting a food safety assessment or inspection			except for an assessment required by a declaration under section 19C or an inspection under ss.38B(1)(c) or 39.
	CEH - Co-ordinator Environmental Health		4/11/2013	To Staff
	EHO2 - Environmental Health Officer		4/11/2013	To Staff
s.19UA(4)	duty to consider proprietor's history of compliance in deciding whether to charge the fee			
	CEH - Co-ordinator Environmental Health		7/04/2014	CEO to Staff
	EHO2 - Environmental Health Officer		7/04/2014	CEO to Staff
s.19UA(5)	duty to ensure that the method of determining a fee under s.19UA(3)(a) and the considerations that apply under s.19UA(4) are available for inspection by the public			
	CEH - Co-ordinator Environmental Health		7/04/2014	CEO to Staff
	EHO2 - Environmental Health Officer		7/04/2014	CEO to Staff
s.19W	power to direct a proprietor of a food premises to comply with any requirement under Part IIIB			where Council is the registration authority
	CEH - Co-ordinator Environmental Health		4/11/2013	To Staff
	EHO2 - Environmental Health Officer		4/11/2013	To Staff

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

FOOD ACT 1984

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.19W(3)(a)	power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction			where Council is the registration authority
	CEH - Co-ordinator Environmental Health		4/11/2013	To Staff
	EHO2 - Environmental Health Officer		4/11/2013	To Staff
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			where Council is the registration authority
	CEH - Co-ordinator Environmental Health		4/11/2013	To Staff
	EHO2 - Environmental Health Officer		4/11/2013	To Staff
s.20	appoints the officer to be an authorised officer for the purposes of the Food Act 1984			
	CEO - Chief Executive Officer		25/02/2019	Auth Officer
s.20(1C)	duty to ensure authorised officers are suitably qualified or trained			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.20(2)	power to limit or impose conditions on the authority granted to an authorised officer			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.26(5)	duty to destroy or dispose of article			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s.32(1)	duty to submit samples of food for analysis			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s.32(3)	function of receiving report by analyst			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

FOOD ACT 1984

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.35A(2)	function of receiving notice of operation from the proprietor of a food premises			where Council is the registration authority
	CEH - Co-ordinator Environmental Health		7/04/2014	CEO to Staff
	EHO2 - Environmental Health Officer		7/04/2014	CEO to Staff
s.37	function of receiving application, information and documents required under s.36 from the proprietor of a food business			
	CEH - Co-ordinator Environmental Health		7/04/2014	CEO to Staff
	EHO2 - Environmental Health Officer		7/04/2014	CEO to Staff
s.38(3)	duty to consult with the Secretary about the proposed exemption under s.38(2)			
	CEH - Co-ordinator Environmental Health		7/04/2014	CEO to Staff
	EHO2 - Environmental Health Officer		7/04/2014	CEO to Staff
s.38A(4)	power to request a copy of a completed food safety program template			where council is the registration authority
	CEH - Co-ordinator Environmental Health		4/11/2013	To Staff
	EHO2 - Environmental Health Officer		4/11/2013	To Staff
s.38A(5) & (6)	function of receiving a food safety audit certificate from a proprietor			where Council is the registration authority
	CEH - Co-ordinator Environmental Health		7/04/2014	CEO to Staff
	EHO2 - Environmental Health Officer		7/04/2014	CEO to Staff
s.38AA(2)	function of being notified of operation			where Council is the registration authority
	CEH - Co-ordinator Environmental Health		7/04/2014	CEO to Staff
	EHO2 - Environmental Health Officer		7/04/2014	CEO to Staff
s.38AA(4)	duty to determine whether the food premises are exempt from the requirement of registration			where Council is the registration authority
	CEH - Co-ordinator Environmental Health		7/04/2014	CEO to Staff
	EHO2 - Environmental Health Officer		7/04/2014	CEO to Staff

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FOOD ACT 1984

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
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			where Council is the registration authority
		CEH - Co-ordinator Environmental Health	4/11/2013	To Staff
		EHO2 - Environmental Health Officer	4/11/2013	To Staff
s.38AB(4)	power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under s.38AB(1)			where Council is the registration authority
		CEH - Co-ordinator Environmental Health	4/11/2013	To Staff
		EHO2 - Environmental Health Officer	4/11/2013	To Staff
s.38B(1)(a)	duty to assess the application and determine which class of food premises under s.19C the food premises belongs			where Council is the registration authority
		CEH - Co-ordinator Environmental Health	4/11/2013	To Staff
		EHO2 - Environmental Health Officer	4/11/2013	To Staff
s.38B(1)(b)	duty to ensure proprietor has complied with requirements of s.38A			where Council is the registration authority
		CEH - Co-ordinator Environmental Health	4/11/2013	To Staff
		EHO2 - Environmental Health Officer	4/11/2013	To Staff
s.38B(1)(c)	duty to inspect premises			where Council is the registration authority
		CEH - Co-ordinator Environmental Health	7/04/2014	CEO to Staff
		EHO2 - Environmental Health Officer	7/04/2014	CEO to Staff
s.38B(2)	duty to be satisfied of the matters in s.38B(2)(a)-(b)			where Council is the registration authority
		CEH - Co-ordinator Environmental Health	4/11/2013	To Staff
		EHO2 - Environmental Health Officer	4/11/2013	To Staff

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FOOD ACT 1984

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.38D(1)	duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by s.39			where Council is the registration authority
		CEH - Co-ordinator Environmental Health	4/11/2013	To Staff
		EHO2 - Environmental Health Officer	4/11/2013	To Staff
s.38D(2)	duty to be satisfied of the matters in s.38D(2)(a)-(d)			where Council is the registration authority
		CEH - Co-ordinator Environmental Health	4/11/2013	To Staff
		EHO2 - Environmental Health Officer	4/11/2013	To Staff
s.38D(3)	power to request copies of any audit reports			where Council is the registration authority
		CEH - Co-ordinator Environmental Health	4/11/2013	To Staff
		EHO2 - Environmental Health Officer	4/11/2013	To Staff
s.38E(1)(c)	function of assessing the requirement for a food safety program			where Council is the registration authority
		CEH - Co-ordinator Environmental Health	7/04/2014	CEO to Staff
		EHO2 - Environmental Health Officer	7/04/2014	CEO to Staff
s.38E(2)	power to register the food premises on a conditional basis			where Council is the registration authority; not exceeding the prescribed time limit defined under s.38E(5).
		CEH - Co-ordinator Environmental Health	4/11/2013	To Staff
		EHO2 - Environmental Health Officer	4/11/2013	To Staff
s.38E(3)(a)	function of receiving certificates			where Council is the registration authority
		CEH - Co-ordinator Environmental Health	7/04/2014	CEO to Staff
		EHO2 - Environmental Health Officer	7/04/2014	CEO to Staff
s.38E(4)	duty to register the food premises when conditions are satisfied			where Council is the registration authority
		CEH - Co-ordinator Environmental Health	4/11/2013	To Staff
		EHO2 - Environmental Health Officer	4/11/2013	To Staff

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

FOOD ACT 1984

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.38F(3)(a)	duty to note the change to the classification of the food premises on the certificate of registration			where Council is the registration authority
	CEH - Co-ordinator Environmental Health		7/04/2014	CEO to Staff
	EHO2 - Environmental Health Officer		7/04/2014	CEO to Staff
s.38F(3)(b)	power to require a proprietor to comply with requirements of this Act			where Council is the registration authority
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s.39(2)	duty to inspect within 12 months before renewal of registration			where Council is the registration authority
	CEH - Co-ordinator Environmental Health		7/04/2014	CEO to Staff
	EHO2 - Environmental Health Officer		7/04/2014	CEO to Staff
s.39(3)	duty to inspect within 3 months before renewal of registration if circumstances in s.39(3)(a)-(d) apply			where Council is the registration authority
	CEH - Co-ordinator Environmental Health		7/04/2014	CEO to Staff
	EHO2 - Environmental Health Officer		7/04/2014	CEO to Staff
s.39A	power to register renew or transfer food premises despite minor defects			where Council is the registration authority, only if satisfied of matters in s.39A(2)(a)-(c)
	CEH - Co-ordinator Environmental Health		4/11/2013	To Staff
	EHO2 - Environmental Health Officer		4/11/2013	To Staff
s.39A(6)	duty to comply with direction of Secretary			
	CEH - Co-ordinator Environmental Health		7/04/2014	CEO to Staff
	EHO2 - Environmental Health Officer		7/04/2014	CEO to Staff
s.40(1)	duty to issue a certificate of registration in the prescribed form			where Council is the registration authority
	CEH - Co-ordinator Environmental Health		7/04/2014	CEO to Staff
	EHO2 - Environmental Health Officer		7/04/2014	CEO to Staff
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 - Co-ordinator Environmental Health		4/11/2013	To Staff
	EHO2 - Environmental Health Officer		4/11/2013	To Staff

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

FOOD ACT 1984

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.40C(2)	power to grant or renew the registration of food premises for a period of less than 1 year			where Council is the registration authority
	CEH - Co-ordinator Environmental Health		4/11/2013	To Staff
	EHO2 - Environmental Health Officer		4/11/2013	To Staff
s.40D(1)	power to suspend or revoke the registration of food premises			where Council is the registration authority
	CEH - Co-ordinator Environmental Health		4/11/2013	To Staff
	EHO2 - Environmental Health Officer		4/11/2013	To Staff
s.40D(2)	duty to specify how long a suspension is to last under s.40D(1)			where Council is the registration authority
	CEH - Co-ordinator Environmental Health		7/04/2014	CEO to Staff
	EHO2 - Environmental Health Officer		7/04/2014	CEO to Staff
s.40E(4)	duty to comply with direction of Secretary			
	CEH - Co-ordinator Environmental Health		7/04/2014	CEO to Staff
	EHO2 - Environmental Health Officer		7/04/2014	CEO to Staff
s.43(1) and (2)	duty to maintain records of the prescribed particulars and orders in force under Part III			where Council is the registration authority
	CEH - Co-ordinator Environmental Health		7/04/2014	CEO to Staff
	EHO2 - Environmental Health Officer		7/04/2014	CEO to Staff
s.43(3)	duty to make available information held in records, free of charge, on request			where Council is the registration authority
	CEH - Co-ordinator Environmental Health		7/04/2014	CEO to Staff
	EHO2 - Environmental Health Officer		7/04/2014	CEO to Staff
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			where Council is the registration authority
	CEH - Co-ordinator Environmental Health		4/11/2013	To Staff
	EHO2 - Environmental Health Officer		4/11/2013	To Staff

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FOOD ACT 1984

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
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			where Council is the registration authority
		CEH - Co-ordinator Environmental Health	4/11/2013	To Staff
		EHO2 - Environmental Health Officer	4/11/2013	To Staff
s.43I	function of receiving a statement of trade of a proprietor of a food business			
		CEH - Co-ordinator Environmental Health	7/04/2014	CEO to Staff
		EHO2 - Environmental Health Officer	7/04/2014	CEO to Staff
s.45AA	power to act in proceedings against the Crown			power of the responsible agency
		CEH - Co-ordinator Environmental Health	4/11/2013	CEO to Staff
		EHO2 - Environmental Health Officer	4/11/2013	CEO to Staff
s.45AC	authorises the officers generally to institute proceedings and represent Council in proceedings for offences against the Acts, Regulations and local laws described in this instrument			
		CEH - Co-ordinator Environmental Health	25/02/2019	Auth Officer
		CEH - Co-ordinator Environmental Health	4/11/2013	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	Auth Officer
		EHO2 - Environmental Health Officer	25/02/2019	Auth Officer
		EHO2 - Environmental Health Officer	4/11/2013	CEO to Staff
		MRS - Man Com Safety & Environmental Health	25/02/2019	Auth Officer
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 (contd)			(contd) against the person first charged
				Where Council is the registration authority
				where council is the registration authority
		CEH - Co-ordinator Environmental Health	4/11/2013	To Staff
		EHO2 - Environmental Health Officer	4/11/2013	To Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

FOOD ACT 1984

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.50AB	function of signing a certificate under this Act			
	CEO - Chief Executive Officer		3/08/2015	CEO Direct
s.53G(1)	duty to provide information in s.53G(1) to the Secretary as soon as practicable after a person is convicted by a court for an offence under this Act			where Council is the "relevant Council" under subsection (6)
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s.53G(2)	duty to advise the Secretary that a person has not appealed a conviction within the time allowed			where Council is the 'relevant Council' under s.53G(6)
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s.53G(3)	duty to advise the Secretary of the fact that an appeal or application for leave is lodged against the conviction and of other matters in this subsection			where Council is the 'relevant Council' under s.53G(6)
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s.53G(4)	duty to inform the Secretary of the outcome of the appeal or application			where Council is the 'relevant Council' under s.53G(6)
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s.58(1)	duty to notify the Director of Liquor Licensing where an order is made under s.19 of the Act and a licence-permit under the Liquor Control Reform Act 1998 is in force			where Council is the registration authority
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

FOOD ACT 1984

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.58(2)	duty to notify the Director of Liquor Licensing when a holder of a permit-licence under the Liquor Control Reform Act 1998 is found guilty or pleads guilty and in respect of which no conviction is recorded			where Council is the registration authority
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s.58B(1)	power to take action in relation to a thing done or omitted at the food premises			where Council is the registration authority for the temporary or mobile food premises
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s.58B(2)	power to take into account results of inspection assessment audit or other action taken by another registration authority in relation to temporary or mobile food premises			where Council is the registration authority for the temporary or mobile food premises
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s.59C(2)	power to take actions necessary to ensure compliance with direction under s.19, s.19B or Part VII			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s.59C(7)(b)	power to recover costs incurred under s.59C(2) or (3)			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s.71(a)	power to revoke or suspend the registration of the food premises under Part IIIB or s.40D in certain circumstances			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
FREEDOM OF INFORMATION ACT 1982

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 6W(4)	duty to ensure that all officers and employees are informed about the requirements of the professional standards			
	CG - Co-ordinator Governance		26/08/2019	CEO Direct
	DCORPS - Director Corporate Services		25/02/2019	CEO Direct
	MGIS - Manager Governance & Information Service		25/02/2019	CEO Direct
s. 7	duty to publish information			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	TLIK - Team Leader Information & Knowledge		4/11/2013	CEO to Staff
s. 8(2)	duty to make certain documents available for inspection and purchase			
	CG - Co-ordinator Governance		26/08/2019	CEO Direct
	DCORPS - Director Corporate Services		25/02/2019	CEO Direct
s. 8(3)	duty to cause to be prepared a corresponding document, altered only to the extent necessary to exclude exempt matter			
	CG - Co-ordinator Governance		26/08/2019	CEO Direct
	DCORPS - Director Corporate Services		25/02/2019	CEO Direct
	TLIK - Team Leader Information & Knowledge		26/08/2019	CEO Direct
s. 8(5)	duty to cause the fact of the existence of a document to be published			
	CG - Co-ordinator Governance		26/08/2019	CEO Direct
	DCORPS - Director Corporate Services		25/02/2019	CEO Direct
	TLIK - Team Leader Information & Knowledge		26/08/2019	CEO Direct
s. 17(1)	function of receiving requests for access			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	TLIK - Team Leader Information & Knowledge		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
FREEDOM OF INFORMATION ACT 1982

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 17(2B)	power to waive or reduce fee			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
s. 18	power to transfer requests to another agency			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	TLIK - Team Leader Information & Knowledge		4/11/2013	CEO to Staff
s. 21(1)	duty to take all reasonable steps to enable an applicant to be notified of a decision			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/10/2017	CEO to Staff
	TLIK - Team Leader Information & Knowledge		2/10/2017	CEO to Staff
s. 21(2)	power to extend the period for deciding a request referred to in s.21(1)(a)			
	DCORPS - Director Corporate Services		2/10/2017	CEO to Staff
s. 21(3)	power to further extend a period for deciding a request in accordance with s.21(2)(b)			
	DCORPS - Director Corporate Services		2/10/2017	CEO to Staff
s. 21(4)	duty to notify the applicant, in writing, if the period for deciding a request is extended or further extended under s.21			
	TLIK - Team Leader Information & Knowledge		2/10/2017	CEO to Staff
s. 22	power to calculate charges for access to documents			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	TLIK - Team Leader Information & Knowledge		4/11/2013	CEO to Staff
s. 25A	power to refuse requests			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 26(1)	power to make a decision on a request			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	TLIK - Team Leader Information & Knowledge		4/11/2013	CEO to Staff
s. 29(2)	duty to notify relevant government agencies, authorities or Ministers (including agencies or authorities in other countries) of requests for access to documents and seek their views, if practicable			when deciding whether documents are exempt
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/10/2017	CEO to Staff
	TLIK - Team Leader Information & Knowledge		2/10/2017	CEO to Staff
s. 29A(1D)	duty to notify relevant government agencies, authorities or Ministers (including agencies or authorities in other countries) of requests for access to documents and seek their views, if practicable			when deciding whether documents are exempt
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/10/2017	CEO to Staff
	TLIK - Team Leader Information & Knowledge		2/10/2017	CEO to Staff
s. 31(5)	duty to notify relevant Commonwealth, or State or Territory, government agencies, authorities or Ministers of requests for access to documents and seek their views, if practicable			when deciding whether documents are exempt
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/10/2017	CEO to Staff
	TLIK - Team Leader Information & Knowledge		2/10/2017	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 31(6)	duty to notify relevant Commonwealth, or State or Territory, government agencies, authorities or Ministers of requests for access to documents and seek their views, if practicable			when deciding whether it is in the public interest to grant access to documents referred to in s.31(2)
	DCORPS - Director Corporate Services		2/10/2017	CEO to Staff
s. 31A(2)	duty to notify the IBAC of requests for access to documents and seek IBAC's view as to whether the document should be disclosed, if practicable			when deciding whether documents are exempt under s.31A(1)
	DCORPS - Director Corporate Services		2/10/2017	CEO to Staff
s. 33(2B)	duty to notify a person who is the subject of a document that a request has been made for the document, seek that person's view and state that if the person consents to the disclosure of the document (or disclosure subject to deletion of (contd)			Note: this provision is not yet in force and will commence on 1 September 2017, unless proclaimed earlier when deciding whether to disclose information relating to personal affairs
	TLIK - Team Leader Information & Knowledge		2/10/2017	CEO to Staff
s. 33(3)	duty to notify the person of the decision to grant access to the document, and of the person's right to make an application for review of the decision provided by s.50(3), if practicable			where the information relates to that person's personal affairs (this includes a deceased person, in which case the person's next of kin is to be notified)
	TLIK - Team Leader Information & Knowledge		2/10/2017	CEO to Staff
s. 33(5)	duty to appoint a person registered under the Health Practitioner Regulation National Law to be the principal officer of the agency for the purposes of section 33(4)			
	CEO - Chief Executive Officer		2/10/2017	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 33A	power to notify either or both a child and a parent, or guardian, of the child			where the person to be notified about a request is a child
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/10/2017	CEO to Staff
	TLIK - Team Leader Information & Knowledge		26/08/2019	CEO to Staff
s. 34(3)	duty to notify the undertaking of requests for access to documents and seek their views			when deciding whether the disclosure of information would expose an undertaking unreasonably to disadvantage
	TLIK - Team Leader Information & Knowledge		2/10/2017	CEO to Staff
s. 34(3A)	duty to notify the undertaking, from which the document was acquired, of the decision to grant access to the documents and right to make an application for review of the decision provided by s.50(3A)			
	TLIK - Team Leader Information & Knowledge		2/10/2017	CEO to Staff
s. 35(1A)	duty to notify that a request to access documents has been received and seek their views			when deciding whether a document is an exempt document under s.35(1)
	TLIK - Team Leader Information & Knowledge		2/10/2017	CEO to Staff
s. 35(1C)	duty to notify the person who communicated the information or matter, or on whose behalf the information or matter was communicated, of the decision to grant access to the documents and right to make an application for review of the decision (contd)			
	TLIK - Team Leader Information & Knowledge		2/10/2017	CEO to Staff
s. 49D(3)	power to request a copy of the application from the Information Commissioner			
	MGIS - Manager Governance & Information Service		25/02/2019	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 49G(3)	function of receiving notice from the Information Commissioner			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	TLIK - Team Leader Information & Knowledge		4/11/2013	CEO to Staff
s. 49I	duty to assist the Information Commissioner to undertake a review			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	TLIK - Team Leader Information & Knowledge		4/11/2013	CEO to Staff
s. 49K	function of consulting with the Information Commissioner			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	TLIK - Team Leader Information & Knowledge		4/11/2013	CEO to Staff
s. 49KA(2)(a)	function of processing or identifying a reasonable sample of the documents upon notice from the Information Commissioner			if the Information Commissioner reasonably believes that an agency or Minister has failed to undertake an adequate search for documents that relate to a decision that is the subject of a review under Division 1
	TLIK - Team Leader Information & Knowledge		2/10/2017	CEO to Staff
s. 49KA(2)(b)	function to undertake a further search, or to cause a further search to be undertaken, for documents in the possession, custody or control of the agency or Minister, upon notice from the Information Commissioner			if the Information Commissioner reasonably believes that an agency or Minister has failed to undertake an adequate search for documents that relate to a decision that is the subject of a review under Division 1
	TLIK - Team Leader Information & Knowledge		2/10/2017	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 49KA(3)	duty to comply with requests under s.49KA(2) within the reasonable time stated in the Information Commissioner's notice, being not less than 10 business days			if the Information Commissioner reasonably believes that an agency or Minister has failed to undertake an adequate search for documents that relate to a decision that is the subject of a review under Division 1
		TLIK - Team Leader Information & Knowledge	2/10/2017	CEO to Staff
s. 49KA(4)	power to apply for extension			
		DCORPS - Director Corporate Services	2/10/2017	CEO to Staff
s. 49KA(7)	duty to notify the Information Commissioner within 3 business days after the end of the period referred to in s.49KA(2) or s.49KA(3) of the information contained in s.49KA(7)(a)-(b)			if the Information Commissioner reasonably believes that an agency or Minister has failed to undertake an adequate search for documents that relate to a decision that is the subject of a review under Division 1
		TLIK - Team Leader Information & Knowledge	2/10/2017	CEO to Staff
s. 49KA(8)	function to have the matter referred from the Information Commissioner in accordance with s.49L			if the Information Commissioner reasonably believes that an agency or Minister has failed to undertake an adequate search for documents that relate to a decision that is the subject of a review under Division 1
		DCORPS - Director Corporate Services	2/10/2017	CEO to Staff
s. 49L(1A)	duty to make a fresh decision where a matter is referred back to Council by the Freedom of Information Commissioner			decision must be made within 28 days of referral, unless other time period agreed under s.49L(2)
		DCORPS - Director Corporate Services	4/11/2013	CEO to Staff

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FREEDOM OF INFORMATION ACT 1982

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 49L(2)	power to agree with the Information Commissioner to another time period for making the fresh decision under s.49L(1)			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
s. 49L(4)	duty to notify the Information Commissioner that a fresh decision has been made or has not been made			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	TLIK - Team Leader Information & Knowledge		4/11/2013	CEO to Staff
s. 49L(5)	duty to revoke the earlier decision where a fresh decision has been made and to inform the applicant of the requirements of s.49L(6) and the effect of s.49(7)			
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
s. 49M(1)	power to exercise a choice to reconsider the subject matter of an application for review and make a fresh decision			must advise the Information Commissioner and the applicant in writing decision must be made within 28 days of referral, unless other time period agree3d under s.49M(2) may make a fresh decision only once during a review under this part s. 49M(6)
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
s. 49M(2)	power to agree with Information Commissioner to another time period for making a fresh decision			
	TLIK - Team Leader Information & Knowledge		2/02/2015	CEO to Staff
s. 49M(4)	duty to notify the Information Commissioner in writing of whether a fresh decision has or has not been made			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		2/02/2015	CEO to Staff

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FREEDOM OF INFORMATION ACT 1982

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 49M(5)	duty to revoke the earlier decision where a fresh decision has been made and to inform the applicant of the requirements of s.49M(6) and the effect of s.49M(7)			
	TLIK - Team Leader Information & Knowledge		2/02/2015	CEO to Staff
s. 49N	function of entering into an agreement in relation to a decision that is the subject of a review			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
s. 49O(1)	function of consulting with the Information Commissioner regarding the referral of matters			
	TLIK - Team Leader Information & Knowledge		4/11/2013	CEO to Staff
s. 50(3D)	power to apply to the Tribunal for review of a decision of the Information Commissioner under s 49P			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
s. 50(3FA)	duty to notify the information Commissioner of an application for review under s.50(a) (a),(b),(c),(d) or (g)			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
s. 51(3)	power to conduct internal review and to make fresh decision			person making internal review not to be person who made the decision [nb: current provision – this will be repealed upon commencement of the new provisions – on 1/12/2012 unless proclaimed earlier]
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
s. 53(6)	power to make an application to the Tribunal for an extension of time			
	MGIS - Manager Governance & Information Service		25/02/2019	CEO to Staff
s. 53A(1)	duty to, if practicable, give written notice in accordance with s.53A(2)			
	MGIS - Manager Governance & Information Service		25/02/2019	CEO to Staff
s. 61	function of receiving notice that the Tribunal is of the opinion that an officer of Council has been guilty of a breach or this Act			
	CEO - Chief Executive Officer		3/08/2015	CEO Direct

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 61E	duty to co-operate with the Information Commissioner in dealing with a complaint			
	CG - Co-ordinator Governance		26/08/2019	CEO Direct
	DCORPS - Director Corporate Services		25/02/2019	CEO Direct
	TLIK - Team Leader Information & Knowledge		26/08/2019	CEO Direct
s. 61G	function of consulting with the Information Commissioner			
	CG - Co-ordinator Governance		26/08/2019	CEO Direct
	DCORPS - Director Corporate Services		25/02/2019	CEO Direct
	TLIK - Team Leader Information & Knowledge		26/08/2019	CEO Direct
s. 61GA(1)(a)	function of processing or identifying a reasonable sample of the documents upon notice from the Information Commissioner			where the Information Commissioner believes that an agency, principal officer or Minister has failed to undertake an adequate search for documents that relate to a decision that is the subject of the complaint under s 25A(1) or s .25A(5)
	CG - Co-ordinator Governance		26/08/2019	CEO Direct
	DCORPS - Director Corporate Services		25/02/2019	CEO Direct
	TLIK - Team Leader Information & Knowledge		25/02/2019	CEO Direct
s. 61GA(1)(b)	function to undertake a further search, or to cause a further search to be undertaken, for documents in the possession, custody or control of the agency or Minister, upon notice from the Information Commissioner			where the Information Commissioner believes that an agency, principal officer or Minister has failed to undertake an adequate search for documents that relate to a decision
	CG - Co-ordinator Governance		26/08/2019	CEO Direct
	DCORPS - Director Corporate Services		25/02/2019	CEO Direct
	TLIK - Team Leader Information & Knowledge		25/02/2019	CEO Direct
s. 61GA(2)	duty to comply with requests under s 61GA(1) within the reasonable time stated in Information Commissioner's notice, being not less than 10 business days			
	DCORPS - Director Corporate Services		25/02/2019	CEO Direct
	TLIK - Team Leader Information & Knowledge		25/02/2019	CEO Direct

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 61GA(3)	power to apply for extension			
	CG - Co-ordinator Governance		26/08/2019	CEO Direct
	DCORPS - Director Corporate Services		25/02/2019	CEO Direct
	TLIK - Team Leader Information & Knowledge		26/08/2019	CEO Direct
s. 61H	power to reach an agreement with a complainant			
	DCORPS - Director Corporate Services		25/02/2019	CEO to Staff
s. 61(2)	power to make submissions in relation to a complaint			
	CG - Co-ordinator Governance		26/08/2019	CEO Direct
	DCORPS - Director Corporate Services		25/02/2019	CEO Direct
	TLIK - Team Leader Information & Knowledge		26/08/2019	CEO Direct
s. 61J	duty to comply with a production notice issued by the Information Commissioner			where Council is a "prescribed agency" for the purposes of sections 61J
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	TLIK - Team Leader Information & Knowledge		4/11/2013	CEO to Staff
s. 61L(5)	power to comment on and response to a draft recommendation or draft comment			
	CG - Co-ordinator Governance		26/08/2019	CEO Direct
	DCORPS - Director Corporate Services		25/02/2019	CEO Direct
	TLIK - Team Leader Information & Knowledge		25/02/2019	CEO Direct
s. 61R(4)	power to respond to adverse material			
	CG - Co-ordinator Governance		26/08/2019	CEO Direct
	DCORPS - Director Corporate Services		25/02/2019	CEO Direct
s. 63BA(1)	power to apply to the Supreme Court for a determination			
	DCORPS - Director Corporate Services		25/02/2019	CEO Direct
	Not Delegated -		26/08/2019	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 63BA(4)(a)	power to make an application			
	CG - Co-ordinator Governance		26/08/2019	CEO Direct
	DCORPS - Director Corporate Services		25/02/2019	CEO Direct
s. 63E(3)(b)	power to give written consent to a disclosure			
	DCORPS - Director Corporate Services		25/02/2019	CEO Direct
s. 64B	duty to give the Information Commissioner any information referred to in s. 64(2)			
	CG - Co-ordinator Governance		26/08/2019	CEO Direct
	DCORPS - Director Corporate Services		25/02/2019	CEO Direct
	TLIK - Team Leader Information & Knowledge		25/02/2019	CEO Direct
s. 65AB	duty to notify the responsible Minister if Council seeks leave to appeal			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		25/02/2019	CEO to Staff

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GAMBLING REGULATION ACT 2003

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.3.3.14	power to apply to Tribunal for review of Commissions decision granting approval of premises			
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
s.3.3.5	function of receiving a copy of proposed applications			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
s.3.3.5AA	function of receiving notification from the Commission			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.3.3.5AB(2)	function of receiving a copy of the amended application			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
s.3.3.5B	duty to notify the Commission in writing as to whether it intends to make a submission under section 3.3.6			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.3.3.6	power to make submission to Commission on application for approval of premises			
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
s.3.3.8(4)	function of receiving notification from the Commission of its decision			
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
s.3.4.18(2)	function of receiving a copy of proposed request			
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
s.3.4.18A	function of receiving notification from the Commission that it has received a request			
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
s.3.4.18B(2)	function of receiving amended copies of proposed request			
	DCW - Director Communities and Place		4/11/2013	CEO to Staff

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GAMBLING REGULATION ACT 2003

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.3.4.18C	duty to notify Commission as to whether it intends to make a submission under section 3.4.19			
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
s.3.4.19	power to make submission to the Commission addressing the economic and social impact of a proposed licence amendment on the wellbeing of the community of the municipal district in which the approved venue (or venue whose approval (cont)			(cont) under under Part 3 is suspended) is located- and taking into account the is located- and taking into account the impact of the proposed amendment on surrounding municipal districts
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
s.3.4.21(2)	power to apply to Tribunal for review of Commissions decision relating to amendment increasing number of gaming machines			
	Not Delegated -		4/11/2013	CEO to Staff
s.8.5.3(2)	function of receiving a copy of application for bingo centre			
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
s.8.5.5	power to submit report to Commission on application received under s. 8.5.3(3)(a)			
	DCW - Director Communities and Place		4/11/2013	CEO to Staff

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

GENDER EQUALITY ACT 2020

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 7(a)	Duty to consider and promote gender equality			Where Council is a 'defined entity' Note: this provision does not commence until 31 March 2021, unless proclaimed earlier
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
s. 7(b)	Duty to take necessary and proportionate action towards achieving gender equality			Where Council is a 'defined entity' Note: this provision does not commence until 31 March 2021, unless proclaimed earlier
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
s. 9(1)	Duty to undertake a gender impact assessment			Where Council is a 'defined entity' Note: this provision does not commence until 31 March 2021, unless proclaimed earlier
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
s. 10(1)	Duty to prepare a Gender Equality Action Plan			Where Council is a 'defined entity' Note: this provision does not commence until 31 March 2021, unless proclaimed earlier
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
s. 10(2)(a)	Duty to take into account the gender equality principles in preparing a Gender Equality Action Plan			Where Council is a 'defined entity' Note: this provision does not commence until 31 March 2021, unless proclaimed earlier
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
s. 10(2)(b)	Duty to consult in preparing a Gender Equality Action Plan			Where Council is a 'defined entity' Note: this provision does not commence until 31 March 2021, unless proclaimed earlier
	MPC - Manager People & Culture		24/08/2020	CEO to Staff

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GENDER EQUALITY ACT 2020

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 10(3)	Duty to ensure adequate resources are allocated to developing and implementing the Gender Equality Action Plan			Where Council is a 'defined entity' Note: this provision does not commence until 31 March 2021, unless proclaimed earlier
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
s. 11(1)	Duty to undertake a workplace gender audit before developing a Gender Equality Action Plan			Where Council is a 'defined entity' Note: this provision does not commence until 31 March 2021, unless proclaimed earlier
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
s. 11(2)(d)	Power to determine any other matters that are relevant			Where Council is a 'defined entity' Note: this provision does not commence until 31 March 2021, unless proclaimed earlier
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
s. 12(1)	Duty to submit a Gender Equality Action Plan to the Commissioner			Where Council is a 'defined entity' Note: this provision does not commence until 31 March 2021, unless proclaimed earlier
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
s. 12(2)	Power to request an extension of time to submit the Gender Equality Action Plan			Where Council is a 'defined entity' Note: this provision does not commence until 31 March 2021, unless proclaimed earlier
	MPC - Manager People & Culture		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

GENDER EQUALITY ACT 2020

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 12(3)(a)	Duty to, within a reasonable time after submitting the Gender Equality Action Plan to the Commissioner, publish the completed Gender Equality Action Plan on Council's website			Where Council is a 'defined entity' Note: this provision does not commence until 31 March 2021, unless proclaimed earlier
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
s. 12(3)(b)	Duty to, within a reasonable time after submitting the Gender Equality Action Plan to the Commissioner, notify the councillors, employees and employee representatives of the publication			Where Council is a 'defined entity' Note: this provision does not commence until 31 March 2021, unless proclaimed earlier
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
s. 13(1)	Power to submit to the Commissioner a report or document prepared by Council for another purpose and request that it be taken to be a Gender Equality Action Plan			Where Council is a 'defined entity' Note: this provision does not commence until 31 March 2021, unless proclaimed earlier
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
s. 13(3)	Duty to, if a report or other document is taken to be a Gender Equality Action Plan, publish it on Council's website, and notify the councillors, employees and employee representatives of the publication			Where Council is a 'defined entity' Note: this provision does not commence until 31 March 2021, unless proclaimed earlier
	MPC - Manager People & Culture		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

GENDER EQUALITY ACT 2020

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 15(1)	Power to amend its Gender Equality Action Plan at any time if considers the amendment is considered necessary			Where Council is a 'defined entity' Note: this provision does not commence until 31 March 2021, unless proclaimed earlier
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
s. 15(2)(a)	Duty to submit the amended Gender Equality Action Plan to the Commissioner			Where Council is a 'defined entity' Note: this provision does not commence until 31 March 2021, unless proclaimed earlier
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
s. 15(2)(b)	Duty to, within a reasonable time after submitting the amended Gender Equality Action Plan to the Commissioner, publish the amended plan on Council's website, and notify the councillors, employees and employee representatives of the publication			Where Council is a 'defined entity' Note: this provision does not commence until 31 March 2021, unless proclaimed earlier
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
s. 16(1)	Duty to make reasonable and material progress in relation to the workplace gender equality indicators			Where Council is a 'defined entity' Note: this provision does not commence until 31 March 2021, unless proclaimed earlier
	MPC - Manager People & Culture		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
GENDER EQUALITY ACT 2020

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 18(1)	Duty to make reasonable and material progress towards meeting gender equality targets prescribed			Where Council is a 'defined entity' Note: this provision does not commence until 31 March 2021, unless proclaimed earlier
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
s. 18(2)	Duty to make reasonable and material progress towards meeting gender equality quotas prescribed			Where Council is a 'defined entity' Note: this provision does not commence until 31 March 2021, unless proclaimed earlier
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
s. 19(1)	Duty to submit a progress report to the Commissioner			Where Council is a 'defined entity' Note: this provision does not commence until 31 March 2021, unless proclaimed earlier
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
s. 19(2)	Power to request an extension of time to submit a progress report			Where Council is a 'defined entity' Note: this provision does not commence until 31 March 2021, unless proclaimed earlier
	MPC - Manager People & Culture		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

GENDER EQUALITY ACT 2020

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 19(4)	Duty not to identify or report on a policy, program or service if it would disclose any of the information set out in s 19(4)(a) – (c)			Where Council is a 'defined entity' Note: this provision does not commence until 31 March 2021, unless proclaimed earlier
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
s. 20	Duty to publish Council's progress report on its website as soon as reasonably practicable after it is submitted under s 19(1)			Where Council is a 'defined entity' Note: this provision does not commence until 31 March 2021, unless proclaimed earlier
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
s. 22(1)	Function of being issued with a compliance notice from the Commissioner			Where Council is a 'defined entity' Note: this provision does not commence until 31 March 2021, unless proclaimed earlier
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
s. 22(2)	Duty to comply with the compliance notice			Where Council is a 'defined entity' Note: this provision does not commence until 31 March 2021, unless proclaimed earlier
	MPC - Manager People & Culture		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

GENDER EQUALITY ACT 2020

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 24(1)	Power to, 14 days after receiving a compliance notice, give a written response to the Commissioner outlining Council's reasons for disagreeing with the compliance notice			Where Council is a 'defined entity' Note: this provision does not commence until 31 March 2021, unless proclaimed earlier
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
s. 25(1)	Power to apply to the Tribunal for review of the Commissioner's decision to confirm a compliance notice under s 24(2)(c)			Where Council is a 'defined entity' Note: this provision does not commence until 31 March 2021, unless proclaimed earlier
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
s. 26(a)	Power to provide the Commissioner with a written undertaking			Power to provide the Commissioner with a written undertaking
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
s. 27(2)	Power to, with the consent of the Commissioner, withdraw or vary the undertaking			Where Council is a 'defined entity' Note: this provision does not commence until 31 March 2021, unless proclaimed earlier
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
s. 47(2)	Duty to have regard to any guidelines issued under s 47(1)			Where Council is a 'defined entity' Note: this provision does not commence until 31 March 2021, unless proclaimed earlier
	MPC - Manager People & Culture		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
GENDER EQUALITY ACT 2020

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 48(2)	Duty to have regard to the guidelines			Where Council is a 'defined entity' and subject to guidelines issued under s 48(1) Note: this provision does not commence until 31 March 2021, unless proclaimed ea
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
s. 49(2)	Duty to have regard to the guidelines			Where Council is a 'defined entity' and subject to guidelines issued under s 49(1) Note: this provision does not commence until 31 March 2021, unless proclaimed earlier
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
s. 51(1)	Duty to, before publication, remove any personal information from a Gender Equality Action Plan and progress report			Where Council is a 'defined entity' Note: this provision does not commence until 31 March 2021, unless proclaimed earlier
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
s. 51(2)	Duty to, when submitting to the Commissioner material that is likely to be published, advise the Commissioner whether the material contains any personal information			Where Council is a 'defined entity' Note: this provision does not commence until 31 March 2021, unless proclaimed earlier
	MPC - Manager People & Culture		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

GRAFFITI PREVENTION ACT 2007

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.10(4)	authorises the officer generally to institute proceedings and represent Council in proceedings for offences against the Act, regulations and local laws described in the instrument			
	CCS - Co-ordinator Community Safety		5/12/2019	Auth Officer
	CISS - Co-ordinator Civil Works		2/10/2017	Auth Officer
	CSO1 - Community Safety Officer		5/12/2019	Auth Officer
	CSO2 - Community Safety Officer		20/03/2020	Auth Officer
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/12/2019	Auth Officer
	CSO4 - Community Safety officer		5/12/2019	Auth Officer
	CWHM - Concrete Worker/Handyman		26/08/2019	Auth Officer
	MO - Manager Operations		6/11/2013	Auth Officer
	MRS - Man Com Safety & Environmental Health		5/09/2016	Auth Officer
	TLSCS - Team Leader School Crossing Supervisor		5/12/2019	Auth Officer
s.18(1)	power to take action necessary to remove or obliterate graffiti from private premises where graffiti is visible from a public place in accordance with s.18			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	CISS - Co-ordinator Civil Works		15/02/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	MI - Manager Engineering Services		15/02/2016	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
GRAFFITI PREVENTION ACT 2007

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.18(2)	power to enter private property for the purpose of s.18(1) if notice provided and owner has given written consent to removal of graffiti and entry			
	CISS - Co-ordinator Civil Works		2/10/2017	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		26/08/2019	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
s.18(2)(a)	power to serve notice regarding proposal to remove or obliterate graffiti at least 28 days before action proposed to be taken			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		26/08/2019	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
s.18(3)(a)	duty to serve notice regarding proposal to remove or obliterate graffiti at least 10 days before it is proposed to take action to remove or obliterate graffiti (where entry to private premises not necessary)			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	MI - Manager Engineering Services		26/08/2019	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
GRAFFITI PREVENTION ACT 2007

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.18(3)(b)	power to remove or obliterate graffiti (where entry not necessary) where written notice of proposed action given and owner gives consent or does not object in accordance with notice			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		26/08/2019	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
s.18(3A)	power to take further action to remove or obliterate graffiti			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		26/08/2019	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
s.18(8)(a)	duty to take reasonable steps to consult with owner or occupier in relation to manner of taking action to remove or obliterate graffiti			
	CISS - Co-ordinator Civil Works		2/10/2017	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		26/08/2019	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
GRAFFITI PREVENTION ACT 2007

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.18(8)(b)	duty to ensure that work is done by an authorised person where entry to the property is necessary under s.18(1)			
	CISS - Co-ordinator Civil Works		2/10/2017	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		26/08/2019	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
s.18(8)(c)	duty to ensure that work is carried out expeditiously and to avoid unnecessary inconvenience and disruption and with reasonable care and to reasonable standards			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		26/08/2019	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
GRAFFITI PREVENTION ACT 2007

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.19(1)	appoints the officer to be an authorised person for the purposes of carrying out Council's functions under s.18 of the Graffiti Prevention Act 2007.			
	CCS - Co-ordinator Community Safety		5/12/2019	Auth Officer
	CISS - Co-ordinator Civil Works		26/08/2019	Auth Officer
	CSO1 - Community Safety Officer		5/12/2019	Auth Officer
	CSO2 - Community Safety Officer		20/03/2020	Auth Officer
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/12/2019	Auth Officer
	CSO4 - Community Safety officer		5/12/2019	Auth Officer
	CWHM - Concrete Worker/Handyman		26/08/2019	Auth Officer
	MO - Manager Operations		6/11/2013	Auth Officer
	MRS - Man Com Safety & Environmental Health		5/09/2016	Auth Officer
	Not Delegated -		4/11/2013	CEO to Staff
	TLSCS - Team Leader School Crossing Superisor		5/12/2019	Auth Officer
s.19(2)(c)	power to determine performance criteria for authorised persons			
	Not Delegated -		4/11/2013	CEO to Staff
s.20(1)	duty to issue an identity card to an authorised person			
	Not Delegated -		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
HEALTH RECORDS ACT 2001

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.48	function of receiving notice of complaint from the Health Complaints Commissioner	Commissioner		
	MCSE - Manager Community Services & Emergency		4/11/2013	CEO to Staff
s.51(1)	function of receiving notice that Health Complaints Commissioner has declined to entertain a complaint			
	MCSE - Manager Community Services & Emergency		4/11/2013	CEO to Staff
s.51(3)	function of receiving notice that Health Services Commissioner referred complaint			
	MCSE - Manager Community Services & Emergency		4/11/2013	CEO to Staff
s.52(2)	function of receiving notice that Health Complaints Commissioner referred complaint to registration board			
	MCSE - Manager Community Services & Emergency		4/11/2013	CEO to Staff
s.53(2)	function of receiving notice that Health Complaints Commissioner has dismissed a stale complaint			
	MCSE - Manager Community Services & Emergency		4/11/2013	CEO to Staff
s.56(3)	power to indicate wishes with respect to whether conciliation appropriate			
	MCSE - Manager Community Services & Emergency		4/11/2013	CEO to Staff
s.56(4)	function of receiving notice of Health Complaints Commissioners decision under s.56(1)			
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
s.57(4)	function of receiving notice that Health Complaints Commissioner has dismissed the complaint after deciding conciliation is inappropriate			
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
s.61(1)(b)	power to sign the record of a conciliation agreement			
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
s.61(2)	power to lodge a copy of the record with the Tribunal			
	MCSE - Manager Community Services & Emergency		4/11/2013	CEO to Staff
s.63(1)	function of receiving notice that conciliation has failed			
	MCSE - Manager Community Services & Emergency		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

HEALTH RECORDS ACT 2001

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.63(10)	function of receiving notice that Health Complaints Commissioner is to conduct an investigation of the complaint			
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
s.63(8)	function of receiving notice that Health Complaints Commissioner has dismissed the complaint following a failed conciliation			
	MCSE - Manager Community Services & Emergency		4/11/2013	CEO to Staff
s.64(2)	function of receiving notice of Health Complaints Commissioners ruling			
	DCW - Director Communities and Place		26/08/2019	CEO to Staff
	MCSE - Manager Community Services & Emergency		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		26/08/2019	CEO to Staff
s.64(7)	duty to report on action taken following notice of a ruling requiring specified action			
	MCSE - Manager Community Services & Emergency		4/11/2013	CEO to Staff
s.65(1)	power to require the Health Complaints Commissioner to refer the complaint to the Tribunal			
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
s.72	power to apply to the Tribunal for review of a decision to serve a compliance notice			
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
s.73(1)	power to apply to the Tribunal for an interim order			
	DCW - Director Communities and Place		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
HEAVY VEHICLE NATIONAL LAW 2012 (applies in Victoria, pursuant to Heavy Vehicle National

s. 18(2)	power to enter into an arrangement to transfer a function		in respect of roads where Council is the relevant road manager
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff
s.118(1)(b)	duty to give or not give consent to the grant of a mass or dimension exemption notice for a category of heavy vehicles		where Council is the relevant road manager must comply with requirements of s.156
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff
s.124(1)(b)	duty to give or not give consent to the grant of a mass or dimension exemption permit for a heavy vehicle		where Council is the relevant road manager must comply with requirements of s.156
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff
s.139(1)(b)	duty to give or not give consent to the grant of a class 2 heavy vehicle authorisation notice		where Council is the relevant road manager
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff
s.145(1)(b)	duty to give or not give consent to the grant of a class 2 heavy vehicle permit		where Council is the relevant road manager
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
HEAVY VEHICLE NATIONAL LAW 2012 (applies in Victoria, pursuant to Heavy Vehicle National

s.156(1)	duty to give or not give consent		where Council is the relevant road manager
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff
s.156(2)	power to request a longer period to decide to give or not give consent under s.156(1)		where Council is the relevant road manager
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff
s.156(6)	function of giving Regulator a written statement explaining its decision not to give consent		where Council is the relevant road manager statement must comply with s.172
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff
s.157(2)	function of receiving notice from the Regulator that an applicant has been notified of the third party consultation requirement		where Council is the relevant road manager
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff
s.158(2)	duty to, as far as practicable, deal with the request for consent, where consultation with other entity is not yet completed		where Council is the relevant road manager
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

HEAVY VEHICLE NATIONAL LAW 2012 (applies in Victoria, pursuant to Heavy Vehicle National

s.158(4)	power to decide to give or not give the consent in the circumstances		where Council is the relevant road manager
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff
s.159	power to notify the Regulator that a route assessment is required and the fee payable for the route assessment		where Council is the relevant road manager
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff
s.159(4)	power to stop considering whether to give or not to give consent until route assessment fee is paid		where Council is the relevant road manager
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff
s.160(1)	power to consent to the grant of a mass or dimension authority subject to a road condition listed in (a) or (b)		where Council is the relevant road manager
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff
s.160(2)	duty to give the Regulator a written statement explaining the decision to consent subject to conditions		where Council is the relevant road manager statement must comply with s.172
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

HEAVY VEHICLE NATIONAL LAW 2012 (applies in Victoria, pursuant to Heavy Vehicle National

s.161(2)	duty to give the Regulator a written statement explaining the decision to consent subject to travel conditions		where Council is the relevant road manager statement must comply with s.172
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff
s.161(a)	power to consent to the grant of a mass or dimension authority subject to a travel condition		where Council is the relevant road manager
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff
s.162(1)	power to request the Regulator to impose a stated vehicle condition on the authority		where Council is the relevant road manager
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff
s.162(2)(b)	function of being notified of the decision under s.162(2)(a)		where Council is the relevant road manager
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff
s.163(3)	duty to give or not give consent within 3 months or longer as agreed with Regulator		where Council is the relevant road manager
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
HEAVY VEHICLE NATIONAL LAW 2012 (applies in Victoria, pursuant to Heavy Vehicle National

s.167(2)(b)	power to give the Regulator a notice of objection to the application of s.167 to the proposed replacement authority		where Council is the relevant road manager
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff
s.167(2)(c)	function of receiving notice that the Regulator withdraws the proposed replacement authority from the expedited procedure		where Council is the relevant road manager
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff
s.167(3)	power to give written notice of consent or refusal		where Council is the relevant road manager
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff
s.169	power to give consent to the grant of a mass or dimension authority for a trial period		where Council is the relevant road manager
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff
s.170(1)	function of being notified by the Regulator of renewal of mass or dimension authority for trial period		where Council is the relevant road manager
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
HEAVY VEHICLE NATIONAL LAW 2012 (applies in Victoria, pursuant to Heavy Vehicle National

s.170(3)	power to give written objection		where Council is the relevant road manager
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff
s.174(2)(a)	power to request the Regulator to amend the mass or dimension authority, where satisfied of matters in S.174(1)		where Council is the relevant road manager
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff
s.174(2)(b)	power to request the Regulator to cancel the mass or dimension authority, where satisfied of matters in s.174(1)		where Council is the relevant road manager
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff
s.174(4)(c)	function of receiving notice from the Regulator that the road authority must not comply with the request		where Council is the relevant road manager
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
HEAVY VEHICLE NATIONAL LAW 2012 (applies in Victoria, pursuant to Heavy Vehicle National

s.176	duty to give or not give consent to an amendment of a mass or dimension authority		where Council is the relevant road manager the provisions relating to a request for consent under Division 2 of the Act apply to the request for consent under s.176
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff
s.178(2)(a)	power to request the Regulator to amend the mass or dimension authority, where satisfied of matters in s.178(1)		where Council is the relevant road manager
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff
s.178(2)(b)	power to request the Regulator to cancel the mass or dimension authority, where satisfied of matters in s.178(1)		where Council is the relevant road manager
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff
s.178(4)(c)	function of receiving notice from the Regulator that the road authority must not comply with the request		where Council is the relevant road manager
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
HEAVY VEHICLE NATIONAL LAW 2012 (applies in Victoria, pursuant to Heavy Vehicle National

s.180(2)	function of receiving notice from the Regulator		where Council is the relevant road manager
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff
s.611(2)	power to apply for a compensation order		
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff
s.612	function of preparing certificate		
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff
s.613(1)	duty to give a copy of a certificate referred to in s.612 to the defendant at least 28 days before hearing		
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff
s.613(3)	function of receiving notice that defendant intends to challenge the matter		
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff
s.643(2)	function of receiving referral of review application		
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
HEAVY VEHICLE NATIONAL LAW 2012 (applies in Victoria, pursuant to Heavy Vehicle National

s.644	duty to conduct internal review of reviewable decision and give applicant a reasonable opportunity to make written or oral representations		where Council is the relevant road manager
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff
s.645(1)	duty to either confirm or amend decision or substitute another decision for the reviewable decision		where Council is the relevant road manager
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MI - Manager Engineering Services	2/10/2017	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff
s.645(5)	duty to, as soon as practicable, give the Regulator notice of the review		where Council is the relevant road manager
	DI - Director Infrastructure	7/04/2014	CEO to Staff
	MSAM - Manager Strategic Asset Management	26/08/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

HERITAGE ACT 2017

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
S. 29(4)	function of receiving statement refusing a nomination from Executive-Director			
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	CEO to Staff
	STP - Senior Statutory Town Planner		2/10/2017	CEO to Staff
s. 30(9)	function of receiving written notice from Heritage Council of outcome of application for review			
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	CEO to Staff
	STP - Senior Statutory Town Planner		2/10/2017	CEO to Staff
s. 34(1)	function of receiving notice of acceptance of nomination from Executive Director			
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	CEO to Staff
	STP - Senior Statutory Town Planner		2/10/2017	CEO to Staff
s. 40(1)	function of receiving statement from Executive Director of recommendation not to include place or object in Heritage Register			
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	CEO to Staff
	STP - Senior Statutory Town Planner		2/10/2017	CEO to Staff
s. 53(6)	function of receiving notice of amendment to heritage register from Executive Director			
	SSTP - Co-ord Statutory Planning & Building		2/10/2017	CEO to Staff
	STP - Senior Statutory Town Planner		2/10/2017	CEO to Staff
s. 63(2)	function of receiving notice of expedited amendment of Heritage Register			
	SSTP - Co-ord Statutory Planning & Building		2/10/2017	CEO to Staff
	STP - Senior Statutory Town Planner		2/10/2017	CEO to Staff
s. 96(5)	function of receiving copy of amended permit application			
	SSTP - Co-ord Statutory Planning & Building		2/10/2017	CEO to Staff
	STP - Senior Statutory Town Planner		2/10/2017	CEO to Staff
s.100(1)	function of receiving copy of permit application from Executive Director			
	SSTP - Co-ord Statutory Planning & Building		2/10/2017	CEO to Staff
	STP - Senior Statutory Town Planner		2/10/2017	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

HERITAGE ACT 2017

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.100(2)	power to make written submission to Executive Director in relation to application received under s.100(1)			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.105(4)	function of receiving notice of receipt of application to amend a permit from Executive Director			
	SSTP - Co-ord Statutory Planning & Building		2/10/2017	CEO to Staff
	STP - Senior Statutory Town Planner		2/10/2017	CEO to Staff
s.106(5)	power to appear and be heard or represented at a hearing into review of Executive Director's determination			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.108(4)	power to request a hearing be held by the Heritage Council in relation to an application for review under s.107 of Executive Director's determination			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.108(5)	power to appear and be heard or represented at a hearing into review of Executive Director's determination			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.108(9)	function of receiving written notice from Executive Director of Heritage Council's determination of review			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.110	function of receiving notice from Minister of referral of a matter to VCAT under s.109(2)(b)			
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	CEO to Staff
	STP - Senior Statutory Town Planner		2/10/2017	CEO to Staff
s.112	function of receiving notice from Executive Director of decision by VCAT under s.111			
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	CEO to Staff
	STP - Senior Statutory Town Planner		2/10/2017	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

HERITAGE ACT 2017

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.114(2)	function of receiving notice from Executive Director of decision by Minister in relation to application for review			
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	CEO to Staff
	STP - Senior Statutory Town Planner		2/10/2017	CEO to Staff
s.116	power to sub-delegate Executive Director's functions, duties or powers			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
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	To Staff
	STP - Senior Statutory Town Planner		27/08/2018	To Staff
s.120	function of receiving written notice of removal of site from Heritage Inventory			
	STP - Senior Statutory Town Planner		2/10/2017	CEO to Staff
s.131(1)	function of receiving notice of recommendations made under s.130 by Executive Director			
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	CEO to Staff
	STP - Senior Statutory Town Planner		2/10/2017	CEO to Staff
s.133(3)	function of receiving written notice from Heritage Council of approval of recommendation for a site of archaeological value			
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	CEO to Staff
	STP - Senior Statutory Town Planner		2/10/2017	CEO to Staff
s.179	function of receiving notice of approval of World Heritage Strategy Plan			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

HOUSING ACT 1983

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.15(1)(d)	function of consenting to any development control etc. of any land			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.34(1)	function of entering into arrangements with the Director whereby Council carries out works			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.34(3)	power to enter into arrangements with the Director for the purposes of this Act			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.67(1)(a)	power to do all things to make house comply with regulations or to give effect to direction			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.67(1)(b)	power to demolish house (where case so requires)			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.67(2)	power to recover expenses			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.67(3)	power to sell or dispose of material			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.68(1)	power to order that house (a) be and remain unoccupied; or (b) be vacated by the occupier			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.68A	power to revoke declaration			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

HOUSING ACT 1983

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.71(1)	appoints the officer to be an authorised person for the purposes of entering a house or building and conducting an inspection under s.71 (1) of the Housing Act 1983			
	CEH - Co-ordinator Environmental Health		6/11/2013	Auth Officer
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	Auth Officer
	EHO2 - Environmental Health Officer		6/11/2013	Auth Officer
	MRS - Man Com Safety & Environmental Health		6/11/2013	Auth Officer
sch 2, cl 3(1)	power to sell or give to the Director any land vested in it other than Crown land			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
sch 2, cl 3(2)	power to lease land enter into agreements with the Director concerning land or apply funds for carrying out such agreement			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
sch 6, cl 1	duty to lodge signed certificate			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
sch 6, cl 2	power to request recording in Register			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
sch 6, cl 6	duty to lodge notice with the Registrar of Titles that the declaration has ceased to operate			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
sch 6, cl 7(1)	power to require occupier to pay to Council any money owing			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
sch 6, cl 7(2)	duty to forward a copy of any notice under cl 7(1) to the owner of the house concerned			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

HOUSING ACT 1983

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
sch 6, cl 7(5)	duty to notify occupier if Council receives any payment			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

IMPOUNDING OF LIVESTOCK ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 9(3)	function of receiving notice from owner or occupier of whereabouts of livestock			
	CCS - Co-ordinator Community Safety		26/08/2019	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		26/08/2019	CEO to Staff
s.10	power to give written permission to owner or occupier of land to impound livestock on their land for longer than 4 days			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		26/08/2019	CEO to Staff
s.14	duty to keep record of impounded livestock			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		26/08/2019	CEO to Staff
s.15	duty to ascertain owner of livestock and serve a notice of seizure on the owner as soon as possible			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		26/08/2019	CEO to Staff
s.16	duty to release livestock			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s.16A(3)	power to approve form of notice to be served under s.16A(1)			
	CCS - Co-ordinator Community Safety		26/08/2019	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

IMPOUNDING OF LIVESTOCK ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.16B(3)	power to approve form of notice to be served under s.16B(1)			
	CCS - Co-ordinator Community Safety		26/08/2019	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		26/08/2019	CEO to Staff
s.17	duty to hold livestock for seven days or 3 days after time within which measures must be taken under notice served prior to disposal			Note: the amendment shown in 'mark up' has not yet come into force and will commence 1/7/2013 if not proclaimed earlier
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s.17A	duty to hold livestock for 14 days prior to disposal in accordance with Part 2			where authorised officer of Council has impounded livestock under section 5A of the Act
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		26/08/2019	CEO to Staff
s.18	power to offer uncollected livestock for sale			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff
s.19	duty to give public notice of intention to sell livestock			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		26/08/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

IMPOUNDING OF LIVESTOCK ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.20	duty to apply the proceeds of the sale of livestock in the order set out in section 20(1)			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		26/08/2019	CEO to Staff
s.21	power to dispose of livestock including destroying or re-housing			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		26/08/2019	CEO to Staff
s.22	function of posting written notice of the impounding of livestock at the pound where they are held			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s.27	function of receiving notice of proceedings			
	CCS - Co-ordinator Community Safety		26/08/2019	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		26/08/2019	CEO to Staff
s.28(1)	duty to not sell or dispose of impounded livestock until (a) the time limit in s.27(2) has expired or (b) the proceedings have been determined or withdrawn where Council receives notification of proceeding under s.27(1)			
	CCS - Co-ordinator Community Safety		26/08/2019	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

IMPOUNDING OF LIVESTOCK ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.28(3)	power to release impounded livestock pending determination of proceedings			
		CCS - Co-ordinator Community Safety	26/08/2019	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health	4/11/2013	CEO to Staff	
s.29(2)	duty to release impounded livestock and convey it to the owner at Councils expense where Magistrates Court determines impounding was in contravention of this Act			
		CCS - Co-ordinator Community Safety	26/08/2019	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health	4/11/2013	CEO to Staff	
s.30	power to recover outstanding amount as a debt			
		CCS - Co-ordinator Community Safety	5/09/2016	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health	4/11/2013	CEO to Staff	
s.33A	authorises the officer generally to institute proceedings and represent Council in proceedings for offences against the Acts, regulations and local laws in the instrument			
		CCS - Co-ordinator Community Safety	5/12/2019	Auth Officer
		CSO1 - Community Safety Officer	5/12/2019	Auth Officer
		CSO2 - Community Safety Officer	20/03/2020	Auth Officer
		CSO3 - Senior Comm Safety Officer -Prosecutions	5/12/2019	Auth Officer
		CSO4 - Community Safety officer	5/12/2019	Auth Officer
		MRS - Man Com Safety & Environmental Health	6/11/2013	Auth Officer
	TLSCS - Team Leader School Crossing Supervisor	5/12/2019	Auth Officer	

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
INDEPENDENT BROAD-BASED ANTI-CORRUPTION COMMISSION ACT 2011

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 15(6)	function of consulting with and receiving information from the Independent Broad-based Anti-Corruption Commission (IBAC)			
	DCORPS - Director Corporate Services		18/08/2014	CEO to Staff
	MOD - Human Resources Lead		18/08/2014	CEO to Staff
s. 35(2)	power to enter into agreements or arrangements for use of services with the Independent Broad-based Anti-Corruption Commission (IBAC)			
	DCORPS - Director Corporate Services		18/08/2014	CEO to Staff
s. 41	power of receiving information acquired by the Independent Broad-based Anti-corruption Commission (IBAC)			
	CEO - Chief Executive Officer		3/08/2015	CEO Direct
s. 56	function of providing information to the Independent Broad-based Anti-Corruption Commission (IBAC)			
	DCORPS - Director Corporate Services		18/08/2014	CEO to Staff
	MOD - Human Resources Lead		18/08/2014	CEO to Staff
s. 57	power to notify IBAC of any matter believed to constitute corrupt conduct			subject to any exemption notices issued under s.57B
	CEO - Chief Executive Officer		3/08/2015	CEO Direct
s. 57A(5)	duty to comply with Directions made by IBAC under s.57A			
	DCORPS - Director Corporate Services		5/09/2016	CEO Direct
s. 59D(2)	duty to comply with request by IBAC under s.59D for relevant information			
	DCORPS - Director Corporate Services		5/09/2016	CEO Direct
s. 73	power of receiving a complaint pertaining to Council staff, under circumstances in which it would be more appropriate for Council to conduct the investigation			
	CEO - Chief Executive Officer		3/08/2015	CEO Direct

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
INDEPENDENT BROAD-BASED ANTI-CORRUPTION COMMISSION ACT 2011

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.159	power of receiving IBAC recommendations about the action to be taken following an IBAC investigation			
	CEO - Chief Executive Officer		3/08/2015	CEO Direct
s.162	power of receiving and responding to an IBAC special report that includes matters pertaining to Council			
	CEO - Chief Executive Officer		3/08/2015	CEO Direct
s.163(3)	power of receiving written information about the commencement, conduct or results of an IBAC investigation pertaining to Council			
	CEO - Chief Executive Officer		3/08/2015	CEO Direct
s.165	power of receiving and responding to IBAC material that includes matters pertaining to Council, to be published in the IBAC annual report			
	CEO - Chief Executive Officer		3/08/2015	CEO Direct

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

INFRINGEMENTS ACT 2006

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 3	appoints the officer to be an issuing officer for the purposes of the Infringements Act 2006			
	CCS - Co-ordinator Community Safety		5/12/2019	Auth Officer
	CEO - Chief Executive Officer		25/02/2019	Auth Officer
	CSO1 - Community Safety Officer		5/12/2019	Auth Officer
	CSO2 - Community Safety Officer		11/05/2020	Auth Officer
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/12/2019	Auth Officer
	CSO4 - Community Safety officer		5/12/2019	Auth Officer
	DCW - Director Communities and Place		24/08/2020	Auth Officer
	TLSCS - Team Leader School Crossing Supervisor		5/12/2019	Auth Officer
s. 6	duty to provide Attorney-General with prescribed information			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 9	power to make and publish guidelines and policies in respect of the use of official warnings for infringement offences			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 11	duty to withdraw an official warning in certain circumstances			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 15	power to accept late payment of infringement penalty			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

INFRINGEMENTS ACT 2006

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 17(1)	power to refer certain matters to the Court			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MERO - Director Infrastructure		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 17(3)	power to withdraw infringement notice and file a charge and summons in the Childrens Court in some circumstances			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 18(1) + (2)	power to withdraw an infringement notice in some circumstances			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 22	function of receiving application for review of decision to serve infringement notice			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 23(1)	power to request additional information required to conduct review			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 23(2)	duty to suspend review where request made s.23(1)			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

INFRINGEMENTS ACT 2006

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 23(4)	power to refuse or grant request for extension of time made under s.23(3)(b)			
		CCS - Co-ordinator Community Safety	5/09/2016	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health	4/11/2013	CEO to Staff	
s. 23(5)	duty if extension of time granted under s.23(4)(b) to inform applicant in writing of the period of the extension			
		CCS - Co-ordinator Community Safety	5/09/2016	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health	4/11/2013	CEO to Staff	
s. 23(6)(a)	power if applicant fails to provide information requested under s.23(1) within time under s.23(3) or within the period of extension if an extension is granted under s.23(4)(b) to review the decision under s.24 without additional			
		CCS - Co-ordinator Community Safety	5/09/2016	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health	4/11/2013	CEO to Staff	
s. 23(6)(b)(i)+ (ii)	power if applicant fails to provide information requested under s.23(1) within time under s.23(3) or within the period of extension if an extension is granted under s.23(4)(b) to accept information provided by the applicant (cont)			out of time and to review the decision under s. 24 with that late information
		CCS - Co-ordinator Community Safety	5/09/2016	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health	4/11/2013	CEO to Staff	

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

INFRINGEMENTS ACT 2006

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 24(1)(a) + (b)	duty if application for review under s.22(1)(a), (b) or (c) is received to review decision to serve infringement notice and suspend procedures used for enforcement of infringement penalty until review complete and applicant is sent advice of outcome			
		CCS - Co-ordinator Community Safety	5/09/2016	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		MRS - Man Com Safety & Environmental Health	4/11/2013	CEO to Staff
s. 24(1A)	duty to review whether person unlikely to have been aware of infringement notice, and suspend procedures until review complete and applicant is sent advice of outcome			
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		MRS - Man Com Safety & Environmental Health	5/09/2016	CEO to Staff
s. 24(2)	duty to ensure that a review is conducted by a person who was not involved in making the decision to serve the infringement notice			
		CCS - Co-ordinator Community Safety	5/09/2016	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		MRS - Man Com Safety & Environmental Health	4/11/2013	CEO to Staff
s. 24(3)(a)	duty to review decision within prescribed time or if additional information is requested under s.23 within prescribed period plus 35 days			
		CCS - Co-ordinator Community Safety	5/09/2016	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		MRS - Man Com Safety & Environmental Health	4/11/2013	CEO to Staff
s. 24(3)(b)	duty to serve on the applicant written notice of outcome of review within 21 days of decision			
		CCS - Co-ordinator Community Safety	5/09/2016	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		MRS - Man Com Safety & Environmental Health	4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

INFRINGEMENTS ACT 2006

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 25(1)	power after reviewing a decision to take the following actions (or any combination of those actions): confirm the decision to serve an infringement notice; withdraw the infringement notice and serve an official warning; (cont)			(cont) withdraw the infringement notice; withdraw the infringement notice and refer the matter to the Court in accordance with Part 2 or, where infringement notice served on a child, withdraw the infringement notice and file a charge and summons in the Children's Court; in the case of an infringement offence involving additional steps, alter or vary those steps; waive all or any penalty reminder notice fees; or approve a payment plan.
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 25(2)	power in the case of application made under s.22(1)(b) to: a) confirm the decision (b) withdraw the notice and serve an official warning; or (c) withdraw the notice.			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 25(2A)	power made under s 22(1)(d), to grant or refuse application			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

INFRINGEMENTS ACT 2006

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 25(3)	function of receiving application for payment plan for infringement notices confirmed under s.25(2)(a)			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff
s. 25(4)	duty to serve application with written notice of decision made under s.25(2A)(a)			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff
s. 25(5)	function of receiving application for payment plan for infringement notices confirmed under subsection 25(4)			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff
s. 25(6)	duty to serve application with written notice of outcome of review under s.25(2A)(b), and advise that payment is required within 14 days			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff
s. 27D(3)	power to recover debt or take enforcement action where work and development permit is cancelled or partially completed			
	DCORPS - Director Corporate Services		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff
s. 27F(3)	function of receiving notice of infringement notice being waived by Secretary			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

INFRINGEMENTS ACT 2006

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 29(1) + (2)	power to serve a penalty reminder notice			
		CCS - Co-ordinator Community Safety	5/09/2016	CEO to Staff
		CEH - Co-ordinator Environmental Health	4/11/2013	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		EHO2 - Environmental Health Officer	4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health	4/11/2013	CEO to Staff	
s. 40(1)(a)	duty to lodge prescribed information with the Court if person elects for an infringement offence matter to be heard by the Court or if matter referred to Court			
		CCS - Co-ordinator Community Safety	5/09/2016	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health	4/11/2013	CEO to Staff	
s. 40(1)(d)	duty to serve details on person who was served with infringement notice at least 14 days prior to hearing date			
		CCS - Co-ordinator Community Safety	5/09/2016	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health	4/11/2013	CEO to Staff	
s. 46(1)	function of receiving application for payment plan			
		CCS - Co-ordinator Community Safety	5/09/2016	CEO to Staff
		CEH - Co-ordinator Environmental Health	4/11/2013	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		EHO2 - Environmental Health Officer	4/11/2013	CEO to Staff
		MRS - Man Com Safety & Environmental Health	4/11/2013	CEO to Staff
	TLCS - Team Leader Customer Service	4/11/2013	CEO to Staff	

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

INFRINGEMENTS ACT 2006

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 46(1A)	function of receiving application for payment plan from body corporate			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff
s. 46(3)	duty to offer payment plan in certain circumstances			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 46(4)	power to offer payment plan in certain circumstances			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 46(5)(a)	power to offer a payment plan by arrangement and management of a payment plan for the person to whom it applies by that agency			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff
s. 46(5)(b)	power to offer a payment plan by referring the infringement penalty and penalty reminder notice fee to the Secretary for management by payment arrangement under the Fines Reform Act 2014			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff
s. 46(6)	duty if Council determines not to offer payment plan to a person who has applied, to serve written notice on person with relevant details			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

INFRINGEMENTS ACT 2006

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 46(7)	duty to cease action taken to collect infringement penalty upon receipt of application under s.46(1) or (1A)			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff
s. 47(1)	power to arrange a payment plan			
	CCS - Co-ordinator Community Safety		27/08/2018	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	CEO to Staff
s. 49(3)	duty if infringement notice withdrawn to withdraw infringement penalty and penalty reminder notice fee from payment plan			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s. 49(3)(a)	duty if infringement notice withdrawn to withdraw infringement penalty and penalty reminder notice fee from payment plan			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s. 49A(2)	power to vary terms of a payment arrangement			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff
s. 49A(4)	duty to give written notification to applicant of decision regarding payment plan variation			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff
s. 50(1)	duty to allocate money received under payment plan in order of priority			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

INFRINGEMENTS ACT 2006

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 50(3)	duty to advise person to whom payment plan applies of overpayment			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s. 50(3)(a)	power to offer to apply amount of overpayment to outstanding infringement penalties prescribed costs or enforcement orders if person consents and directs Council to do so			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 50(3)(b)	power to refund amount of overpayment by appropriating Consolidated Fund or refunding from another fund or account			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 51(2)(b)	power to supply address to Secretary			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 52(2)	duty to send written notice advising of default on payment plan			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 53A(2)	function of consulting with Secretary			
	DCORPS - Director Corporate Services		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

INFRINGEMENTS ACT 2006

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 53B(2)	duty to comply with request by Secretary under s 53B(1)			
		DCORPS - Director Corporate Services	5/09/2016	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health	5/09/2016	CEO to Staff	
s. 53C(2)	duty to respond give report to Secretary in response to any recommendations made under s 53C(1)			
		DCORPS - Director Corporate Services	5/09/2016	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health	5/09/2016	CEO to Staff	
s. 54(1)	power to lodge details of outstanding infringement penalty with an infringements registrar in certain circumstances			
		CCS - Co-ordinator Community Safety	5/09/2016	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health	4/11/2013	CEO to Staff	
s. 58	power to request an infringements registrar not to make an enforcement order			
		CCS - Co-ordinator Community Safety	5/09/2016	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health	4/11/2013	CEO to Staff	
s. 63(1)	power to apply for reinstatement of enforcement order			
		CCS - Co-ordinator Community Safety	5/09/2016	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health	4/11/2013	CEO to Staff	
s. 63A(2)	power to apply for a revocation of an enforcement order			
		CCS - Co-ordinator Community Safety	5/09/2016	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health	4/11/2013	CEO to Staff	

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

INFRINGEMENTS ACT 2006

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 64(2)	function of receiving notification of revocation of enforcement order			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s. 65(1)(a)	power to apply to infringements registrar for revocation of enforcement order			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 66(5)	function of being notified of revocation of enforcement order			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 69(1)	power to request infringements registrar not to refer matter to Court by written notice			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 75(1)(b)	function of being served notice of intention to apply for rehearing			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s.123(3)(b)(ii)	power to apply to infringements registrar to make an attachment of earnings order			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
INFRINGEMENTS ACT 2006

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.129(3)(b)(ii)	power to apply to infringements registrar to make an attachment of debts order			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.164(3)	power to on written request give access to any information held by council that may be of use in enforcement of orders or warrants to sheriff or any contractor or subcontractor supporting functions of sheriff or infringements registrar			Council must be a specified agency (see Schedule 2 of Regulations)
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
INFRINGEMENTS REGULATIONS 2016

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r 8	duty to report listed information to Attorney-General			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff
r 35	power to apply to infringements registrar to vary, discharge or suspend order			for purposes of S.135 Infringements Act
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
LAND ACQUISITION AND COMPENSATION ACT 1986

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 6	duty of the authority to serve notice of intention to acquire on persons with an interest in the land			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	DI - Director Infrastructure	4/11/2013	CEO to Staff	
s. 7(1)(b)	power to serve statement on person interested in the land in accordance with s.7(1)(b)			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	DI - Director Infrastructure	3/08/2015	CEO to Staff	
s. 9(1)	duty of the authority to serve copy of notice on certain responsible authorities			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	DI - Director Infrastructure	4/11/2013	CEO to Staff	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 9(2)	duty of the responsible authority to provide information in writing when required to do so by an authority			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	DI - Director Infrastructure	4/11/2013	CEO to Staff	
s. 9(3)	duty of the responsible authority to forward a copy of application for planning permit-building approval to an authority			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		MBS - Municipal Building Surveyor	4/11/2013	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building	4/11/2013	CEO to Staff	
s. 96(1)	function of the authority to make application to the court for a valuer			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	DI - Director Infrastructure	4/11/2013	CEO to Staff	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 10(1)	duty of the authority to lodge notice and prescribed fee with the Registrar of Titles or Registrar-General			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	DI - Director Infrastructure	4/11/2013	CEO to Staff	
s. 10(4)	duty of the authority to give notice of cancellation-lapse in writing			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	DI - Director Infrastructure	4/11/2013	CEO to Staff	
s. 10(7)	duty of the authority to pay fees where an owner applies for a new s.32(2) certificate			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	DI - Director Infrastructure	4/11/2013	CEO to Staff	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 14(1)	power of an authority to amend notice upon agreement with persons on whom it was served			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DI - Director Infrastructure	4/11/2013	CEO to Staff
s. 15(1)	power of an authority not to proceed with the acquisition			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		Not Delegated -	4/11/2013	CEO to Staff
s. 15(2)	duty of the authority to serve a statement cancelling the notice of intention to acquire			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DI - Director Infrastructure	4/11/2013	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 17	power of the authority to agree with owner to extend operation of notice			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	DI - Director Infrastructure	4/11/2013	CEO to Staff	
s. 18(1)	power of the authority to acquire interest in land by agreement			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	DI - Director Infrastructure	4/11/2013	CEO to Staff	
s. 19	function of the authority publishing a notice declaring the interest to be acquired			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	DI - Director Infrastructure	4/11/2013	CEO to Staff	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 22	duty of the authority to serve copy notice of acquisition and a statement to persons interested in that land			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	DI - Director Infrastructure	4/11/2013	CEO to Staff	
s. 23	duty of the authority to publish copy notice of acquisition in local newspaper			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	DI - Director Infrastructure	4/11/2013	CEO to Staff	
s. 26(1)	duty of the authority to endeavour to obtain agreement with the owner - occupier			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	DI - Director Infrastructure	4/11/2013	CEO to Staff	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 26(11)	duty of the authority to serve copy certificate under s.26(4)(a) on occupier			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	DI - Director Infrastructure	4/11/2013	CEO to Staff	
s. 26(5)	power of the authority to enter into possession of the land			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	DI - Director Infrastructure	4/11/2013	CEO to Staff	
s. 27	power of the authority to recover any rent due			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	DI - Director Infrastructure	4/11/2013	CEO to Staff	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 28(1)	power of the authority to issue a warrant where refusal to give up possession			<p>certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority</p> <p>all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable</p>
	Not Delegated -		4/11/2013	CEO to Staff
s. 31(1)+SP	power of the authority to make an offer including the power to determine amount of the offer.			<p>certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority</p> <p>all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable</p>
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
s. 31(5)	duty of the authority to have regard to a valuation of the land in making an offer under s.31			<p>certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority</p> <p>all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable</p>
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 31(7)	power of the authority to reduce the offer by an amount equal to outstanding interest rates taxes etc.			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DI - Director Infrastructure	4/11/2013	CEO to Staff
s. 32(1)	duty of the authority to set out total amount of compensation where Minister directs information required to be set out by s.31 is inappropriate			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DI - Director Infrastructure	4/11/2013	CEO to Staff
s. 32(2)	duty of the authority to pay the total amount of compensation offered in court			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DI - Director Infrastructure	4/11/2013	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 32(4)	duty of the authority to apply to the court for determination of the amount payable			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	DI - Director Infrastructure	4/11/2013	CEO to Staff	
s. 33(1)	function of the authority of receiving notice of acceptance or notice of claim			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	DI - Director Infrastructure	4/11/2013	CEO to Staff	
s. 36(1)	duty of the authority to serve a reply to the notice of claim			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	DI - Director Infrastructure	4/11/2013	CEO to Staff	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 36(2)	power of the authority to admit-vary-reject the claim under s.36			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	DI - Director Infrastructure	4/11/2013	CEO to Staff	
s. 36(3)	duty of the authority to provide claimant with method and basis of its valuation			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	DI - Director Infrastructure	4/11/2013	CEO to Staff	
s. 37(4)	duty of the authority to serve reply to notice of claim on claimant where no offer was made			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	DI - Director Infrastructure	4/11/2013	CEO to Staff	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 43(2)	power of the authority to give notice of intention			<p>certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority</p> <p>all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable</p>
	Not Delegated -		4/11/2013	CEO to Staff
s. 43(3)	duty of the authority to do action specified in notice under s.43(2)			<p>certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority</p> <p>all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable</p>
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
s. 45(1)	power of the authority to grant a loan to claimant			<p>certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority</p> <p>all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable</p>
	Not Delegated -		4/11/2013	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 48(2)	duty of the authority to serve reply to notice of claim within 3 months on claimant			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DI - Director Infrastructure	4/11/2013	CEO to Staff
s. 51(8)	power of the authority to advance compensation to assist a person purchasing another interest in land			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		Not Delegated -	4/11/2013	CEO to Staff
s. 63(1)	duty of the authority to prepare all instruments of conveyance			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DI - Director Infrastructure	4/11/2013	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 65(a)	function of the authority to receive interest in land despite any restrictions under other laws			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	DI - Director Infrastructure	4/11/2013	CEO to Staff	
s. 65(b)	function of the authority to pay compensation where authority acquires an interest under s.65(a)			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	DI - Director Infrastructure	4/11/2013	CEO to Staff	
s. 67(1)	function of the authority to negotiate with agents			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	DI - Director Infrastructure	4/11/2013	CEO to Staff	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 68(1)	power of the authority to purchase or redeem interest in mortgage			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DI - Director Infrastructure	4/11/2013	CEO to Staff
s. 68(4)	power of the authority to direct where to convey release of mortgagees interest upon payment under s.68(3)			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DI - Director Infrastructure	4/11/2013	CEO to Staff
s. 68(5)	power of the authority to give notice to the mortgagee that it will pay principal and interest upon 6 months of the notice			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DI - Director Infrastructure	4/11/2013	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 68(6)	power of the authority to direct where to convey release of mortgagee interest upon payment under s.68(5)			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DI - Director Infrastructure	4/11/2013	CEO to Staff
s. 69(1)	power of the authority to pay amounts required under s.69 (1) to the credit of the Trust Fund where mortgagee fails to release interest or adduce good title			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DI - Director Infrastructure	4/11/2013	CEO to Staff
s. 69(2)	power of the authority to execute a deed poll			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		Not Delegated -	4/11/2013	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 69(3)	duty to register the deed poll in the office of the Registrar-General			<p>certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority</p> <p>all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable</p>
	Not Delegated -		4/11/2013	CEO to Staff
s. 70(1)	function of the authority to negotiate with the mortgagee-person entitled to redemption of the value of interest and compensation where sum payable exceeds value of land			<p>certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority</p> <p>all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable</p>
	Not Delegated -		4/11/2013	CEO to Staff
s. 70(4)	power of the authority to direct where to convey release of mortgagee interest upon payment under s.70(3)			<p>certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority</p> <p>all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable</p>
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 71(1)	power of the authority to pay amount required by s.70(3) to the credit of the Trust Fund where mortgagee fails to convey interest or adduce good title			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DI - Director Infrastructure	4/11/2013	CEO to Staff
s. 71(3)	power of the authority to execute and register a deed poll			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		Not Delegated -	4/11/2013	CEO to Staff
s. 72(1)	function of the authority to settle an agreement with mortgagee-person entitled to redemption of interest payable where part of the land is taken			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		Not Delegated -	4/11/2013	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 72(4)	power of the authority to direct where to convey release of mortgagees interest			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	DI - Director Infrastructure	4/11/2013	CEO to Staff	
s. 72(6)	function of the authority to furnish copy memorandum under s.72(5)			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	DI - Director Infrastructure	4/11/2013	CEO to Staff	
s. 73(1)	power of the authority to pay compensation to the credit of the Trust Fund where mortgagee fails to release-adduce good title			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	DI - Director Infrastructure	4/11/2013	CEO to Staff	

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
LAND ACQUISITION AND COMPENSATION ACT 1986

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 73(3)	power of the authority to execute and register a deed poll			<p>certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority</p> <p>all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable</p>
	Not Delegated -		4/11/2013	CEO to Staff
s. 74(1)	power of the authority to enter land or to authorise any person in writing to enter land			<p>certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority</p> <p>all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable</p>
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
s. 74(2)	duty of the authority to serve notice of intention to enter and a statement on occupier and owner			<p>certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority</p> <p>all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable</p>
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

LAND ACQUISITION AND COMPENSATION ACT 1986

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 75(1)	power of the authority to occupy land as long as is necessary for the purposes of the Local Government Act 1989, and power to authorise any person in writing to do so			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DI - Director Infrastructure	4/11/2013	CEO to Staff
s. 75(2)€	power of the authority to make and use roads on land			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DI - Director Infrastructure	4/11/2013	CEO to Staff
s. 75(2)(a)	power of the authority or authorised person to dig and take from land any clay soil etc.			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DI - Director Infrastructure	4/11/2013	CEO to Staff
s. 75(2)(b)	power of the authority to deposit any material on land			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DI - Director Infrastructure	4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
LAND ACQUISITION AND COMPENSATION ACT 1986

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 75(2)(c)	power of the authority to make cuttings or excavations on land			<p>certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority</p> <p>all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable</p>
	DI - Director Infrastructure		4/11/2013	CEO to Staff
s. 75(2)(d)	power of the authority to take timber from the land			<p>certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority</p> <p>all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable</p>
	DI - Director Infrastructure		4/11/2013	CEO to Staff
s. 75(2)(f)	power of the authority to manufacture on the land any materials required			<p>certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority</p> <p>all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable</p>
	DI - Director Infrastructure		4/11/2013	CEO to Staff
s. 75(2)(g)	power of the authority to erect workshops sheds etc on land			<p>certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority</p> <p>all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable</p>
	DI - Director Infrastructure		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
LAND ACQUISITION AND COMPENSATION ACT 1986

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 75(3)	duty of the authority to serve notice in writing on owner-occupier and intends to enter land			<p>certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority</p> <p>all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable</p>
	DI - Director Infrastructure		4/11/2013	CEO to Staff
s. 75(5)	duty of the authority to give notice in writing of nature and quantity of material taken			<p>certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority</p> <p>all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable</p>
	DI - Director Infrastructure		4/11/2013	CEO to Staff
s. 76	duty of the authority to comply with obligations under s.76(a)-€			<p>certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority</p> <p>all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable</p>
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
s. 79(1)	duty of the authority to fence land when so required by the owner			<p>certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority</p> <p>all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable</p>
	DI - Director Infrastructure		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
LAND ACQUISITION AND COMPENSATION ACT 1986

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 80	power of the authority to refer a claim to the Court-Tribunal for determination			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	DI - Director Infrastructure	4/11/2013	CEO to Staff	
s. 83	duty of the authority to serve a copy of the referral notice on other parties			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	DI - Director Infrastructure	4/11/2013	CEO to Staff	
s. 87	power of the authority in a compulsory conference to increase the amount of an offer			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	DI - Director Infrastructure	4/11/2013	CEO to Staff	

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
LAND ACQUISITION AND COMPENSATION ACT 1986

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 91(4)	power of the authority to set-off costs of determinations against any compensation award-costs payable to claimant			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	DI - Director Infrastructure	4/11/2013	CEO to Staff	
s.103(1)	power of the authority to inspect documents by notice in writing			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	DI - Director Infrastructure	4/11/2013	CEO to Staff	
s.104(3)	power of the authority-authorise a person to accept service on its behalf			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	DI - Director Infrastructure	4/11/2013	CEO to Staff	

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
LAND ACQUISITION AND COMPENSATION ACT 1986

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.106(1)(c)	power of the authority to extend-abridge time limits under the Act by agreement with concerned party			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DI - Director Infrastructure	4/11/2013	CEO to Staff
s.109(1)	power of the authority to sell lease or deal with an interest in land			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		Not Delegated -	4/11/2013	CEO to Staff
s.109(2)	duty of the authority to offer the land for sale to the former owner if within 18 months of acquisition under the Act			certain provisions in this Act apply only to Councils in their capacity as acquiring authorities or to Councils in their capacity as responsible authority
				all powers, duties and functions under this Act exercised under delegation to be reported to the CEO as soon as practicable
		Not Delegated -	4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
LAND ACQUISITION AND COMPENSATION REGULATIONS 2010

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.11	function of providing certain information as set out in (a)-(g) as requested by an Authority			
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	TLIK - Team Leader Information & Knowledge		4/11/2013	CEO to Staff
r.12	function of providing certain information as set out in (a) –(d) as requested by an Authority			where Council is responsible authority
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

LAND ACT 1958

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 22D(1)	duty to execute an instrument of transfer and surrender			where the Attorney-General has authorised Council to surrender land
	Not Delegated -		4/11/2013	CEO to Staff
s.103(1)(d)	power to consent to closure of road which is impassable or useless within municipality			
	Not Delegated -		7/04/2014	CEO to Staff
s.134A(2)(a)	power to be consulted before Minister grants lease for stratum of Crown land			
	Not Delegated -		4/11/2013	CEO to Staff
s.138A(3)(a)	power to be consulted before person grants licence for strata of Crown land			
	Not Delegated -		4/11/2013	CEO to Staff
s.140A(3)(c)	duty to provide report to Minister for grant of licences for jetty landing stages on Crown land			
	Not Delegated -		4/11/2013	CEO to Staff
s.172(1)	power to approve excise of land from certain streets by Governor in Council			
	Not Delegated -		4/11/2013	CEO to Staff
s.183A(1)	power to raise funds by allowing use of common for the purposes of agriculture			consent of Minister required
	Not Delegated -		4/11/2013	CEO to Staff
s.190	power to authorise persons to enter onto Crown land and remove materials for the purposes of forming-maintaining public road			consent of Minister required
	Not Delegated -		4/11/2013	CEO to Staff
s.349	power to agree to closure of road on land vested in the Crown			
	Not Delegated -		4/11/2013	CEO to Staff
s.400	power to give notice to Secretary that road is an unused road			Land Regulations 2016, r 10 For the purposes of s.400(2) of the Act, the prescribed form and particulars for a notice that a road or part of a road that a municipal Council considers is not required for public traffic is an unused road is the form and particulars in sch.4
	Not Delegated -		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

LAND ACT 1958

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.407(1)	power to inform Minister it is desirable to re-open licensed closed road or water frontage			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.407(3)(b)	power to cause any building - hedge- ditch etc to be taken down - filled up - removed etc			where a licence under Division 8 of Part I has been cancelled under s.407(1)
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.411	function of receiving particulars of licence from the land manager			where the licence is granted in relation to an unused road or water frontage in Council's municipal district
	DCW - Director Communities and Place		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

LIQUOR CONTROL REFORM ACT 1998

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.27(1)	power to apply to Director for a licence or BYO permit			
		DCW - Director Communities and Place	4/11/2013	CEO to Staff
		MIAG - Manager Investment, Attractions & Growth	24/08/2020	CEO to Staff
		SSTP - Co-ord Statutory Planning & Building	4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner	4/11/2013	CEO to Staff	
s.33	function of receiving copy of application			
		DCW - Director Communities and Place	4/11/2013	CEO to Staff
		MIAG - Manager Investment, Attractions & Growth	24/08/2020	CEO to Staff
		SSTP - Co-ord Statutory Planning & Building	4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner	4/11/2013	CEO to Staff	
s.40(1)	power to object to grant, variation or relocation of a licence			This refers to power to object to an application made to the Victorian Commission for Gambling and Liquor Regulation. All Liquor license applications require a planning permit, unless exempted by the planning scheme. Therefore, consultation with neighbours, community and Council will form part of the assessment.
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		MIAG - Manager Investment, Attractions & Growth	24/08/2020	CEO to Staff
		SSTP - Co-ord Statutory Planning & Building	26/08/2019	CEO to Staff
s.40(1A)	power to object to grant variation or relocation of packaged liquor licence or late night (packaged liquor) licence			
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		MIAG - Manager Investment, Attractions & Growth	24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building	26/08/2019	CEO to Staff	

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
LIQUOR CONTROL REFORM ACT 1998

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.91	power to request disciplinary action	the Commission to conduct an inquiry into whether there are grounds to take		
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	CEO to Staff
s.94	power to requestply	the Commission to conduct an inquiry into amenity or disuse		
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	CEO to Staff
sch 3, cl 18(3)	duty to notify Minister of result of poll under cl.18(1)			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
LIVESTOCK DISEASE CONTROL ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.107B(4)(A)	function of receiving records maintained by the Secretary under ss.107B(1)(c), (d), (e) or (g)			only applies to a member of Council staff responsible for the conduct or facilitation of livestock sales at a saleyard operated or managed by the Council
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.121A	function of receiving a request from the Secretary for information relating to land in the municipal district			in connection with the administration of, or in carrying out of the Secretary's functions under, the Act or the regulations
	DCW - Director Communities and Place		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
LOCAL GOVERNMENT (ELECTORAL) REGULATIONS 2016

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.14(1)	duty to provide details of a person's entitlement to be enrolled as a ratepayer			
	DCORPS - Director Corporate Services		20/02/2017	CEO Direct
	MGIS - Manager Governance & Information Service		26/08/2019	CEO Direct
r.16(1)	duty to maintain a list of silent voters			
	DCORPS - Director Corporate Services		20/02/2017	CEO Direct
	MGIS - Manager Governance & Information Service		26/08/2019	CEO Direct
r.17(1)	duty to ensure that only authorised persons have access to details of silent voters			
	DCORPS - Director Corporate Services		20/02/2017	CEO Direct
	MGIS - Manager Governance & Information Service		26/08/2019	CEO Direct

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

LOCAL GOVERNMENT (ELECTORAL) REGULATIONS 2020

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r. 35	Duty to keep a register of attendance			Note: this provision will come into force on 13 July 2020
	DCORPS - Director Corporate Services		24/08/2020	To Staff
	MGIS - Manager Governance & Information Service		24/08/2020	To Staff
r. 15(1)	Duty to provide details of a person's entitlement to be enrolled as a ratepayer on the voters' roll			Note: this provision will come into force on 13 July 2020
	DCORPS - Director Corporate Services		24/08/2020	To Staff
	MGIS - Manager Governance & Information Service		24/08/2020	To Staff
r. 15(2)	Power to exchange relevant information to enrolment entitlements with the VEC			Note: this provision will come into force on 13 July 2020
	DCORPS - Director Corporate Services		24/08/2020	To Staff
	MGIS - Manager Governance & Information Service		24/08/2020	To Staff
r. 18	Duty to maintain a list of silent voters			Note: this provision will come into force on 13 July 2020
	DCORPS - Director Corporate Services		24/08/2020	To Staff
	MGIS - Manager Governance & Information Service		24/08/2020	To Staff
r. 19	Duty to ensure that only authorised persons have access to details of silent voters			Note: this provision will come into force on 13 July 2020
	DCORPS - Director Corporate Services		24/08/2020	To Staff
	MGIS - Manager Governance & Information Service		24/08/2020	To Staff
r. 33	Duty to cause the Local Government Candidate Training to be conducted			Note: this provision will come into force on 13 July 2020
	DCORPS - Director Corporate Services		24/08/2020	To Staff
	MGIS - Manager Governance & Information Service		24/08/2020	To Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
LOCAL GOVERNMENT (ELECTORAL) REGULATIONS 2020

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r. 36(2)	Duty to comply with notice under subsection (1)			Note: this provision will come into force on 13 July 2020
	DCORPS - Director Corporate Services		24/08/2020	To Staff
	MGIS - Manager Governance & Information Service		24/08/2020	To Staff
r. 83	Duty to submit report on election received by the VEC to Council			Note: this provision will come into force on 13 July 2020
	DCORPS - Director Corporate Services		24/08/2020	To Staff
	MGIS - Manager Governance & Information Service		24/08/2020	To Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
LOCAL GOVERNMENT (GENERAL) REGULATIONS 2015

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r. 10	duty to include in the notice of rates and charges the information prescribed			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
r.12	duty to make available for inspection documents containing certain prescribed matters			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
r.13(1)	duty to include certain prescribed statements in a land information certificate			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
r.13(2)	power to sign a land information certificate			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
LOCAL GOVERNMENT (LONG SERVICE LEAVE) REGULATIONS 2012

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r. 9 (3)	duty to pay prescribed entitlement upon request made under r.9(2).			
	MOD - Human Resources Lead		4/11/2013	CEO to Staff
	PS - Payroll Supervisor		4/11/2013	CEO to Staff
r. 9 (5) (a)	duty to transfer long service leave entitlement where a staff member intends to commence work with another Council			
	MOD - Human Resources Lead		4/11/2013	CEO to Staff
	PS - Payroll Supervisor		4/11/2013	CEO to Staff
r. 9 (5)(b)	power to pay the prescribed entitlement where a staff member intends to commence work with another public service body or special body			
	N/A -		4/11/2013	CEO to Staff
r. 9 (6)	duty to pay the prescribed entitlement if the member has not taken the whole of their long service leave accrued			
	MOD - Human Resources Lead		4/11/2013	CEO to Staff
	PS - Payroll Supervisor		4/11/2013	CEO to Staff
r. 10 (2)	duty to pay long service entitlement upon death of staff member			
	MOD - Human Resources Lead		4/11/2013	CEO to Staff
	PS - Payroll Supervisor		4/11/2013	CEO to Staff
r. 11 (3)	duty to pay the prescribed entitlement to a staff member who makes an election under r.11(2)			
	MOD - Human Resources Lead		4/11/2013	CEO to Staff
	PS - Payroll Supervisor		4/11/2013	CEO to Staff
r. 11 (4)	duty to pay the prescribed entitlement to a member ceasing employment due to any of the reasons set out in r.11(1) and had not taken the whole of their long service leave accrued			
	MOD - Human Resources Lead		4/11/2013	CEO to Staff
	PS - Payroll Supervisor		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

LOCAL GOVERNMENT (LONG SERVICE LEAVE) REGULATIONS 2012

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r. 11 (6)	duty to pay the prescribed entitlement to a member who has completed 7 years and has been terminated for serious or wilful misconduct or poor performance.			
	MOD - Human Resources Lead		4/11/2013	CEO to Staff
	PS - Payroll Supervisor		4/11/2013	CEO to Staff
r. 11 (7)(b)(i)	duty to approve a medical practitioner for the purpose of r.11			
	MOD - Human Resources Lead		4/11/2013	CEO to Staff
r. 15 (6)	power to include a period of service when the member was absent from duty as 'recognised service'			
	Not Delegated -		4/11/2013	CEO to Staff
r. 16 (1)	duty to grant a day off if public holiday falls during any period taken as long service leave			
	MOD - Human Resources Lead		4/11/2013	CEO to Staff
	PS - Payroll Supervisor		4/11/2013	CEO to Staff
r. 17	power to agree with a staff member as to when long service leave may be taken			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	FM - Manager Finance		4/11/2013	CEO to Staff
	MACR - Manager Arts Culture & Recreation		4/11/2013	CEO to Staff
	MCSE - Manager Community Services & Emergency		4/11/2013	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		4/11/2013	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
	MPC - Manager People & Culture		26/08/2019	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
	MSAM - Manager Strategic Asset Management		25/02/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
LOCAL GOVERNMENT (LONG SERVICE LEAVE) REGULATIONS 2012

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r. 18	power to approve the request of a staff member to take long service leave entitlement at half the salary for twice the period			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
r. 19	power to approve the request of a staff member to engage in other employment during long service leave			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
r. 20	duty to provide other Councils with information upon request			
	MOD - Human Resources Lead		4/11/2013	CEO to Staff
	PS - Payroll Supervisor		4/11/2013	CEO to Staff
r. 21 (3)(a)	duty to refund a payment under r.21(1) if the circumstances in (a)-(d) exist			
	MOD - Human Resources Lead		4/11/2013	CEO to Staff
	PS - Payroll Supervisor		4/11/2013	CEO to Staff
r. 21(1)(a)	duty to inform other Councils of commencement of employment of member of staff where that person previously worked at that Council			
	MOD - Human Resources Lead		4/11/2013	CEO to Staff
	PS - Payroll Supervisor		4/11/2013	CEO to Staff
r. 21(1)(b)	duty to pay other Council the prescribed entitlement within 2 months of being informed of employment			
	MOD - Human Resources Lead		4/11/2013	CEO to Staff
	PS - Payroll Supervisor		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
LOCAL GOVERNMENT (LONG SERVICE LEAVE) REGULATIONS 2012

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r. 22 (1)	power to enter into an agreement with a body referred in r.15 (4) regarding transfer of entitlements	Not Delegated -	4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
LOCAL GOVERNMENT (PLANNING AND REPORTING) REGULATIONS 2014

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r. 6	duty to include a statement of capital works in the Strategic Resources Plan and ensure that the Plan is in the prescribed form			
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	FM - Manager Finance		26/08/2019	CEO to Staff
r. 7	duty to include prescribed information in the financial statements included in the Strategic Resource Plan			
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	FM - Manager Finance		26/08/2019	CEO to Staff
r. 8	duty to include prescribed information in the statements describing the required non-financial resources to be included in the Strategic Resource Plan			
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	FM - Manager Finance		26/08/2019	CEO to Staff
r. 9	duty to include a statement of capital works in the financial statements included in a budget or revised budget and ensure that the financial statements are in the prescribed form			
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	FM - Manager Finance		26/08/2019	CEO to Staff
r.10	duty to include prescribed information in the budget or revised budget			
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	FM - Manager Finance		26/08/2019	CEO to Staff
r.11	duty to include a public notice the date on which Council will meet to adopt its budget or revised budget and, for revised budgets - a summary of reasons for the preparation of the revised budget			
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	FM - Manager Finance		26/08/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
LOCAL GOVERNMENT (PLANNING AND REPORTING) REGULATIONS 2014

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.12	duty to comply with the governance and management checklist			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
r.13	duty to prepare financial statements (to be included in the annual report) in accordance with the specified AAS			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	FM - Manager Finance		26/08/2019	CEO to Staff
r.13(2)	duty to include prescribed information in the report of operations			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
r.14	duty to include in the report of operations a description of the operations of Council during the financial year and prescribed information			
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
r.16	duty to include prescribed information relating to performance results in the performance statement			
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	OPO - Corporate Planner		2/02/2015	CEO to Staff
r.17	duty to include prescribed information in the performance statement			
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	FM - Manager Finance		26/08/2019	CEO to Staff
	OPO - Corporate Planner		2/02/2015	CEO to Staff
r.19 & r.20	duty to include prescribed information in financial statements contained in an annual report			
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	FM - Manager Finance		2/02/2015	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
LOCAL GOVERNMENT (PLANNING AND REPORTING) REGULATIONS 2014

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.21	duty to ensure that the financial statements included in a Council's annual report are certified by the CEO and Principal Accounting Officer of Council			
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	FM - Manager Finance		2/02/2015	CEO to Staff
r.25(2B)	duty to include the items in r.25(2B)(a)-(b) in the report of operations for the financial year commencing on 1 July 2016			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/10/2017	CEO to Staff
	OPO - Corporate Planner		2/10/2017	CEO to Staff
r.26(2)	duty to include the items in r.26(2)(a)-(b) in the report of operations for the financial year commencing on 1 July 2017			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/10/2017	CEO to Staff
	OPO - Corporate Planner		2/10/2017	CEO to Staff
r.27	duty to include the items in r.27(a)-(b) in the report of operations for the financial year commencing on 1 July 2018			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/10/2017	CEO to Staff
	OPO - Corporate Planner		2/10/2017	CEO to Staff
r.28(1)	Duty to include the items in r 28(1)(a) and (b) in the report of operations for the financial year commencing on 1 July 2019			
	DCORPS - Director Corporate Services		26/08/2019	CEO to Staff
	FM - Manager Finance		26/08/2019	CEO to Staff
	OPO - Corporate Planner		26/08/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
LOCAL GOVERNMENT (PLANNING AND REPORTING) REGULATIONS 2014

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.28(2)	Duty to include the items in r 28(2)(a) and (b) in the performance statement for the financial year commencing on 1 July 2019			
	DCORPS - Director Corporate Services		26/08/2019	CEO to Staff
	FM - Manager Finance		26/08/2019	CEO to Staff
r.29(1)	Duty to include the items in r 29(1)(a) and (b) in the report of operations for the financial year commencing on 1 July 2020			
	DCORPS - Director Corporate Services		26/08/2019	CEO to Staff
	FM - Manager Finance		26/08/2019	CEO to Staff
	OPO - Corporate Planner		26/08/2019	CEO to Staff
r.29(2)	Duty to include the items in r 29(2)(a) and (b) in the performance statement for the financial year commencing on 1 July 2020			
	DCORPS - Director Corporate Services		26/08/2019	CEO to Staff
	FM - Manager Finance		26/08/2019	CEO to Staff
r.30(1)	Duty to include the items in r 30(1)(a) and (b) in the report of operations for the financial year commencing on 1 July 2021			
	DCORPS - Director Corporate Services		26/08/2019	CEO to Staff
	FM - Manager Finance		26/08/2019	CEO to Staff
	OPO - Corporate Planner		26/08/2019	CEO to Staff
r.30(2)	Duty to include the items in r 30(2)(a) and (b) in the performance statement for the financial year commencing on 1 July 2021			
	DCORPS - Director Corporate Services		26/08/2019	CEO to Staff
	FM - Manager Finance		26/08/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

LOCAL GOVERNMENT ACT 1989

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
cl.14(3) sch.3	function of receiving returning officer's report			
	CEO - Chief Executive Officer		3/08/2015	CEO Direct
s. 20	power to determine request that address of person not be shown on voters roll and notify person accordingly			
	CEO - Chief Executive Officer		4/11/2013	CEO Direct
s. 24A(2)	power to approve voter's roll enrolment amendment			
	CEO - Chief Executive Officer		4/11/2013	CEO Direct
s. 24C(4)(a)-(c)	power to determine form conditions and fees under section 24C(4)			
	CEO - Chief Executive Officer		4/11/2013	CEO Direct
s. 28(1B)	function of receiving notice of any change to any entitlement relating to the enrolment of a Councillor			
	CEO - Chief Executive Officer		2/02/2015	CEO Direct
s. 68A(1)	function of receiving resignation from a Councillor			
	CEO - Chief Executive Officer		4/11/2013	CEO Direct
s. 68A(4)	Power to commence the holding of an election to fill extraordinary vacancy			Note: this provision will be repealed on 24 October 2020 unless proclaimed earlier
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
s. 69(1)(c)	function of receiving resignation from a Councillor			
	CEO - Chief Executive Officer		7/04/2014	CEO Direct
s. 72(1)(c)	function of receiving resignation from the Mayor			
	CEO - Chief Executive Officer		7/04/2014	CEO Direct
s. 77(2)(c)	power to designate information to be confidential information for the purposes of s.77A			
	CEO - Chief Executive Officer		4/11/2013	CEO Direct
s. 79(2)(a)(ii)	function of receiving advice of a conflict of interest of a Councillor or member of a special committee			
	CEO - Chief Executive Officer		4/11/2013	CEO Direct

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

LOCAL GOVERNMENT ACT 1989

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 79(3)	function of receiving advice of a conflict of interest of a Councillor or member of a special committee			
	CEO - Chief Executive Officer		3/08/2015	CEO Direct
s. 79(5)(a)	Duty to keep written disclosures given to him or her under this section in a secure place for 3 years after the date the Councillor or member of a special committee who made the disclosure ceases to be Councillor or member of a committee			Note: this provision will be repealed on 24 October 2020 unless proclaimed earlier
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
s. 79(5)(b)	duty to destroy the written disclosure when the 3 year period referred to in section 79(5)(a) has expired			
	CEO - Chief Executive Officer		4/11/2013	CEO Direct
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
s. 79(8)	Duty to record a conflict of interest in the minutes of a meeting			Note: this provision will be repealed on 24 October 2020 unless proclaimed earlier
	CG - Co-ordinator Governance		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
s. 80(1)(b)	Power to apply, in writing, to the Minister, after receiving written declarations of conflicts of interest from a majority of Councillors, for an exemption of those Councillors from any or all of the provisions of section 79			Note: this provision will be repealed on 24 October 2020 unless proclaimed earlier
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
s. 80(1A)	function of providing additional information regarding an application made under section 80(1)(b)			
	DCORPS - Director Corporate Services		4/11/2013	CEO Direct
s. 80A(2)(a)	Duty to ensure a written record of an assembly of Councillors is reported at an ordinary meeting of the Council as soon as practicable			Note: this provision will be repealed on 24 October 2020 unless proclaimed earlier
	CG - Co-ordinator Governance		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

LOCAL GOVERNMENT ACT 1989

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 80B(2)(c)	function of receiving written disclosure of conflict of interest from staff member			
		CEO - Chief Executive Officer	7/04/2014	CEO Direct
		CG - Co-ordinator Governance	24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service	24/08/2020	CEO to Staff	
s. 81Y	Duty to appoint, in writing, a Principal Conduct Officer			
		CEO - Chief Executive Officer	12/04/2018	CEO to Staff
s. 81Y(1)	Appoints the officer to be the Principal Conduct officer			
		DCORPS - Director Corporate Services	12/04/2018	Auth Officer
s. 94(D)	Duty to give Council staff an opportunity to apply for any vacant permanent full-time Council staff position			Note: this provision will be repealed on 1 July 2021
		MPC - Manager People & Culture	24/08/2020	CEO to Staff
s.138	Duty to give quarterly statements at a Council meeting that is open to the public			Note: this provision will be repealed on 24 October 2020 unless proclaimed earlier
		DCORPS - Director Corporate Services	24/08/2020	CEO to Staff
s.181G	duty to ensure that quarterly statement prepared under section 138 of Local Government Act 1989 includes relevant details of environmental upgrades and charges			
		DCORPS - Director Corporate Services	15/02/2016	CEO to Staff
s.181H	power to enter into an environmental upgrade agreement on behalf of Council and declare and levy an environmental upgrade charge			
		DCORPS - Director Corporate Services	27/08/2018	CEO to Staff
s.185L(4)	Power to declare and levy a cladding rectification charge			
		DCORPS - Director Corporate Services	26/08/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
LOCAL GOVERNMENT ACT 1989

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.224	appoints the officer to be an authorised officer for the administration and enforcement of Acts as listed in the relevant instrument, and any other Act regulation or local law which relates to the functions and powers of the Council.			
	BS - Building Surveyor		6/05/2019	Auth Officer
	CCS - Co-ordinator Community Safety			Auth Officer
	CFM - Co-ordinator Facilities Management		12/04/2018	Auth Officer
	CSO3 - Senior Comm Safety Officer -Prosecutions			Auth Officer
	CSO4 - Community Safety officer		2/10/2017	Auth Officer
	DCW - Director Communities and Place		24/08/2020	Auth Officer
	DI - Director Infrastructure			Auth Officer
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	Auth Officer
	FFO - Facilities Field Officer		12/04/2018	Auth Officer
	MBS - Municipal Building Surveyor		12/04/2018	Auth Officer
	MRS - Man Com Safety & Environmental Health			Auth Officer
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	Auth Officer
	SSTL - Leading Hand Signage & Trades		12/04/2018	Auth Officer

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

LOCAL GOVERNMENT ACT 1989

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.232	authorises the officers generally to institute proceedings for offences against the Acts and regulations described in this instrument.			
	CCS - Co-ordinator Community Safety		5/12/2019	Auth Officer
	CEH - Co-ordinator Environmental Health		6/11/2013	Auth Officer
	CSO1 - Community Safety Officer		5/12/2019	Auth Officer
	CSO2 - Community Safety Officer		20/03/2020	Auth Officer
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/12/2019	Auth Officer
	CSO4 - Community Safety officer		5/12/2019	Auth Officer
	DCORPS - Director Corporate Services		6/11/2013	Auth Officer
	DCW - Director Communities and Place		6/11/2013	Auth Officer
	DI - Director Infrastructure		6/11/2013	Auth Officer
	EHO2 - Environmental Health Officer		6/11/2013	Auth Officer
	MO - Manager Operations		6/11/2013	Auth Officer
	MRS - Man Com Safety & Environmental Health		6/11/2013	Auth Officer
	PM2 - Project Manager JH		6/11/2013	Auth Officer
	SSTP - Co-ord Statutory Planning & Building		6/11/2013	Auth Officer
	STP - Senior Statutory Town Planner		6/11/2013	Auth Officer
	TLSCS - Team Leader School Crossing Supervisor		5/12/2019	Auth Officer
sch 2 Cl. 1(3)(b)	power to appoint a member of Council staff to be the returning officer			
	CEO - Chief Executive Officer		2/02/2015	CEO Direct
sch 3 Cl.17(1)(c)	power to appoint a scrutineer			
	CEO - Chief Executive Officer		3/08/2015	CEO Direct
sch 3A Cl.7A(1)(a)	function of receiving notice of failure of the countback or the returning officer's failure to fill an extraordinary vacancy			
	CEO - Chief Executive Officer		3/08/2015	CEO Direct

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

LOCAL GOVERNMENT ACT 2020

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 11(8)	Duty to keep a public register of delegations under section 11 of this Act			
	CG - Co-ordinator Governance		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
s. 16(12)	Duty to pay an account received of the reasonable expenses incurred by a person engaged by the Minister to support a review by an electoral representative advisory panel			
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
s. 17(6)	Duty to pay an account received of the reasonable expenses incurred by the Victorian Electoral Commission as a consequence of conducting a ward boundary review			
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
s. 32(4)(a)	Duty to ensure that the Councillor induction training is available to be taken by a Councillor from the day the Councillor takes the oath or affirmation of office			Note: this provision commences on 24 October 2020 unless proclaimed earlier
	CG - Co-ordinator Governance		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
s. 32(4)(b)	Duty to provide reasonable assistance to a Councillor to enable them to access the Councillor induction training			Note: this provision commences on 24 October 2020 unless proclaimed earlier
	CG - Co-ordinator Governance		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
s. 40(1)	Duty to pay an account received of the reasonable expenses incurred by the Victorian Electoral Commission as a consequence of conducting a ward boundary review			
	N/A -		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
LOCAL GOVERNMENT ACT 2020

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 40(2)	Duty to provide details of all reimbursements of out-of-pocket expenses of Councillors and members of a delegated committee to the Audit and Risk Committee			
	CG - Co-ordinator Governance		24/08/2020	CEO to Staff
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
s. 42	Duty to make available to the Mayor and the Councillors the resources and facilities reasonably necessary to enable them to effectively perform their role			
	CEO - Chief Executive Officer		24/08/2020	CEO to Staff
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
s. 46(1)(a)	Function of supporting the Mayor and the Councillors in the performance of their roles			Note: this provision commences on 1 July 2021
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
s. 46(1)(b)	Function of ensuring the effective and efficient management of the day to day operations of the Council			Note: this provision commences on 1 July 2021
	Not Delegated -		24/08/2020	CEO to Staff
s. 46(3)(a)	Duty of establishing and maintaining an organisational structure for the Council			Note: this provision commences on 1 July 2021
	Not Delegated -		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

LOCAL GOVERNMENT ACT 2020

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 46(3)(b)- 1	Power to approve expenses relating to an approved course of study for staff			Note: this provision commences on 1 July 2021
	AME - Co-ordinator Assets		24/08/2020	CEO to Staff
	CBDT - Co-ordinator Bus Development & Tourism		24/08/2020	CEO to Staff
	CCRA - Co-ord Community Relations & Advocacy		24/08/2020	CEO to Staff
	CD - Co-ordinator Engineering Design		24/08/2020	CEO to Staff
	CEH - Co-ordinator Environmental Health		24/08/2020	CEO to Staff
	CF - Co-ordinator Fleet		24/08/2020	CEO to Staff
	CFM - Co-ordinator Facilities Management		24/08/2020	CEO to Staff
	CG - Co-ordinator Governance		24/08/2020	CEO to Staff
	CGA - Co-ordinator General Accounting		24/08/2020	CEO to Staff
	CHS - Co-ordinator Home Support		24/08/2020	CEO to Staff
	CISS - Co-ordinator Civil Works		24/08/2020	CEO to Staff
	CPE - Co-ordinator Performance & Events		24/08/2020	CEO to Staff
	CR - Co-ordinator Revenue		24/08/2020	CEO to Staff
	CVA - Co-ordinator Visual Arts		24/08/2020	CEO to Staff
	CWMS - Co-ordinator Waste Operations		24/08/2020	CEO to Staff
	CWS - Co-ordinator Waste & Sustainability		24/08/2020	CEO to Staff
	CYFY - Co-ordinator Youth & Early Years		24/08/2020	CEO to Staff
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		24/08/2020	CEO to Staff
	FM - Manager Finance		24/08/2020	CEO to Staff
	ITM - Co-ordinator Information Technology		24/08/2020	CEO to Staff
	MACR - Manager Arts Culture & Recreation		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
LOCAL GOVERNMENT ACT 2020

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
	MCSE - Manager Community Services & Emergency		24/08/2020	CEO to Staff
	MDPO - Depot Co-ordinator		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
	MI - Manager Engineering Services		24/08/2020	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	MO - Manager Operations		24/08/2020	CEO to Staff
	MOD - Human Resources Lead		24/08/2020	CEO to Staff
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		24/08/2020	CEO to Staff
	MSAM - Manager Strategic Asset Management		24/08/2020	CEO to Staff
	PM2 - Project Manager DB		24/08/2020	CEO to Staff
	SM - Co-ordinator Parks & Gardens		24/08/2020	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 46(3)(b)- 2	Power to approve claims under WorkCover excess			Note: this provision commences on 1 July 2021
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		24/08/2020	CEO to Staff
	FM - Manager Finance		24/08/2020	CEO to Staff
	MACR - Manager Arts Culture & Recreation		24/08/2020	CEO to Staff
	MCSE - Manager Community Services & Emergency		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
	MI - Manager Engineering Services		24/08/2020	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	MO - Manager Operations		24/08/2020	CEO to Staff
	MOD - Human Resources Lead		24/08/2020	CEO to Staff
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		24/08/2020	CEO to Staff
	MSAM - Manager Strategic Asset Management		24/08/2020	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 46(3)(b)- 3	Power to approve long service leave and compassionate leave	Power to approve long service leave and compassionate leave		Note: this provision commences on 1 July 2021
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		24/08/2020	CEO to Staff
	FM - Manager Finance		24/08/2020	CEO to Staff
	MACR - Manager Arts Culture & Recreation		24/08/2020	CEO to Staff
	MCSE - Manager Community Services & Emergency		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
	MI - Manager Engineering Services		24/08/2020	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	MO - Manager Operations		24/08/2020	CEO to Staff
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		24/08/2020	CEO to Staff
	MSAM - Manager Strategic Asset Management		24/08/2020	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 46(3)(b)- 4	Power to authorise time sheets, higher duties, time-in-lieu, overtime and travel expense claims			Note: this provision commences on 1 July 2021
	AME - Co-ordinator Assets		24/08/2020	CEO to Staff
	CBDT - Co-ordinator Bus Development & Tourism		24/08/2020	CEO to Staff
	CCRA - Co-ord Community Relations & Advocacy		24/08/2020	CEO to Staff
	CD - Co-ordinator Engineering Design		24/08/2020	CEO to Staff
	CEH - Co-ordinator Environmental Health		24/08/2020	CEO to Staff
	CF - Co-ordinator Fleet		24/08/2020	CEO to Staff
	CFM - Co-ordinator Facilities Management		24/08/2020	CEO to Staff
	CG - Co-ordinator Governance		24/08/2020	CEO to Staff
	CGA - Co-ordinator General Accounting		24/08/2020	CEO to Staff
	CHS - Co-ordinator Home Support		24/08/2020	CEO to Staff
	CISS - Co-ordinator Civil Works		24/08/2020	CEO to Staff
	CPE - Co-ordinator Performance & Events		24/08/2020	CEO to Staff
	CR - Co-ordinator Revenue		24/08/2020	CEO to Staff
	CVA - Co-ordinator Visual Arts		24/08/2020	CEO to Staff
	CWMS - Co-ordinator Waste Operations		24/08/2020	CEO to Staff
	CWS - Co-ordinator Waste & Sustainability		24/08/2020	CEO to Staff
	CYFY - Co-ordinator Youth & Early Years		24/08/2020	CEO to Staff
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		24/08/2020	CEO to Staff
	FM - Manager Finance		24/08/2020	CEO to Staff
	ITM - Co-ordinator Information Technology		24/08/2020	CEO to Staff
	MACR - Manager Arts Culture & Recreation		24/08/2020	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
	MCSE - Manager Community Services & Emergency		24/08/2020	CEO to Staff
	MDPO - Depot Co-ordinator		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
	MI - Manager Engineering Services		24/08/2020	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	MO - Manager Operations		24/08/2020	CEO to Staff
	MOD - Human Resources Lead		24/08/2020	CEO to Staff
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		24/08/2020	CEO to Staff
	MSAM - Manager Strategic Asset Management		24/08/2020	CEO to Staff
	PM2 - Project Manager DB		24/08/2020	CEO to Staff
	SM - Co-ordinator Parks & Gardens		24/08/2020	CEO to Staff
s. 46(3)(b)- 5	Power to provide references on Council letterhead			Note: this provision commences on 1 July 2021
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		24/08/2020	CEO to Staff
	MOD - Human Resources Lead		24/08/2020	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 46(3)(b)- 6	Power to sign Letter of Acceptance of Resignation			Note: this provision commences on 1 July 2021
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		24/08/2020	CEO to Staff
	FM - Manager Finance		24/08/2020	CEO to Staff
	MACR - Manager Arts Culture & Recreation		24/08/2020	CEO to Staff
	MCSE - Manager Community Services & Emergency		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
	MI - Manager Engineering Services		24/08/2020	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	MO - Manager Operations		24/08/2020	CEO to Staff
	MOD - Human Resources Lead		24/08/2020	CEO to Staff
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		24/08/2020	CEO to Staff
	MSAM - Manager Strategic Asset Management		24/08/2020	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 46(3)(b)- 7	Power to authorise all forms of study and training leave and educational assistance			Note: this provision commences on 1 July 2021
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		24/08/2020	CEO to Staff
	FM - Manager Finance		24/08/2020	CEO to Staff
	MACR - Manager Arts Culture & Recreation		24/08/2020	CEO to Staff
	MCSE - Manager Community Services & Emergency		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
	MI - Manager Engineering Services		24/08/2020	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	MO - Manager Operations		24/08/2020	CEO to Staff
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		24/08/2020	CEO to Staff
	MSAM - Manager Strategic Asset Management		24/08/2020	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 46(3)(b)- 8	Power to approve leave without pay			Note: this provision commences on 1 July 2021
	AME - Co-ordinator Assets		24/08/2020	CEO to Staff
	CBDT - Co-ordinator Bus Development & Tourism		24/08/2020	CEO to Staff
	CCRA - Co-ord Community Relations & Advocacy		24/08/2020	CEO to Staff
	CD - Co-ordinator Engineering Design		24/08/2020	CEO to Staff
	CEH - Co-ordinator Environmental Health		24/08/2020	CEO to Staff
	CF - Co-ordinator Fleet		24/08/2020	CEO to Staff
	CFM - Co-ordinator Facilities Management		24/08/2020	CEO to Staff
	CG - Co-ordinator Governance		24/08/2020	CEO to Staff
	CGA - Co-ordinator General Accounting		24/08/2020	CEO to Staff
	CHS - Co-ordinator Home Support		24/08/2020	CEO to Staff
	CISS - Co-ordinator Civil Works		24/08/2020	CEO to Staff
	CPE - Co-ordinator Performance & Events		24/08/2020	CEO to Staff
	CR - Co-ordinator Revenue		24/08/2020	CEO to Staff
	CVA - Co-ordinator Visual Arts		24/08/2020	CEO to Staff
	CWMS - Co-ordinator Waste Operations		24/08/2020	CEO to Staff
	CWS - Co-ordinator Waste & Sustainability		24/08/2020	CEO to Staff
	CYFY - Co-ordinator Youth & Early Years		24/08/2020	CEO to Staff
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		24/08/2020	CEO to Staff
	FM - Manager Finance		24/08/2020	CEO to Staff
	ITM - Co-ordinator Information Technology		24/08/2020	CEO to Staff
	MACR - Manager Arts Culture & Recreation		24/08/2020	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
	MCSE - Manager Community Services & Emergency		24/08/2020	CEO to Staff
	MDPO - Depot Co-ordinator		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
	MI - Manager Engineering Services		24/08/2020	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	MOD - Human Resources Lead		24/08/2020	CEO to Staff
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		24/08/2020	CEO to Staff
	MSAM - Manager Strategic Asset Management		24/08/2020	CEO to Staff
	PM2 - Project Manager DB		24/08/2020	CEO to Staff
	SM - Co-ordinator Parks & Gardens		24/08/2020	CEO to Staff
s. 46(3)(b)- 9	Power to create or approve creation of new positions			Note: this provision commences on 1 July 2021
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		24/08/2020	CEO to Staff
s. 46(3)(b)-10	Power to authorise sick, annual and family leave			Note: this provision commences on 1 July 2021
	All Staff Supervisor -		24/08/2020	CEO to Staff
s. 46(3)(b)-11	Power to approve staff engaging in other employment			Note: this provision commences on 1 July 2021
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		24/08/2020	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 46(3)(b)-12	Power to conduct interviews for staff annual review			Note: this provision commences on 1 July 2021
		All Staff Supervisor -	24/08/2020	CEO to Staff
s. 46(3)(b)-13	Power to sign Notice of Injury and Work Injury Form			Note: this provision commences on 1 July 2021
		DCORPS - Director Corporate Services	24/08/2020	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DI - Director Infrastructure	24/08/2020	CEO to Staff
		FM - Manager Finance	24/08/2020	CEO to Staff
		MACR - Manager Arts Culture & Recreation	24/08/2020	CEO to Staff
		MCSE - Manager Community Services & Emergency	24/08/2020	CEO to Staff
		MGIS - Manager Governance & Information Service	24/08/2020	CEO to Staff
		MI - Manager Engineering Services	24/08/2020	CEO to Staff
		MIAG - Manager Investment, Attractions & Growth	24/08/2020	CEO to Staff
		MO - Manager Operations	24/08/2020	CEO to Staff
		MOD - Human Resources Lead	24/08/2020	CEO to Staff
		MPC - Manager People & Culture	24/08/2020	CEO to Staff
MRS - Man Com Safety & Environmental Health	24/08/2020	CEO to Staff		
MSAM - Manager Strategic Asset Management	24/08/2020	CEO to Staff		
s. 46(3)(b)-14	Power to terminate or suspend the employment of, or to suspend from duty, a member of Council staff			Note: this provision commences on 1 July 2021
		CEO - Chief Executive Officer	24/08/2020	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 46(3)(b)-15	Power to approve travel accommodation for staff			Note: this provision commences on 1 July 2021
	AME - Co-ordinator Assets		24/08/2020	CEO to Staff
	CBDT - Co-ordinator Bus Development & Tourism		24/08/2020	CEO to Staff
	CCRA - Co-ord Community Relations & Advocacy		24/08/2020	CEO to Staff
	CD - Co-ordinator Engineering Design		24/08/2020	CEO to Staff
	CEH - Co-ordinator Environmental Health		24/08/2020	CEO to Staff
	CF - Co-ordinator Fleet		24/08/2020	CEO to Staff
	CFM - Co-ordinator Facilities Management		24/08/2020	CEO to Staff
	CG - Co-ordinator Governance		24/08/2020	CEO to Staff
	CGA - Co-ordinator General Accounting		24/08/2020	CEO to Staff
	CHS - Co-ordinator Home Support		24/08/2020	CEO to Staff
	CISS - Co-ordinator Civil Works		24/08/2020	CEO to Staff
	CPE - Co-ordinator Performance & Events		24/08/2020	CEO to Staff
	CR - Co-ordinator Revenue		24/08/2020	CEO to Staff
	CVA - Co-ordinator Visual Arts		24/08/2020	CEO to Staff
	CWMS - Co-ordinator Waste Operations		24/08/2020	CEO to Staff
	CWS - Co-ordinator Waste & Sustainability		24/08/2020	CEO to Staff
	CYFY - Co-ordinator Youth & Early Years		24/08/2020	CEO to Staff
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		24/08/2020	CEO to Staff
	FM - Manager Finance		24/08/2020	CEO to Staff
	ITM - Co-ordinator Information Technology		24/08/2020	CEO to Staff
	MACR - Manager Arts Culture & Recreation		24/08/2020	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
	MCSE - Manager Community Services & Emergency		24/08/2020	CEO to Staff
	MDPO - Depot Co-ordinator		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
	MI - Manager Engineering Services		24/08/2020	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	MO - Manager Operations		24/08/2020	CEO to Staff
	MOD - Human Resources Lead		24/08/2020	CEO to Staff
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		24/08/2020	CEO to Staff
	MSAM - Manager Strategic Asset Management		24/08/2020	CEO to Staff
	PM2 - Project Manager DB		24/08/2020	CEO to Staff
	SM - Co-ordinator Parks & Gardens		24/08/2020	CEO to Staff
s. 46(3)(b)-16	Power to fix salaries for vacant positions			Note: this provision commences on 1 July 2021
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		24/08/2020	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 46(3)(b)-17	Power to authorise access to a staff member's personal file			Note: this provision commences on 1 July 2021
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		24/08/2020	CEO to Staff
	FM - Manager Finance		24/08/2020	CEO to Staff
	MACR - Manager Arts Culture & Recreation		24/08/2020	CEO to Staff
	MCSE - Manager Community Services & Emergency		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
	MI - Manager Engineering Services		24/08/2020	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	MO - Manager Operations		24/08/2020	CEO to Staff
	MOD - Human Resources Lead		24/08/2020	CEO to Staff
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		24/08/2020	CEO to Staff
	MSAM - Manager Strategic Asset Management		24/08/2020	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 46(3)(b)-18	Power to approve attendance at conferences and seminars by staff			Note: this provision commences on 1 July 2021
	AME - Co-ordinator Assets		24/08/2020	CEO to Staff
	CBDT - Co-ordinator Bus Development & Tourism		24/08/2020	CEO to Staff
	CCRA - Co-ord Community Relations & Advocacy		24/08/2020	CEO to Staff
	CD - Co-ordinator Engineering Design		24/08/2020	CEO to Staff
	CEH - Co-ordinator Environmental Health		24/08/2020	CEO to Staff
	CF - Co-ordinator Fleet		24/08/2020	CEO to Staff
	CFM - Co-ordinator Facilities Management		24/08/2020	CEO to Staff
	CG - Co-ordinator Governance		24/08/2020	CEO to Staff
	CGA - Co-ordinator General Accounting		24/08/2020	CEO to Staff
	CHS - Co-ordinator Home Support		24/08/2020	CEO to Staff
	CISS - Co-ordinator Civil Works		24/08/2020	CEO to Staff
	CPE - Co-ordinator Performance & Events		24/08/2020	CEO to Staff
	CR - Co-ordinator Revenue		24/08/2020	CEO to Staff
	CVA - Co-ordinator Visual Arts		24/08/2020	CEO to Staff
	CWMS - Co-ordinator Waste Operations		24/08/2020	CEO to Staff
	CWS - Co-ordinator Waste & Sustainability		24/08/2020	CEO to Staff
	CYFY - Co-ordinator Youth & Early Years		24/08/2020	CEO to Staff
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		24/08/2020	CEO to Staff
	FM - Manager Finance		24/08/2020	CEO to Staff
	ITM - Co-ordinator Information Technology		24/08/2020	CEO to Staff
	MACR - Manager Arts Culture & Recreation		24/08/2020	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
	MCSE - Manager Community Services & Emergency		24/08/2020	CEO to Staff
	MDPO - Depot Co-ordinator		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
	MI - Manager Engineering Services		24/08/2020	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	MO - Manager Operations		24/08/2020	CEO to Staff
	MOD - Human Resources Lead		24/08/2020	CEO to Staff
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		24/08/2020	CEO to Staff
	MSAM - Manager Strategic Asset Management		24/08/2020	CEO to Staff
	PM2 - Project Manager DB		24/08/2020	CEO to Staff
	SM - Co-ordinator Parks & Gardens		24/08/2020	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 46(3)(b)-20	Power to approve attendance at training programs by staff			Note: this provision commences on 1 July 2021
	AME - Co-ordinator Assets		24/08/2020	CEO to Staff
	CBDT - Co-ordinator Bus Development & Tourism		24/08/2020	CEO to Staff
	CCRA - Co-ord Community Relations & Advocacy		24/08/2020	CEO to Staff
	CD - Co-ordinator Engineering Design		24/08/2020	CEO to Staff
	CEH - Co-ordinator Environmental Health		24/08/2020	CEO to Staff
	CF - Co-ordinator Fleet		24/08/2020	CEO to Staff
	CFM - Co-ordinator Facilities Management		24/08/2020	CEO to Staff
	CG - Co-ordinator Governance		24/08/2020	CEO to Staff
	CGA - Co-ordinator General Accounting		24/08/2020	CEO to Staff
	CHS - Co-ordinator Home Support		24/08/2020	CEO to Staff
	CISS - Co-ordinator Civil Works		24/08/2020	CEO to Staff
	CPE - Co-ordinator Performance & Events		24/08/2020	CEO to Staff
	CR - Co-ordinator Revenue		24/08/2020	CEO to Staff
	CVA - Co-ordinator Visual Arts		24/08/2020	CEO to Staff
	CWMS - Co-ordinator Waste Operations		24/08/2020	CEO to Staff
	CWS - Co-ordinator Waste & Sustainability		24/08/2020	CEO to Staff
	CYFY - Co-ordinator Youth & Early Years		24/08/2020	CEO to Staff
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		24/08/2020	CEO to Staff
	FM - Manager Finance		24/08/2020	CEO to Staff
	ITM - Co-ordinator Information Technology		24/08/2020	CEO to Staff
	MACR - Manager Arts Culture & Recreation		24/08/2020	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
	MCSE - Manager Community Services & Emergency		24/08/2020	CEO to Staff
	MDPO - Depot Co-ordinator		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
	MI - Manager Engineering Services		24/08/2020	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	MO - Manager Operations		24/08/2020	CEO to Staff
	MOD - Human Resources Lead		24/08/2020	CEO to Staff
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		24/08/2020	CEO to Staff
	MSAM - Manager Strategic Asset Management		24/08/2020	CEO to Staff
	PM2 - Project Manager DB		24/08/2020	CEO to Staff
	SM - Co-ordinator Parks & Gardens		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

LOCAL GOVERNMENT ACT 2020

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 46(3)(b)-21	Power to give approval for staff to travel			Note: this provision commences on 1 July 2021
	AME - Co-ordinator Assets		24/08/2020	CEO to Staff
	CBDT - Co-ordinator Bus Development & Tourism		24/08/2020	CEO to Staff
	CCRA - Co-ord Community Relations & Advocacy		24/08/2020	CEO to Staff
	CD - Co-ordinator Engineering Design		24/08/2020	CEO to Staff
	CEH - Co-ordinator Environmental Health		24/08/2020	CEO to Staff
	CF - Co-ordinator Fleet		24/08/2020	CEO to Staff
	CFM - Co-ordinator Facilities Management		24/08/2020	CEO to Staff
	CG - Co-ordinator Governance		24/08/2020	CEO to Staff
	CGA - Co-ordinator General Accounting		24/08/2020	CEO to Staff
	CHS - Co-ordinator Home Support		24/08/2020	CEO to Staff
	CISS - Co-ordinator Civil Works		24/08/2020	CEO to Staff
	CPE - Co-ordinator Performance & Events		24/08/2020	CEO to Staff
	CR - Co-ordinator Revenue		24/08/2020	CEO to Staff
	CVA - Co-ordinator Visual Arts		24/08/2020	CEO to Staff
	CWMS - Co-ordinator Waste Operations		24/08/2020	CEO to Staff
	CWS - Co-ordinator Waste & Sustainability		24/08/2020	CEO to Staff
	CYFY - Co-ordinator Youth & Early Years		24/08/2020	CEO to Staff
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		24/08/2020	CEO to Staff
	FM - Manager Finance		24/08/2020	CEO to Staff
	ITM - Co-ordinator Information Technology		24/08/2020	CEO to Staff
	MACR - Manager Arts Culture & Recreation		24/08/2020	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
	MCSE - Manager Community Services & Emergency		24/08/2020	CEO to Staff
	MDPO - Depot Co-ordinator		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
	MI - Manager Engineering Services		24/08/2020	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	MOD - Human Resources Lead		24/08/2020	CEO to Staff
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		24/08/2020	CEO to Staff
	MSAM - Manager Strategic Asset Management		24/08/2020	CEO to Staff
	PM2 - Project Manager DB		24/08/2020	CEO to Staff
	SM - Co-ordinator Parks & Gardens		24/08/2020	CEO to Staff

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LOCAL GOVERNMENT ACT 2020

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 46(3)(b)-22	Power to determine acceptance or denial of liability in the event of a WorkCover claim			Note: this provision commences on 1 July 2021
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		24/08/2020	CEO to Staff
	FM - Manager Finance		24/08/2020	CEO to Staff
	MACR - Manager Arts Culture & Recreation		24/08/2020	CEO to Staff
	MCSE - Manager Community Services & Emergency		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
	MI - Manager Engineering Services		24/08/2020	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	MO - Manager Operations		24/08/2020	CEO to Staff
	MOD - Human Resources Lead		24/08/2020	CEO to Staff
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		24/08/2020	CEO to Staff
	MSAM - Manager Strategic Asset Management		24/08/2020	CEO to Staff

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LOCAL GOVERNMENT ACT 2020

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 46(3)(b)-23	Power to conduct disciplinary action under relevant awards and policies			Note: this provision commences on 1 July 2021
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		24/08/2020	CEO to Staff
	FM - Manager Finance		24/08/2020	CEO to Staff
	MACR - Manager Arts Culture & Recreation		24/08/2020	CEO to Staff
	MCSE - Manager Community Services & Emergency		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
	MI - Manager Engineering Services		24/08/2020	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	MO - Manager Operations		24/08/2020	CEO to Staff
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		24/08/2020	CEO to Staff
	MSAM - Manager Strategic Asset Management		24/08/2020	CEO to Staff
s. 46(3)(b)-24	Power to approve position descriptions			Note: this provision commences on 1 July 2021
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		24/08/2020	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 46(3)(b)-25	Power to approve the filling of vacancies or the creation, reclassification, or abolition of positions within budget			Note: this provision commences on 1 July 2021 Subject to section 48(6) prohibiting appointment of a person who has been a Councillor of the Council within 2 years after the person ceases to hold that office
		DCORPS - Director Corporate Services	24/08/2020	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DI - Director Infrastructure	24/08/2020	CEO to Staff
s. 46(3)(b)-26	Power to approve the appointment, engagement or promotion of full time, part time and casual staff			Note: this provision commences on 1 July 2021 Subject to section 48(6) prohibiting appointment of a person who has been a Councillor of the Council within 2 years after the person ceases to hold that office
		DCORPS - Director Corporate Services	24/08/2020	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DI - Director Infrastructure	24/08/2020	CEO to Staff
s. 46(3)(b)-27	Responsibility for appointing, directing, managing and dismissing Council staff and for all other issue relating to Council staff			Note: this provision commences on 1 July 2021 Subject to section 48(6) prohibiting appointment of a person who has been a Councillor of the Council within 2 years after the person ceases to hold that office
		DCORPS - Director Corporate Services	24/08/2020	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DI - Director Infrastructure	24/08/2020	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 46(4)(a)	Duty to develop and maintain a workforce plan that describes the organisational structure of the Council and specifies the projected staffing requirements for a period of at least 4 years and sets out measures to seek to ensure gender equality, (contd)			(contd) diversity and inclusiveness Note: this provision commences on 1 July 2021
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
s. 46(4)(b)	Duty to inform the Council before an organisational restructure that will affect the capacity of the Council to deliver the Council Plan is implemented			Note: this provision commences on 1 July 2021
	Not Delegated -		24/08/2020	CEO to Staff
s. 46(4)(c)	Duty to consult members of Council affected by a proposed organisational restructure, before the organisational restructure is implemented			Note: this provision commences on 1 July 2021
	Not Delegated -		24/08/2020	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 46(5)	Duty to, in giving effect to gender equality, diversity and inclusiveness, comply with any processes and requirements prescribed by the regulations for the purposes of this section of this Act			Note: this provision commences on 1 July 2021
	AME - Co-ordinator Assets		24/08/2020	CEO to Staff
	CBDT - Co-ordinator Bus Development & Tourism		24/08/2020	CEO to Staff
	CCRA - Co-ord Community Relations & Advocacy		24/08/2020	CEO to Staff
	CD - Co-ordinator Engineering Design		24/08/2020	CEO to Staff
	CEH - Co-ordinator Environmental Health		24/08/2020	CEO to Staff
	CF - Co-ordinator Fleet		24/08/2020	CEO to Staff
	CFM - Co-ordinator Facilities Management		24/08/2020	CEO to Staff
	CG - Co-ordinator Governance		24/08/2020	CEO to Staff
	CGA - Co-ordinator General Accounting		24/08/2020	CEO to Staff
	CHS - Co-ordinator Home Support		24/08/2020	CEO to Staff
	CISS - Co-ordinator Civil Works		24/08/2020	CEO to Staff
	CPE - Co-ordinator Performance & Events		24/08/2020	CEO to Staff
	CR - Co-ordinator Revenue		24/08/2020	CEO to Staff
	CVA - Co-ordinator Visual Arts		24/08/2020	CEO to Staff
	CWMS - Co-ordinator Waste Operations		24/08/2020	CEO to Staff
	CWS - Co-ordinator Waste & Sustainability		24/08/2020	CEO to Staff
	CYFY - Co-ordinator Youth & Early Years		24/08/2020	CEO to Staff
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		24/08/2020	CEO to Staff
	FM - Manager Finance		24/08/2020	CEO to Staff
	ITM - Co-ordinator Information Technology		24/08/2020	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
	MACR - Manager Arts Culture & Recreation		24/08/2020	CEO to Staff
	MCSE - Manager Community Services & Emergency		24/08/2020	CEO to Staff
	MDPO - Depot Co-ordinator		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
	MI - Manager Engineering Services		24/08/2020	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	MO - Manager Operations		24/08/2020	CEO to Staff
	MOD - Human Resources Lead		24/08/2020	CEO to Staff
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		24/08/2020	CEO to Staff
	MSAM - Manager Strategic Asset Management		24/08/2020	CEO to Staff
	PM2 - Project Manager DB		24/08/2020	CEO to Staff
	SM - Co-ordinator Parks & Gardens		24/08/2020	CEO to Staff
s. 46(6)	Duty to ensure that the Mayor, Deputy Mayor, Councillors and members of Council staff have access to the workforce plan			
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
s. 47(6)	Duty to submit an annual report to the Council in relation to the activities and performance of a Community Asset Committee in respect of which the members have been given a delegation under this section			
	CG - Co-ordinator Governance		24/08/2020	CEO to Staff
	GO - Governance Officer		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 47(7)	Duty to keep a register of delegations under section 47 of this Act			
	CG - Co-ordinator Governance		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
s. 48(1)	Power to appoint as many members of Council staff as are required to enable the functions of the Council under this Act or any other Act to be performed			Note: this provision commences on 1 July 2021 Subject to section 48(6) prohibiting appointment of a person who has been a Councillor of the Council within 2 years after the person ceases to hold that office
	Not Delegated -		24/08/2020	CEO to Staff
s. 48(2)	Duty to adopt and maintain a recruitment policy addressing the matters listed in s 48(2)			Note: this provision commences on 1 July 2021
	MOD - Human Resources Lead		24/08/2020	CEO to Staff
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
s. 49(1)	Duty to develop and implement a code of conduct for members of Council staff			Must develop and implement the first code of conduct within 6 months of commencement of this section Note: this provision commences on 1 July 2021
	MOD - Human Resources Lead		24/08/2020	CEO to Staff
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
s. 49(4)	Duty to ensure that members of Council staff have access to the code of conduct for members of Council staff			Note: this provision commences on 1 July 2021
	MOD - Human Resources Lead		24/08/2020	CEO to Staff
	MPC - Manager People & Culture		24/08/2020	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 50	Duty to implement appropriate long service leave arrangements for members of Council staff in accordance with the regulations			
	MOD - Human Resources Lead		24/08/2020	CEO to Staff
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
s. 54(6)	Duty to ensure the preparation and maintenance of agendas, minutes and reports of the Audit and Risk Committee			
	CG - Co-ordinator Governance		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
s. 73(4)	Duty to publish a notice regarding a proposed local law in accordance with subsection 73(3)(a) to (d)			
	CG - Co-ordinator Governance		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
s. 73(5)	Duty to ensure that a copy of the proposed local law is available for inspection			Note: this provision commences on 1 July 2021
	CG - Co-ordinator Governance		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
s. 74(1)	Duty to obtain a certificate from a qualified person			Note: this provision commences on 1 July 2021
	CG - Co-ordinator Governance		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 75	Duty to ensure that a copy of a local law made under section 74 is available for inspection			Note: this provision commences on 1 July 2021
		CG - Co-ordinator Governance	24/08/2020	CEO to Staff
		MGIS - Manager Governance & Information Service	24/08/2020	CEO to Staff
s. 76(3)	Duty to publish a notice of an amendment to a document, code, standard, rule, specification or method which contains matter applied, adopted or incorporated by a local law			Note: this provision commences on 1 July 2021
		CG - Co-ordinator Governance	24/08/2020	CEO to Staff
		MGIS - Manager Governance & Information Service	24/08/2020	CEO to Staff
s. 76(4)	Duty to ensure that a copy of any document, code, standard, rule, specification or method which contains any matter incorporated in a local law is available for inspection			Note: this provision commences on 1 July 2021
		CG - Co-ordinator Governance	24/08/2020	CEO to Staff
		MGIS - Manager Governance & Information Service	24/08/2020	CEO to Staff
s. 82	Function of receiving any penalty recovered for an offence against a local law			Note: this provision commences on 1 July 2021
		DCORPS - Director Corporate Services	24/08/2020	CEO to Staff
		FM - Manager Finance	24/08/2020	CEO to Staff
s. 97(1)	Duty to ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public			Note: this provision commences on 24 October 2020 unless proclaimed earlier
		DCORPS - Director Corporate Services	24/08/2020	CEO to Staff
		FM - Manager Finance	24/08/2020	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 98	Duty to prepare an annual report in respect of each financial year			Subject to section 99 Note: this provision commences on 24 October 2020 unless proclaimed earlier
	CG - Co-ordinator Governance		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
s. 99(1)	Duty to prepare, as soon as practicable after the end of the financial year, the performance statement and financial statements of the Council for the financial year			Note: this provision commences on 24 October 2020 unless proclaimed earlier
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	FM - Manager Finance		24/08/2020	CEO to Staff
s.103	Power to invest any money in accordance with subsections (a) to (f)			Note: this provision commences on 1 July 2021
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	FM - Manager Finance		24/08/2020	CEO to Staff
	RO - Revenue Officer		24/08/2020	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.106	Duty to plan and deliver services to the municipal community in accordance with the service performance principles			
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		24/08/2020	CEO to Staff
	FM - Manager Finance		24/08/2020	CEO to Staff
	MACR - Manager Arts Culture & Recreation		24/08/2020	CEO to Staff
	MCSE - Manager Community Services & Emergency		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
	MI - Manager Engineering Services		24/08/2020	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		24/08/2020	CEO to Staff
	MSAM - Manager Strategic Asset Management		24/08/2020	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.109(1)	Duty to comply with Council's Procurement Policy before entering into a contract for the purchase of goods or services or carrying out of works			Note: this provision commences on 1 July 2021
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		24/08/2020	CEO to Staff
	FM - Manager Finance		24/08/2020	CEO to Staff
	MACR - Manager Arts Culture & Recreation		24/08/2020	CEO to Staff
	MCSE - Manager Community Services & Emergency		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
	MI - Manager Engineering Services		24/08/2020	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		24/08/2020	CEO to Staff
	MSAM - Manager Strategic Asset Management		24/08/2020	CEO to Staff
s.109(2)	Duty to ensure that any report of the Council that recommends entering into a procurement agreement includes information in relation to any opportunities for collaboration with other Councils or public bodies which may be available			Note: this provision commences on 1 July 2021
	CG - Co-ordinator Governance		24/08/2020	CEO to Staff
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
s.114(2)(a)	Duty to give notice before selling or exchanging land			Note: this provision commences on 1 July 2021
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.114(2)(b)	Duty to undertake a community engagement process in accordance with Council's Community Engagement Policy before selling or exchanging land			Note: this provision commences on 1 July 2021
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
s.114(2)(c)	Duty to obtain valuation before selling or exchanging land not more than 6 months prior to the sale or exchange			Note: this provision commences on 1 July 2021
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
s.115(1)	Power to lease land			Note: this provision commences on 1 July 2021
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
s.115(3)	Duty to include proposal to lease in the budget			Note: this provision commences on 1 July 2021
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	FM - Manager Finance		24/08/2020	CEO to Staff
s.115(4)	Duty to undertake a community engagement process in accordance with Council's Community Engagement Policy before leasing land			Note: this provision commences on 1 July 2021
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
s.116(1)	Power to transfer, exchange or lease land with or without consideration to an entity described in s 116(1)(a) to €			Note: this provision commences on 1 July 2021
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.117(1)(a)	Power to approve another person to carry out the work required under s 117(1)			Delegation extends only to area of functional responsibility of delegate Note: this provision commences on 1 July 2021
		DCORPS - Director Corporate Services	24/08/2020	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DI - Director Infrastructure	24/08/2020	CEO to Staff
s.117(1)(b)	Power to carry out the work required under s 117(1)			Delegation extends only to area of functional responsibility of delegate Note: this provision commences on 1 July 2021
		DCORPS - Director Corporate Services	24/08/2020	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DI - Director Infrastructure	24/08/2020	CEO to Staff
		FM - Manager Finance	24/08/2020	CEO to Staff
		MACR - Manager Arts Culture & Recreation	24/08/2020	CEO to Staff
		MCSE - Manager Community Services & Emergency	24/08/2020	CEO to Staff
		MGIS - Manager Governance & Information Service	24/08/2020	CEO to Staff
		MI - Manager Engineering Services	24/08/2020	CEO to Staff
		MIAG - Manager Investment, Attractions & Growth	24/08/2020	CEO to Staff
		MPC - Manager People & Culture	24/08/2020	CEO to Staff
		MRS - Man Com Safety & Environmental Health	24/08/2020	CEO to Staff
	MSAM - Manager Strategic Asset Management	24/08/2020	CEO to Staff	

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.117(3)	Power to recover costs of carrying out work			Note: this provision commences on 1 July 2021
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		24/08/2020	CEO to Staff
	FM - Manager Finance		24/08/2020	CEO to Staff
	MACR - Manager Arts Culture & Recreation		24/08/2020	CEO to Staff
	MCSE - Manager Community Services & Emergency		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
	MI - Manager Engineering Services		24/08/2020	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		24/08/2020	CEO to Staff
	MSAM - Manager Strategic Asset Management		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

LOCAL GOVERNMENT ACT 2020

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.119	Power to require payment of all or part of money from present owner or occupier			Subject to section 121 Note: this provision commences on 1 July 2021
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		24/08/2020	CEO to Staff
	FM - Manager Finance		24/08/2020	CEO to Staff
	MACR - Manager Arts Culture & Recreation		24/08/2020	CEO to Staff
	MCSE - Manager Community Services & Emergency		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
	MI - Manager Engineering Services		24/08/2020	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		24/08/2020	CEO to Staff
	MSAM - Manager Strategic Asset Management		24/08/2020	CEO to Staff
s.120(1)	Power to charge interest on unpaid money (other than rates and charges) in accordance with s 120			Note: this provision commences on 1 July 2021
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	FM - Manager Finance		24/08/2020	CEO to Staff
s.121	Function of receiving application for land information certificate			Note: this provision commences on 1 July 2021
	CR - Co-ordinator Revenue		24/08/2020	CEO to Staff
	CR - Co-ordinator Revenue		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

LOCAL GOVERNMENT ACT 2020

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.121(4)	Power to provide a land information certificate, including the power to provide in a land information certificate any other information concerning the land as the delegate considers in their absolute discretion to be relevant			Note: this provision commences on 1 July 2021
	CR - Co-ordinator Revenue		24/08/2020	CEO to Staff
s.122	Function of receiving acquisition notice			Note: this provision commences on 1 July 2021
	CR - Co-ordinator Revenue		24/08/2020	CEO to Staff
s.130(7)	Duty to notify the Chief Municipal Inspector as soon as practicable after the Chief Executive Officer becomes aware that a relevant person, who is a member of Council staff, has failed to disclose a conflict of interest			Note: this provision commences on 24 October 2020 unless proclaimed earlier
	Not Delegated -		24/08/2020	CEO to Staff
s.130(8)	Duty to notify the Council if a relevant person, who is not a Councillor or member of Council staff, fails to disclose a conflict of interest and make a recommendation to the Council as to the action that is to be taken			Note: this provision commences on 24 October 2020 unless proclaimed earlier
	Not Delegated -		24/08/2020	CEO to Staff
s.132(1)	Power to nominate a 'nominated officer'			Note: this provision commences on 24 October 2020 unless proclaimed earlier
	Not Delegated -		24/08/2020	CEO to Staff
s.133	Function of receiving an initial personal interests return			Note: this provision commences on 24 October 2020 unless proclaimed earlier
	CG - Co-ordinator Governance		24/08/2020	CEO to Staff
s.134	Function of receiving a biannual personal interests return			Note: this provision commences on 24 October 2020 unless proclaimed earlier
	CG - Co-ordinator Governance		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

LOCAL GOVERNMENT ACT 2020

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.135(1)	Duty to prepare a summary of the personal interests information disclosed in the last personal interests return lodged with the Chief Executive Officer			Note: this provision commences on 24 October 2020 unless proclaimed earlier
	CG - Co-ordinator Governance		24/08/2020	CEO to Staff
s.135(3)	Duty to ensure the summary of personal interests is published on the Council's Internet site and available for inspection at the Council office			Note: this provision commences on 24 October 2020 unless proclaimed earlier
	CG - Co-ordinator Governance		24/08/2020	CEO to Staff
s.136(1)	Duty to ensure that personal interests return are kept in accordance with the Public Records Act 197:			Note: this provision commences on October 2020 unless proclaimed earlier
	CG - Co-ordinator Governance		24/08/2020	CEO to Staff
s.136(2)	Duty to ensure that only the 'specified persons' have access to or can inspect a personal interests return			Note: this provision commences on 24 October 2020 unless proclaimed earlier
	CG - Co-ordinator Governance		24/08/2020	CEO to Staff
s.150(1) s.150(1)	Duty to appoint the Councillor Conduct Officer and notify the Principal Councillor Conduct Registrar of the appointment			Note: this provision commences on 24 October 2020 unless proclaimed earlier
	Not Delegated -		24/08/2020	CEO to Staff
s.152	Duty to pay the fees for a Councillor Conduct Panel to the Principal Council Conduct Registrar			Note: this provision commences on 24 October 2020 unless proclaimed earlier
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

LOCAL GOVERNMENT ACT 2020

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.162	Duty to provide all reasonable assistance to the Councillor Conduct Panel which is necessary to enable the Councillor Conduct Panel to conduct the hearing and make a determination			Note: this provision commences on 24 October 2020 unless proclaimed earlier
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
s.167(8)	Duty to pay any necessary expenses incurred by Councillors in attending mediation, training or counselling directed by a Councillor Conduct Panel			Note: this provision commences on 24 October 2020 unless proclaimed earlier
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
s.177(1)	Power to apply to the Minister for a compliance exemption from a regulatory requirement under this Act or the regulations specified in the application			Subject to subsection (2) Note: this provision commences on 24 October 2020 unless proclaimed earlier
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		24/08/2020	CEO to Staff
s.179(3)	Duty to pay a Municipal Monitor the amounts entitled to be paid and the terms of the appointment			Note: this provision commences on 24 October 2020 unless proclaimed earlier
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
s.230(16)	Duty to summon a Council Meeting within 14 days after the public declaration of the election result			Note: this provision commences on 24 October 2020 unless proclaimed earlier
	Not Delegated -		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
LOCAL GOVERNMENT ACT 2020

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.240(11)	Duty to send notice			
	CR - Co-ordinator Revenue		24/08/2020	CEO to Staff
	FM - Manager Finance		24/08/2020	CEO to Staff
s.240(12)	Duty to send notice			
	CR - Co-ordinator Revenue		24/08/2020	CEO to Staff
	FM - Manager Finance		24/08/2020	CEO to Staff
s.246(1)	Duty to enrol a person following receipt of a written application for enrolment unless she or he believes the personal is not entitled to be enrolled			
	CR - Co-ordinator Revenue		24/08/2020	CEO to Staff
	CR - Co-ordinator Revenue		24/08/2020	CEO to Staff
	FM - Manager Finance		24/08/2020	CEO to Staff
	FM - Manager Finance		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
s.246(2)	Power to refuse enrolment and duty to give written reasons for refusal application for enrolment			
	Not Delegated -		24/08/2020	CEO to Staff
s.246(3)	Power to request information orally or in writing to enable her or him to determine a person's eligibility for enrolment			
	CR - Co-ordinator Revenue		24/08/2020	CEO to Staff
	FM - Manager Finance		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
s.246(4)	Power to require information to be given in writing and signed by the person giving the information			
	CR - Co-ordinator Revenue		24/08/2020	CEO to Staff
	FM - Manager Finance		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

LOCAL GOVERNMENT ACT 2020

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.247(3)	Power to decide whether address should be placed on voters' roll and to then take action accordingly			
	CR - Co-ordinator Revenue		24/08/2020	CEO to Staff
	FM - Manager Finance		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
s.247(4)	Duty to notify the person in writing of a decision to grant or refuse a request to remove the person's address from Council voters' roll			
	CR - Co-ordinator Revenue		24/08/2020	CEO to Staff
	FM - Manager Finance		24/08/2020	CEO to Staff
s.248(1)	Duty to supply to the Victorian Electoral Commission list of voters who appear to be entitled to be enrolled as ratepayers or corporation representatives and any information required by the Victorian Electoral Commission to compile or amend the (contd)			(contd) voters' roll
	CR - Co-ordinator Revenue		24/08/2020	CEO to Staff
	FM - Manager Finance		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
s.248(2)	Power to include in the list supplied to the Victorian Electoral Commission people whose address on the rate notice is outside of the municipal district			For the purposes of section 243
	CR - Co-ordinator Revenue		24/08/2020	CEO to Staff
	FM - Manager Finance		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
s.254(1)	Power to use the Council voters' roll for communicating or consulting the local community on the performance of the Council's functions			Subject to section 254(2)(a) and (b)
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

LOCAL GOVERNMENT ACT 2020

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.254(2)	Duty to obtain undertaking			
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
s.254(4)	Power to request the Victorian Electoral Commission to provide a copy of the voters' roll			
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
s.258(8)	Duty to notify the Minister and the Victorian Electoral Commission that an extraordinary vacancy has occurred within 3 days of receiving a written resignation from a Councillor or becoming aware of an extraordinary vacancy			
	Not Delegated -		24/08/2020	CEO to Staff
s.268(2)	Duty to pay for reasonable expenses of the Victorian Electoral Commission as specified in an account sent to the Council under subsection (1)			
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
s.306(1)	Function of receiving election campaign donation return			
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
s.307(1)(a)	Duty to submit a report to the Minister specifying details of the candidates in the election and who submitted an election campaign donation return within 14 days after the period specified in section 360(1)			
	CG - Co-ordinator Governance		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
s.307(2)	Duty to provide a summary of each election campaign donation return given to the Chief Executive Officer on the Council's Internet site			
	EACE - Executive Assistant to Chief Executive		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
LOCAL GOVERNMENT ACT 2020

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.307(3)	Duty to ensure that a summary of an election campaign donation return is made available on the Council's Internet site until the close of the roll for the next general election			
	EACE - Executive Assistant to Chief Executive		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
s.308(2)	Duty to ensure that a summary of an election campaign donation return is made available on the Council's Internet site until the close of the roll for the next general election			
	EACE - Executive Assistant to Chief Executive		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
s.308(3)	Duty to ensure that a copy of an election campaign donation return is available for inspection at the Council's office for a period of 4 years from the date specified in section 360(1)			
	EACE - Executive Assistant to Chief Executive		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
LOCAL GOVERNMENT ACT 2020

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.313(1)	Power to institute proceedings in the corporate name of the Council			Subject to subsection (a) – (d)
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		24/08/2020	CEO to Staff
	FM - Manager Finance		24/08/2020	CEO to Staff
	MACR - Manager Arts Culture & Recreation		24/08/2020	CEO to Staff
	MCSE - Manager Community Services & Emergency		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
	MI - Manager Engineering Services		24/08/2020	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	MO - Manager Operations		24/08/2020	CEO to Staff
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		24/08/2020	CEO to Staff
	MSAM - Manager Strategic Asset Management		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
LOCAL GOVERNMENT ACT 2020

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.313(2)	Power to represent the Council in all respects as though the person was the party concerned in any proceedings in which the Council is a party or has an interest			
	DCORPS - Director Corporate Services		24/08/2020	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		24/08/2020	CEO to Staff
	FM - Manager Finance		24/08/2020	CEO to Staff
	MACR - Manager Arts Culture & Recreation		24/08/2020	CEO to Staff
	MCSE - Manager Community Services & Emergency		24/08/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		24/08/2020	CEO to Staff
	MI - Manager Engineering Services		24/08/2020	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	MO - Manager Operations		24/08/2020	CEO to Staff
	MPC - Manager People & Culture		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		24/08/2020	CEO to Staff
	MSAM - Manager Strategic Asset Management		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
LOCAL GOVERNMENT ACT 2020

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.324(2)	Power to sign a certificate certifying any matter relating to the contents of any document kept by a Council			
		DCORPS - Director Corporate Services	24/08/2020	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DI - Director Infrastructure	24/08/2020	CEO to Staff
		FM - Manager Finance	24/08/2020	CEO to Staff
		MACR - Manager Arts Culture & Recreation	24/08/2020	CEO to Staff
		MCSE - Manager Community Services & Emergency	24/08/2020	CEO to Staff
		MGIS - Manager Governance & Information Service	24/08/2020	CEO to Staff
		MI - Manager Engineering Services	24/08/2020	CEO to Staff
		MIAG - Manager Investment, Attractions & Growth	24/08/2020	CEO to Staff
		MO - Manager Operations	24/08/2020	CEO to Staff
		MPC - Manager People & Culture	24/08/2020	CEO to Staff
		MRS - Man Com Safety & Environmental Health	24/08/2020	CEO to Staff
	MSAM - Manager Strategic Asset Management	24/08/2020	CEO to Staff	

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
MAGISTRATES COURT ACT 1989

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.99A(4)	power to give persons or bodies making a written request under s.99A(3) access to any information that may be of use in the enforcement of court orders and fines			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
MAJOR TRANSPORT PROJECTS FACILITATION ACT 2009

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.134(4)	duty to comply with requirement to surrender public land under subs.1)(a) N/A -		4/11/2013	CEO to Staff
s.134(5)	duty to notify Project Minister of interest in land N/A -		4/11/2013	CEO to Staff
s.146(2)	power to claim compensation for pecuniary loss or expense incurred N/A -		4/11/2013	CEO to Staff
s.147	function of agreeing to transfer of building or structure N/A -		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
MARINE AND COASTAL ACT 2018

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.25(3)	function of being consulted by the Minister when preparing a Marine and Coastal Policy if Council's interests may be affected by the policy			
	Not Delegated -		25/02/2019	CEO to Staff
s.32(3)	function of being consulted by the Minister when preparing a Marine and Coastal Strategy if Council's interests may be affected by the strategy			
	Not Delegated -		26/08/2019	CEO to Staff
s.46(3)	function of being consulted by the parties of a regional and strategic partnership when preparing a product if Council's interests may be affected by the product			
	Not Delegated -		26/08/2019	CEO to Staff
s.51(3)	function of being consulted by the Minister when preparing an environmental management plan if Council's interests may be affected by the plan			
	Not Delegated -		26/08/2019	CEO to Staff
s.59(3)	function of being consulted by the Crown land manager when preparing a coastal and marine management plan where Council's interests may be affected by the plan			
	Not Delegated -		26/08/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
METROPOLITAN FIRE BRIGADES ACT 1958

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 5	Duty to take all practicable steps to prevent fire and minimise spread of fires			
	N/A -		26/08/2019	CEO to Staff
s. 5(2)	Power to acquire equipment and do anything necessary to fulfil duty under s 5(1) and pay for it from municipal fund			
	N/A -		26/08/2019	CEO to Staff
s. 5A(1)(a)	Duty to appoint fire prevention officer			
	N/A -		26/08/2019	CEO to Staff
s. 5A(1)(b)	Power to appoint assistant fire prevention officer			
	N/A -		26/08/2019	CEO to Staff
s.72(1)	Power to request the Board to carry out fire prevention works			
	N/A -		26/08/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
MINERAL RESOURCES (SUSTAINABLE DEVELOPMENT) ACT 1990

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.46(1)	function of consulting with Minister			
	Not Delegated -		4/11/2013	CEO to Staff
s.77B(2)	function of consulting with Department Head before Department Head approves variation of work plan			
	Not Delegated -		2/02/2015	CEO to Staff
s.77M(3)	power to consult with Minister regarding variation suspension or revocation			
	Not Delegated -		4/11/2013	CEO to Staff
s.77R(1)(c)	power to act if specified by the Minister as a referral authority			
	Not Delegated -		4/11/2013	CEO to Staff
s.80(2)(a)	power to consult with Minister regarding amount of rehabilitation bond or further rehabilitation bond if the land is private land			
	Not Delegated -		4/11/2013	CEO to Staff
s.80(2A)	power to consult with Minister regarding amount of rehabilitation bond in respect to an extractive industry work authority if the land is private land			
	Not Delegated -		4/11/2013	CEO to Staff
s.82(2)	power to consult with Minister before Minister returns bond if rehabilitation is satisfactory and if the land is private land			
	Not Delegated -		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

MISC. AND ADMIN. POWERS - FINANCIAL

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
Finance 3	Power to authorise payment of wages salaries related payments.			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	FM - Manager Finance		11/05/2020	CEO to Staff
	MOD - Human Resources Lead		11/05/2020	CEO to Staff
	MPC - Manager People & Culture		11/05/2020	CEO to Staff
	PS - Payroll Supervisor		11/05/2020	CEO to Staff
Finance 3.1	Power to authorise payment of Councillor and mayoral allowances			Within the amount of allowance as determined by the Victorian Independent Remuneration Tribunal in accordance with s 39 of the <i>Local Government Act 2020</i> In accordance with s 39(6) of the <i>Local Government Act 2020</i> , s 74 of the <i>Local Government Act 1989</i> continues to apply in respect of allowances payable to Mayors, Deputy Mayors and Councillors until the first Determination made by the Victorian Independent Remuneration Tribunal in accordance with s 39(6) of the <i>Local Government Act 2020</i>
	DCORPS - Director Corporate Services		3/08/2015	CEO to Staff
	FM - Manager Finance		26/08/2019	CEO to Staff
Finance 4	Power to approve invoices and accounts for payment. Budget items - e.g. super, loans			See separate Financial Delegations
	N/A -		4/11/2013	CEO to Staff
Finance 4.1	Power to open bank accounts in Council's name			
	DCORPS - Director Corporate Services		3/08/2015	CEO to Staff
	FM - Manager Finance		3/08/2015	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

MISC. AND ADMIN. POWERS - FINANCIAL

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
Finance 5	Power to authorise enforcement of overdue debts			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	FM - Manager Finance		4/11/2013	CEO to Staff
	RO - Revenue Officer		4/11/2013	CEO to Staff
Finance 6	Power to appoint collection agency			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	FM - Manager Finance		4/11/2013	CEO to Staff
Finance 6.1	Power to approve contract variations			
	N/A -		3/08/2015	CEO to Staff
Finance 6.2	Power to amend or vary agreements			
	N/A -		3/08/2015	CEO to Staff
Finance 8	Power to sign cheques			
	N/A -			See separate Bank Signatories
	N/A -		4/11/2013	CEO to Staff
Finance 9	Power to authorise Petty Cash			
	N/A -			See separate financial delegation
	N/A -		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

MISC. AND ADMIN. POWERS - FINANCIAL

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
Finance10	Power to authorise calling of invitations for expressions of interest or tenders for works services and equipment			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	FM - Manager Finance		4/11/2013	CEO to Staff
	MACR - Manager Arts Culture & Recreation		4/11/2013	CEO to Staff
	MCSE - Manager Community Services & Emergency		4/11/2013	CEO to Staff
	MGIS - Manager Governance & Information Service		26/08/2019	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		4/11/2013	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
	MPC - Manager People & Culture		26/08/2019	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
	MSAM - Manager Strategic Asset Management		25/02/2019	CEO to Staff
	PO - Procurement & Contracts Officer		26/08/2019	CEO to Staff
Finance11	Power to authorise to sign contracts of sale and vendor statements for land approved for sale.			
	Not Delegated -		4/11/2013	CEO to Staff
Finance12	Power to sign contracts of sale for the approved acquisition of Real Estate (see 2A).			
	Not Delegated -		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

MISC. AND ADMIN. POWERS - FINANCIAL

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
Finance13	Power to authorise the order release refund or return of securities bank guarantees and bonds relating to property, planning and contracts.			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
Finance16	Power to determine fees and charges.			
	Not Delegated -		4/11/2013	CEO to Staff
Finance18	Power to write off bad debts			
				Up to \$5,000 - DCORPS approval required above this
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	FM - Manager Finance		4/11/2013	CEO to Staff
Finance19	Power to issue credit cards to staff			
	DCORPS - Director Corporate Services		7/04/2014	CEO to Staff
	FM - Manager Finance		7/04/2014	CEO to Staff
Finance20	Power to approve exemptions to the procurement policy			
	DCORPS - Director Corporate Services		2/10/2017	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

MISC. AND ADMIN. POWERS - FINANCIAL

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
Finance21	power to approve electronic payments and transfers			
	CGA - Co-ordinator General Accounting		11/05/2020	CEO to Staff
	DIO - Accounts Data Officer		11/05/2020	CEO to Staff
	FM - Manager Finance		25/02/2019	CEO to Staff
	ITM - Co-ordinator Information Technology		11/05/2020	CEO to Staff
	MA - Management Accountant		11/05/2020	CEO to Staff
	MA2 - Management Accountant		11/05/2020	CEO to Staff
	MGIS - Manager Governance & Information Service		11/05/2020	CEO to Staff
	MOD - Human Resources Lead		11/05/2020	CEO to Staff
	MPC - Manager People & Culture		11/05/2020	CEO to Staff
	PS - Payroll Supervisor		11/05/2020	CEO to Staff
	RO - Revenue Officer		11/05/2020	CEO to Staff
Finance22	Power to approve annual supply and contract extension rates where the increased rate does not exceed 5% of the previous year's rate			
	PO - Procurement & Contracts Officer		26/08/2019	CEO to Staff
Misc 1	power to appoint agent and enter into agency agreement for the purposes of s108 of the Local Government Act 2020			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
Misc 3	Power to approve legal costs			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

MISC. AND ADMIN. POWERS - FINANCIAL

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
Misc 4	Power to make *ex gratia* settlement of insurance claims.			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	MOD - Human Resources Lead		4/11/2013	CEO to Staff
	MPC - Manager People & Culture		26/08/2019	CEO to Staff
Misc20	Power to approve litigation settlement amounts			
	Not Delegated -		4/11/2013	CEO to Staff
Misc22	Power to authorise entertainment expenses			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
Misc27	Power to authorise expenditure on advertising and media			
	N/A -		4/11/2013	CEO to Staff
Misc32	Power to authorise the release of deposit moneys under the Sale of Land Act 1962			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	FM - Manager Finance		4/11/2013	CEO to Staff
Signatories 1	Signatories/Card-holder			
	N/A -		4/11/2013	CEO to Staff
Signatories 2	Creditors Advance Account #250737 (Any two - to sign)			
	CEO - Chief Executive Officer		4/11/2013	CEO to Staff
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	FM - Manager Finance		4/11/2013	CEO to Staff
	MOD - Human Resources Lead		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

MISC. AND ADMIN. POWERS - FINANCIAL

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
Signatories 4	Direct Credit Clearance Account #251350 (Any two - to sign)			
	CEO - Chief Executive Officer		4/11/2013	CEO to Staff
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	FM - Manager Finance		4/11/2013	CEO to Staff
Signatories 5	Basketball Stadium Account			
	N/A -		4/11/2013	CEO to Staff
Signatories 6	CEO Trust Account #250825 (Any one - to sign)			
	CEO - Chief Executive Officer		4/11/2013	CEO to Staff
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	FM - Manager Finance		4/11/2013	CEO to Staff
	MOD - Human Resources Lead		4/11/2013	CEO to Staff
Signatories 7	HRCC General Account #250753 (Any two - to sign)			
	CEO - Chief Executive Officer		4/11/2013	CEO to Staff
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	FM - Manager Finance		4/11/2013	CEO to Staff
Signatories 9	Desert Fringe Regional Waste Management Group Account #174826 (Any two - to sign)			Only Representatives of DFRWMG to sign - Wayne Ian Lovett & Clifford Frederick Unger
	N/A -		4/11/2013	CEO to Staff
Signatories10	HRCC Internet Clearing Account #154542 (Any two - to sign)			
	CEO - Chief Executive Officer		4/11/2013	CEO to Staff
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	FM - Manager Finance		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

MISC. AND ADMIN. POWERS - FINANCIAL

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
Signatories11	Wimmera Development Association Account #255941 (Any two - to sign)			
		CEO - Chief Executive Officer	4/11/2013	CEO to Staff
		DCORPS - Director Corporate Services	4/11/2013	CEO to Staff
		FM - Manager Finance	4/11/2013	CEO to Staff
Signatories12	Wimmera Regional Library Corporation Account #980887 (Any two - to sign)			WRCL Staff also can sign - Roslyn Patricia Ryan & Paula Clark
		CEO - Chief Executive Officer	4/11/2013	CEO to Staff
		DCORPS - Director Corporate Services	4/11/2013	CEO to Staff
		FM - Manager Finance	4/11/2013	CEO to Staff
Signatories13	Wimmera Business Centre Account			
		N/A -	4/11/2013	CEO to Staff
Signatories14	Horsham Public Cemetery Trust Account #491012 (Any one officer plus on Trustee to sign)			Karen Mayberry to sign per role as Secretary to the Cemetery Trust plus Trustees (as per current list)
		CEO - Chief Executive Officer	4/11/2013	CEO to Staff
		CGA - Co-ordinator General Accounting	4/11/2013	CEO to Staff
		DCORPS - Director Corporate Services	4/11/2013	CEO to Staff
Signatories15	Regional Art Gallery Trust Account #250139 (Any two - to sign)			
		CEO - Chief Executive Officer	4/11/2013	CEO to Staff
		DCORPS - Director Corporate Services	4/11/2013	CEO to Staff
Signatories16	Mack Jost Trust Account #251115 (Any two - to sign)			
		CEO - Chief Executive Officer	4/11/2013	CEO to Staff
		DCORPS - Director Corporate Services	4/11/2013	CEO to Staff
	FM - Manager Finance	4/11/2013	CEO to Staff	

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

MISC. AND ADMIN. POWERS - FINANCIAL

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
Signatories17	Con Kroker Trust Account #261348 (Any two - to sign)			
	CEO - Chief Executive Officer		4/11/2013	CEO to Staff
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	FM - Manager Finance		4/11/2013	CEO to Staff
Signatories18	Horsham Youth Resource Centre Trust Account #137152 (Any two - to sign)			
	CEO - Chief Executive Officer		4/11/2013	CEO to Staff
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
				Committee Member also to sign - Rosine Andrea Cross
Signatories19	Authorisation of Bank Reconciliations			
	CEO - Chief Executive Officer		4/11/2013	CEO to Staff
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	FM - Manager Finance		4/11/2013	CEO to Staff
	MA - Management Accountant		4/11/2013	CEO to Staff
Signatories20	Authorisation/access to Westpac electronic banking system (subject to Westpac rules and requirements)			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DIO - Accounts Data Officer		4/11/2013	CEO to Staff
	FM - Manager Finance		4/11/2013	CEO to Staff
	ITM - Co-ordinator Information Technology		4/11/2013	CEO to Staff
	MGIS - Manager Governance & Information Service		26/08/2019	CEO to Staff
	MOD - Human Resources Lead		4/11/2013	CEO to Staff
	PS - Payroll Supervisor		4/11/2013	CEO to Staff
	RO - Revenue Officer		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

MISC. AND ADMIN. POWERS - FINANCIAL

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
Signatories21	Wimmera Regional Library Corporation CEO Trust Account #159917 (Any one - to sign)			Staff from WRLC to sign - Paula Clark & Roslyn Patricia Ryan
	N/A -		4/11/2013	CEO to Staff
Signatories22	Natimuk Office Clearing Account # (Any one - to sign)			
	CEO - Chief Executive Officer		4/11/2013	CEO to Staff
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	FM - Manager Finance		4/11/2013	CEO to Staff
	MOD - Human Resources Lead		4/11/2013	CEO to Staff
Signatories23	Kannamaroo Committe of Management			
	N/A -		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

MISC. AND ADMIN. POWERS - FINANCIAL DELEGATIONS

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
Finance 2	Power to sign and issue Council order forms for purchase of goods and services and to enter into contracts for provision of goods and services to the Council			See separate Financial Delegations
	N/A -		4/11/2013	CEO to Staff
Finance15a	Power to authorise payment of contract variations - Directors			Subject to the provision of funds in the budget, expenditure approval limits and not exceeding \$200,000 REPORTING REQUIREMENTS: Any approval of variations should be reported to Council at the next possible meeting.
	N/A -		4/11/2013	CEO to Staff
Finance15b	Power to authorise payment of contract variations - Departmental Managers			Subject to the provision of funds in the budget, expenditure approval limits and not exceeding \$100,000 REPORTING REQUIREMENTS: Any approval of variations should be reported to Council at the next possible meeting.
	N/A -		4/11/2013	CEO to Staff
Level 1	Authority to approve purchases up to the value of \$250,000 for Goods & Services and for works. (All contracts - Ex GST within Budget)			
	CEO - Chief Executive Officer		3/04/2018	CEO to Staff
Level 2	Authority to approve purchases up to the value of \$100,000 (Ex GST - within Budget)			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		1/02/2016	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
Level 2a	Authority to approve purchases up to the value of \$50,000 (Ex GST - within Budget)			
	PO - Procurement & Contracts Officer		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
MISC. AND ADMIN. POWERS - FINANCIAL DELEGATIONS

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
Level 3	Authority to approve purchases up to the value of \$20,000 (Ex GST - within Budget)			
	CBDT - Co-ordinator Bus Development & Tourism		4/11/2013	CEO to Staff
	CCE - Co-ordinator Commercial Enterprises		24/08/2020	CEO to Staff
	CF - Co-ordinator Fleet		4/11/2013	CEO to Staff
	CISS - Co-ordinator Civil Works		4/11/2013	CEO to Staff
	CR - Co-ordinator Revenue		24/08/2020	CEO to Staff
	CSLP - Co-ordinator Strategic Planning		25/02/2019	CEO to Staff
	CWMS - Co-ordinator Waste Operations		4/11/2013	CEO to Staff
	DSCAO - Depot Store Controller & Accounts Off.		4/11/2013	CEO to Staff
	FM - Manager Finance		4/11/2013	CEO to Staff
	ITM - Co-ordinator Information Technology		4/11/2013	CEO to Staff
	MACR - Manager Arts Culture & Recreation		4/11/2013	CEO to Staff
	MCSE - Manager Community Services & Emergency		4/11/2013	CEO to Staff
	MGIS - Manager Governance & Information Service		11/05/2020	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		5/09/2016	CEO to Staff
	MOD - Human Resources Lead		4/11/2013	CEO to Staff
	MPC - Manager People & Culture		26/08/2019	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
	MSAM - Manager Strategic Asset Management		25/02/2019	CEO to Staff
	SM - Co-ordinator Parks & Gardens		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

MISC. AND ADMIN. POWERS - FINANCIAL DELEGATIONS

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
Level 4	Authority to approve purchases up to the value of \$10,000 (Ex GST - within Budget)			
	BMTL - Assistant Road Worker		12/04/2018	CEO to Staff
	CCS - Co-ordinator Community Safety		19/03/2018	CEO to Staff
	CD - Co-ordinator Engineering Design		4/11/2013	CEO to Staff
	CDO - Arts Development Officer		4/11/2013	CEO to Staff
	CDO - Arts Development Officer		4/11/2013	CEO to Staff
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	CFM - Co-ordinator Facilities Management		4/11/2013	CEO to Staff
	CHS - Co-ordinator Home Support		26/08/2019	CEO to Staff
	CPE - Co-ordinator Performance & Events		15/02/2016	CEO to Staff
	CROP - Co-ord Recreation & Open Space		25/02/2019	CEO to Staff
	CTCS - Turf Care Leading Hand		4/11/2013	CEO to Staff
	CTCS - Turf Care Leading Hand		4/11/2013	CEO to Staff
	CVA - Co-ordinator Visual Arts		15/02/2016	CEO to Staff
	CWHM - Concrete Worker/Handyman		12/04/2018	CEO to Staff
	CWS - Co-ordinator Waste & Sustainability		26/08/2019	CEO to Staff
	CYFY - Co-ordinator Youth & Early Years		25/02/2019	CEO to Staff
	DMHM - Team Leader Fleet		24/08/2020	CEO to Staff
	EMC - Coordinator Wimmera Emergency Management		5/09/2016	CEO to Staff
	FFO - Facilities Field Officer		4/11/2013	CEO to Staff
	LHGT1 - Leading Hand Grader Team 1 -Road program		26/08/2019	CEO to Staff
	Mayor - Radford Mark -		4/11/2013	CEO to Staff
	MCO - Media & Communications Officer		4/11/2013	CEO to Staff
	MHVC - Hsm Visitor Info Centre Team Leader		4/11/2013	CEO to Staff
	MWBC - Team Leader Business Engagement		25/02/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
MISC. AND ADMIN. POWERS - FINANCIAL DELEGATIONS

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
	PC - Tourism & Events Officer		4/11/2013	CEO to Staff
	PM1 - Project Manager AC		26/08/2019	CEO to Staff
	PM1 - Project Manager MVH		25/02/2019	CEO to Staff
	PM2 - Project Manager JH		4/11/2013	CEO to Staff
	PM2 - Project Manager DB		25/02/2019	CEO to Staff
	RCO - Leading Hand Road Program Grader Team 2		4/11/2013	CEO to Staff
	SSTL - Leading Hand Signage & Trades		4/11/2013	CEO to Staff
	TLLA - Team Leader Streetscapes & Botanic		26/08/2019	CEO to Staff
	TLMT - Team Leader Maintenance & Turf		4/11/2013	CEO to Staff
	TLRM - Team Leader Road Maintenance		26/08/2019	CEO to Staff
	TLRP - Team Leader Road Program		26/08/2019	CEO to Staff
	TLUI - Team Leader Urban Infrastructure		4/11/2013	CEO to Staff
	TSNG - Natimuk Groundsman		4/11/2013	CEO to Staff
	UICTL - Leading Hand Urban Construction		4/11/2013	CEO to Staff
	WCTL - Leading Hand Waste Collection		4/11/2013	CEO to Staff
	YSPE - Youth Services Planning & Engagement Off		26/08/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
MISC. AND ADMIN. POWERS - FINANCIAL DELEGATIONS

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
Level 5	Authority to approve purchases up to the value of \$1,000 (Ex GST)			
	AAA - Assets Administrative Assist		25/02/2019	CEO to Staff
	ARW - Assistant Road Worker		20/02/2017	CEO to Staff
	CCPSO - Community Projects Officer		25/02/2019	CEO to Staff
	CCRA - Co-ord Community Relations & Advocacy		25/02/2019	CEO to Staff
	CG - Co-ordinator Governance		25/02/2019	CEO to Staff
	CSO - HR & Payroll Support Officer		4/11/2013	CEO to Staff
	CUSO1 - Customer Service Officer		4/11/2013	CEO to Staff
	DM - Mechanic/Serviceperson		12/04/2018	CEO to Staff
	EA - Waste & Sustainability Officer		4/11/2013	CEO to Staff
	EACC - Governance Support Officer		4/11/2013	CEO to Staff
	EACE - Executive Assistant to Chief Executive		25/02/2019	CEO to Staff
	EAPE - Executive Assistant		4/11/2013	CEO to Staff
	EATS - Infrastructure Support Officer		4/11/2013	CEO to Staff
	GO - Governance Officer		4/11/2013	CEO to Staff
	HBOA - HTH Venue Marketing Officer		4/11/2013	CEO to Staff
	ITSO - ICT Support Officer		2/10/2017	CEO to Staff
	LF - Landcare Facilitator		5/09/2016	CEO to Staff
	M - Diesel Mechanic Welder		24/02/2020	CEO to Staff
	MA2 - Management Accountant		5/09/2016	CEO to Staff
	PSO - Project Officer		25/02/2019	CEO to Staff
	SRI - Road and Asset Condition Inspector		26/08/2019	CEO to Staff
	STP - Senior Statutory Town Planner		24/08/2020	CEO to Staff
	TLIK - Team Leader Information & Knowledge		25/02/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

MISC. AND ADMIN. POWERS - FINANCIAL DELEGATIONS

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
Other 1a	Power to approve contract variations up to the cumulative value of \$50,000 per contract			Subject to the provision of funds in the budget REPORTING REQUIREMENTS: Any approval of variations should be reported to Council at the next possible meeting.
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		1/02/2016	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
Other 1b	Power to approve contract variations up to the cumulative value of \$20,000 per contract			Subject to provision of funds in the budget REPORTING REQUIREMENTS: Any approval of variations should be reported to Council at the next possible meeting.
	DMHM - Team Leader Fleet		24/02/2020	CEO to Staff
	FM - Manager Finance		4/11/2013	CEO to Staff
	MACR - Manager Arts Culture & Recreation		4/11/2013	CEO to Staff
	MCSE - Manager Community Services & Emergency		4/11/2013	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		4/11/2013	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
	MOD - Human Resources Lead		4/11/2013	CEO to Staff
	MPC - Manager People & Culture		26/08/2019	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
	MSAM - Manager Strategic Asset Management		25/02/2019	CEO to Staff
Other 2a	Power to authorise progress payments within a contract up to \$200,000			Subject to the provision of funds in the budget
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		1/02/2016	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

MISC. AND ADMIN. POWERS - FINANCIAL DELEGATIONS

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
Other 2b	Power to authorise progress payments within a contract up to \$50,000			Subject to the provision of funds in the budget
	FM - Manager Finance		4/11/2013	CEO to Staff
	MACR - Manager Arts Culture & Recreation		4/11/2013	CEO to Staff
	MCSE - Manager Community Services & Emergency		4/11/2013	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		4/11/2013	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
	MOD - Human Resources Lead		4/11/2013	CEO to Staff
	MPC - Manager People & Culture		26/08/2019	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
	MSAM - Manager Strategic Asset Management		25/02/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

MISC. AND ADMIN. POWERS - GENERAL

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
Building 1	Power to determine fees required under cl.1(c)(i) of sch.2 and ss.18 42 and 54 of the Building Act 1993 for building permit application for an occupancy permit (building work) and application for an occupancy permit (places of public entertainment)			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
Building 2	Power to determine fees payable person responsible for payment of fees and method of payment and recovery of fees for any application approval permit consent referral request information inspection consultation advice report the keeping (cont)			(cont) documents and records or other function, service or work performed or provided under the <i>Building Act</i> 1993, <i>Building Regulations</i> 2018 or for the purposes of any other building control or related function of the Council by the Council or its delegate or any member of staff of the Council.
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
Building 3	Authority to sign annual essential safety measures reports on behalf of Council as the agent of the owner or occupier of a Council building or facility under section 1209 of the Building Regulations 200			
	BS - Building Surveyor		6/05/2019	CEO to Staff
	CFM - Co-ordinator Facilities Management		3/08/2015	CEO to Staff
	DMBS - Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
	FFO - Facilities Field Officer		3/08/2015	CEO to Staff
	MBS - Municipal Building Surveyor		3/08/2015	CEO to Staff
	MI - Manager Engineering Services		26/08/2019	CEO to Staff
	RDMBS - Relieving Deputy Municipal Building Surveyor		6/05/2019	CEO to Staff
General 2	Authority to enter into agreements with exhibitors at the Horsham Regional Art Gallery			
	N/A -		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

MISC. AND ADMIN. POWERS - GENERAL

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
General 3	Authority to appoint Committee of Management members to Special or Advisory Committees of Council, where the number of members seeking election are equal to or less than the number of positions available			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
General 4	Power to vary, reduce or waive any requirement of Clause 52/23-3 "Required Bicycle Facilities" and Clause 52/24/4 "Design of Bicycle Spaces" of Horsham Planning Scheme			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		11/05/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		11/05/2020	CEO to Staff
	STP - Senior Statutory Town Planner		11/05/2020	CEO to Staff
General 5	Authority to enter in to a lease or licence agreement where S.190 of the Local Government Act does not apply.			
	DCORPS - Director Corporate Services		2/10/2017	CEO to Staff
LL 1a	Authority to issue permits for matters within the Planning & Economic Group responsibilities			
	CCS - Co-ordinator Community Safety		4/11/2013	CEO to Staff
	CSO5 - Community Safety Officer		26/08/2019	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MFPO - Municipal Fire Prevention Officer		26/08/2019	CEO to Staff
LL 1b	Authority to issue permits for matters within the Infrastructure Group responsibilities			
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
	PM2 - Project Manager JH		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

MISC. AND ADMIN. POWERS - GENERAL

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
LL 1d	Authority to issue permits for the collection of firewood on council roadsides			
	CUSO1 - Customer Service Officer		4/11/2013	CEO to Staff
	CUSO2 - Customer Services Officer		11/05/2020	CEO to Staff
	CUSO3 - Customer Services Officer		26/08/2019	CEO to Staff
	CUSO4 - Customer Service Officer		26/08/2019	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	MGIS - Manager Governance & Information Service		11/05/2020	CEO to Staff
	TLCS - Team Leader Customer Service		4/11/2013	CEO to Staff
LL 2	Authority to revoke permits that were issued in their area of responsibility			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
LL 3	Authority to undertake any action contained or provided for in any Local Laws - except where expressly reserved for Council or a particular designated officer.			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
Misc 2	Power to obtain legal opinions and instruct external legal providers, after discussion with Chief Executive Officer			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

MISC. AND ADMIN. POWERS - GENERAL

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
Misc 5	Power to manage processing of insurance claims.			
	CRHR - Business Partner Risk & HR		4/11/2013	CEO to Staff
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	MOD - Human Resources Lead		4/11/2013	CEO to Staff
	MPC - Manager People & Culture		26/08/2019	CEO to Staff
Misc 6	Power to execute funding and service agreements with other levels of government.			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
Misc 7	Power to execute applications for government grants, where there is provision for budget			In the absence of the CEO.
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

MISC. AND ADMIN. POWERS - GENERAL

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
Misc 8	Power to determine suitability and value of *in kind* local contributions toward \$ for \$ capital works.			
	CROP - Co-ord Recreation & Open Space		4/11/2013	CEO to Staff
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	FM - Manager Finance		4/11/2013	CEO to Staff
	MACR - Manager Arts Culture & Recreation		4/11/2013	CEO to Staff
	MCSE - Manager Community Services & Emergency		4/11/2013	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		4/11/2013	CEO to Staff
	MOD - Human Resources Lead		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	CEO to Staff
Misc 9	Power to assess and determine applications for HACC services.			
	ACM - Living at Home Assessment Officer		4/11/2013	CEO to Staff
	CHS - Co-ordinator Home Support		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
	MCSE - Manager Community Services & Emergency		4/11/2013	CEO to Staff
Misc10	Power to grant approval for storage or sale of liquor on Council premises.			
	CEO - Chief Executive Officer		11/05/2020	CEO to Staff
Misc11	Power to make seasonal and casual allocation of sporting grounds following consultation as needed with Manager Operations			
	CROP - Co-ord Recreation & Open Space		4/11/2013	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

MISC. AND ADMIN. POWERS - GENERAL

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
Misc12	Power to enter into user agreements for voluntary or not-for-profit organisation to use Council facilities			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
Misc13a	Power to make statements to the press - Directors			Subject to any direction from the CE
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
Misc13b	Power to make statements to the press - Departmental Managers			Subject to any direction from the CE and only when authorised by the relevant Director.
	FM - Manager Finance		4/11/2013	CEO to Staff
	MACR - Manager Arts Culture & Recreation		4/11/2013	CEO to Staff
	MCSE - Manager Community Services & Emergency		4/11/2013	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		4/11/2013	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
	MOD - Human Resources Lead		4/11/2013	CEO to Staff
	MPC - Manager People & Culture		26/08/2019	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
	MSAM - Manager Strategic Asset Management		25/02/2019	CEO to Staff
Misc14	Power to give authority to make statements to the press			Subject to any direction from the CEO
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
Misc15	Power to authorise the issue of press releases			
	CEO - Chief Executive Officer		11/05/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

MISC. AND ADMIN. POWERS - GENERAL

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
Misc17	Power to sign correspondence			
	N/A -		4/11/2013	CEO to Staff
Misc18	Power to make a decision relating to the conduct of a proceeding before the Victorian Civil and Administrative Tribunal including a decision to settle the proceeding			Where Council is a party to a proceeding at the Victorian Civil and Administrative Tribunal
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
Misc19	Power to make a decision relating to the conduct of a proceeding before Court including a decision to settle the proceeding			Building Surveyor for building matters, Health Officers for health matters - all other matters CEO
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
	MBS - Municipal Building Surveyor		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		26/08/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

MISC. AND ADMIN. POWERS - GENERAL

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
Misc25	Power to make or authorise the making of submissions to external bodies			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	FM - Manager Finance		4/11/2013	CEO to Staff
	MACR - Manager Arts Culture & Recreation		4/11/2013	CEO to Staff
	MCSE - Manager Community Services & Emergency		4/11/2013	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		4/11/2013	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
	MOD - Human Resources Lead		4/11/2013	CEO to Staff
	MPC - Manager People & Culture		26/08/2019	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
	MSAM - Manager Strategic Asset Management		25/02/2019	CEO to Staff
Misc26	Power to approve arrangements having important public relations aspect (e.g. opening ceremony for new facilities)			
	N/A -		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

MISC. AND ADMIN. POWERS - GENERAL

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
Misc28	Power to give permission to publish any document or publication for hard copy public distribution			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	FM - Manager Finance		4/11/2013	CEO to Staff
	MACR - Manager Arts Culture & Recreation		4/11/2013	CEO to Staff
	MCSE - Manager Community Services & Emergency		4/11/2013	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		4/11/2013	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
	MOD - Human Resources Lead		4/11/2013	CEO to Staff
	MPC - Manager People & Culture		26/08/2019	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
	MSAM - Manager Strategic Asset Management		25/02/2019	CEO to Staff
Misc29	Power to authorise allocation or change over of garbage bins			
	N/A -		4/11/2013	CEO to Staff
Misc30	Power to serve statements under the Land Acquisition and Compensation Act 1986			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
Misc31	Power to sign transfer-related documentation under the Duties Act 2000			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

MISC. AND ADMIN. POWERS - GENERAL

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
Misc33	Power to serve statutory notices in relation to land owned or managed by Council			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
Misc34	Power to request a Minister or Secretary to appoint a Council officer to be an authorised officer or authorised for a particular purpose under an Act			
	DCORPS - Director Corporate Services		7/04/2014	CEO to Staff
	MOD - Human Resources Lead		7/04/2014	CEO to Staff
	MPC - Manager People & Culture		26/08/2019	CEO to Staff
Rates 4	Backrates - Power to charge & Waive under Council's adopted policy			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
Rates 5	Rateability - Power to amend rateability of properties under conditions of Local Government Act & Valuation of Land Act			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
MISC. AND ADMIN. POWERS - HUMAN RESOURCES

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
HR 1	Power to approve the filling of vacancies or the creation reclassification or abolition of positions within budget.			After consultation with Chief Executive.
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
HR 2	Power to fix salaries for vacant positions			
	Not Delegated -		4/11/2013	CEO to Staff
HR 3a	Power to approve the appointment, reclassification, engagement or promotion of full time and part time staff.			After consultation with Chief Executive
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

MISC. AND ADMIN. POWERS - HUMAN RESOURCES

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
HR 3b	Power to approve the appointment/engagement of casual staff			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	FM - Manager Finance		4/11/2013	CEO to Staff
	MACR - Manager Arts Culture & Recreation		4/11/2013	CEO to Staff
	MCSE - Manager Community Services & Emergency		4/11/2013	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		4/11/2013	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
	MOD - Human Resources Lead		4/11/2013	CEO to Staff
	MPC - Manager People & Culture		26/08/2019	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
	MSAM - Manager Strategic Asset Management		25/02/2019	CEO to Staff
HR 4	Power to approve position descriptions, in consultation with Manager People and Culture			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
HR 5	Power to create or approve creation of new positions			
	Not Delegated -		4/11/2013	CEO to Staff
HR 8	Power to conduct interviews for staff annual review.			
	All Staff Supervisor -		4/11/2013	CEO to Staff
HR 9	Power to authorise sick, annual, compassionate and family leave, and long service leave of less than two weeks, in line with policy			
	All Staff Supervisor -		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

MISC. AND ADMIN. POWERS - HUMAN RESOURCES

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
HR10	Power to approve long service leave for periods of greater than two weeks			In consultation with Directors and/or Chief Executive
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	FM - Manager Finance		4/11/2013	CEO to Staff
	MACR - Manager Arts Culture & Recreation		4/11/2013	CEO to Staff
	MCSE - Manager Community Services & Emergency		4/11/2013	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		4/11/2013	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
	MOD - Human Resources Lead		4/11/2013	CEO to Staff
	MPC - Manager People & Culture		26/08/2019	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
	MSAM - Manager Strategic Asset Management		25/02/2019	CEO to Staff
HR12	Power to approve leave without pay.			Periods over two weeks are to be discussed with the Manager People and Culture
	All Staff Supervisor -		11/05/2020	CEO to Staff
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
HR13	Power to authorise time sheets, higher duties, time-in-lieu, overtime and travel expense claims.			
	All Staff Supervisor -		11/05/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

MISC. AND ADMIN. POWERS - HUMAN RESOURCES

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
HR14	Power to approve attendance at conferences and seminars, to total cost of \$1,500 (Manager approval) and \$5,000 per annum per employee (Director approval)			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	FM - Manager Finance		4/11/2013	CEO to Staff
	MACR - Manager Arts Culture & Recreation		4/11/2013	CEO to Staff
	MCSE - Manager Community Services & Emergency		4/11/2013	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		4/11/2013	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
	MOD - Human Resources Lead		4/11/2013	CEO to Staff
	MPC - Manager People & Culture		26/08/2019	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
	MSAM - Manager Strategic Asset Management		25/02/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

MISC. AND ADMIN. POWERS - HUMAN RESOURCES

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
HR15	Power to approve attendance at training programs to total cost of \$1,500 (Manager approval) and \$5,000 per annum per employee (Director approval). Excludes compliance training/mandatory certificates and licences required to undertake the role			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	FM - Manager Finance		4/11/2013	CEO to Staff
	MACR - Manager Arts Culture & Recreation		4/11/2013	CEO to Staff
	MCSE - Manager Community Services & Emergency		4/11/2013	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		4/11/2013	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
	MOD - Human Resources Lead		4/11/2013	CEO to Staff
	MPC - Manager People & Culture		26/08/2019	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
	MSAM - Manager Strategic Asset Management		25/02/2019	CEO to Staff
HR16	Power to give approval for officers to travel interstate			All travel to be recorded in the Interstate Travel Register.
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
HR19	Power to approve claims under WorkCover excess			
	MOD - Human Resources Lead		11/05/2020	CEO to Staff
	MPC - Manager People & Culture		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

MISC. AND ADMIN. POWERS - HUMAN RESOURCES

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
HR22	Power to determine acceptance or denial of liability in the event of a WorkCover claim.			
	MOD - Human Resources Lead		11/05/2020	CEO to Staff
	MPC - Manager People & Culture		4/11/2013	CEO to Staff
HR23	Power to sign Letter of Acceptance of Resignation			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		4/11/2013	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	MOD - Human Resources Lead		4/11/2013	CEO to Staff
	MPC - Manager People & Culture		26/08/2019	CEO to Staff
HR24	Power to provide references on Council letterhead			
	N/A -		4/11/2013	CEO to Staff
HR25	Power to authorise access to staff members personal file			
	MOD - Human Resources Lead		11/05/2020	CEO to Staff
	MPC - Manager People & Culture		26/08/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
NATIONAL PARKS ACT 1975

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.19C(1)	power to enter into agreement with Minister for management of land vested in or controlled or managed by Council			
	N/A -		4/11/2013	CEO to Staff
s.27(1)	power to exercise powers in relation to a park with the Parks Victoria's consent subject to any conditions it directs			
	N/A -		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

OCCUPATIONAL HEALTH AND SAFETY REGULATIONS 2017

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.37(c)	function to receive a copy of the parts of the emergency plan relating to the off-site consequences of a major incident occurring			
	DI - Director Infrastructure		2/10/2017	CEO to Staff
r.375(3)(c)(ii)	function to assist in the preparation of an emergency management plan for a major hazard facility			
	DI - Director Infrastructure		4/11/2013	CEO to Staff
r.379(4)(b)	function to review and, if necessary, revise the emergency management plan in relation to the off-site consequences of a major incident occurring			
	DI - Director Infrastructure		4/11/2013	CEO to Staff
r.394(1)	function to receive information about the safety of a major hazard facility			
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	OHSO - OH&S Officer		4/11/2013	CEO to Staff
r.396	function to be consulted on all matters that could affect the health and safety of members of the local community in the event of a major incident occurring			
	CEO - Chief Executive Officer		2/10/2017	CEO to Staff
r.433(2)(b)(ii)	function of assisting in the preparation of an emergency management plan for a prescribed mine			
	DI - Director Infrastructure		2/10/2017	CEO to Staff
r.434(b)(ii)	function to receive a copy of the emergency plan relating to the off-site consequences of a major incident occurring			
	DI - Director Infrastructure		2/10/2017	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

PIPELINES ACT 2005

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 21(1)	power to consent to entry onto Crown Land for purpose of conducting survey			where Crown Land is vested in Council
	Not Delegated -		27/08/2018	CEO to Staff
s.102	power to decide construction of the pipeline in relation to roads, bridges and tramways is satisfactory			where Council is the 'relevant authority'
	Not Delegated -		27/08/2018	CEO to Staff
s.103	power to decide construction of the pipeline in relation to electrical apparatus or other pipelines is satisfactory			where Council is the 'relevant authority'
	Not Delegated -		27/08/2018	CEO to Staff
s.104	function of being reimbursed by licensee for expense incurred due to the existence of a pipeline			
	Not Delegated -		27/08/2018	CEO to Staff
s.105(1)	power to refer a dispute under Division 2 Part 7 of the Act to the Governor in Council for determination			
	Not Delegated -		27/08/2018	CEO to Staff
s.105(2)	duty to comply with Governor in Council's determination under s.105(1)			
	Not Delegated -		27/08/2018	CEO to Staff
s.116	function of receiving notice from licensee of incident			where Council is the 'relevant authority'
	Not Delegated -		27/08/2018	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.19	power to waive or rebate a fee relating to an amendment of a planning scheme			Expires October 2015
	DCW - Director Communities and Place		24/08/2020	To Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	To Staff
r.20	power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme			
	DCW - Director Communities and Place		24/08/2020	VicSmart
	DCW - Director Communities and Place		24/08/2020	To Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	To Staff
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			Expires October 2015
	DCW - Director Communities and Place		24/08/2020	To Staff
	DCW - Director Communities and Place		24/08/2020	VicSmart
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	To Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
PLANNING AND ENVIRONMENT ACT 1987

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
-	power to give written authorisation in accordance with a provision of a planning scheme			
	DCW - Director Communities and Place		24/08/2020	To Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	To Staff
	MRS - Man Com Safety & Environmental Health		25/02/2019	To Staff
	MRS - Man Com Safety & Environmental Health		25/02/2019	To Staff
	SSTP - Co-ord Statutory Planning & Building		27/08/2018	To Staff
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 4B	power to prepare an amendment to the Victorian Planning Provisions			if authorised by the Minister
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 4G	function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister			
	DCW - Director Communities and Place		24/08/2020	To Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	To Staff
s. 4H	duty to make amendment to Victorian Planning Provisions available			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 4I	duty to keep Victorian Planning Provisions and other documents available			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 8A(2)	power to prepare amendment to the planning scheme where the Minister has given consent under s.8A			
	DCW - Director Communities and Place		24/08/2020	To Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

PLANNING AND ENVIRONMENT ACT 1987

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 8A(3)	power to apply to Minister to prepare an amendment to the planning scheme			
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 8A(5)	function of receiving notice of the Minister's decision			
	DCW - Director Communities and Place		24/08/2020	To Staff
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			
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 8B(2)	power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district			
	DCW - Director Communities and Place		24/08/2020	To Staff
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			
	DCW - Director Communities and Place		24/08/2020	To Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	To Staff
s. 12A(1)	duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under s.19 of the Planning and Environment (Planning Schemes) Act 1996)			
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 12B(1)	duty to review planning scheme			
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 12B(2)	duty to review planning scheme at direction of Minister			
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 12B(5)	duty to report findings of review of planning scheme to Minister without delay			
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 14	duties of a Responsible Authority as set out in s.14 (a) to (d)			
	DCW - Director Communities and Place		24/08/2020	To Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

PLANNING AND ENVIRONMENT ACT 1987

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 17(1)	duty of giving copy amendment to the planning scheme			
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 17(2)	duty of giving copy s.173 agreement			
	DCW - Director Communities and Place		24/08/2020	To Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	To Staff
s. 17(3)	duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days			
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 18	duty to make amendment etc. available			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 19	function of receiving notice of preparation of an amendment to a planning scheme			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
	DCW - Director Communities and Place		24/08/2020	To Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	To Staff
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			
s. 19				
	DCW - Director Communities and Place		24/08/2020	To Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	To Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
PLANNING AND ENVIRONMENT ACT 1987

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 20(1)	power to apply to Minister for exemption from the requirements of section 19			
	Not Delegated -		24/08/2020	To Staff
s. 21(2)	duty to make submissions available			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 21A(4)	duty to publish notice in accordance with section			
	DCW - Director Communities and Place		24/08/2020	To Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	To Staff
s. 22	duty to consider all submissions			except submissions which request a change to the items in s.22(5)(1) and (b)
	DCW - Director Communities and Place		24/08/2020	To Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	To Staff
s. 23(1)(b)	duty to refer submissions which request a change to the amendment to a panel			
	DCW - Director Communities and Place		24/08/2020	To Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	To Staff
s. 23(2)	power to refer to a panel submissions which do not require a change to the amendment			
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 24	function to represent Council and present a submission at a panel hearing (including a hearing referred to in s.96D)			
	DCW - Director Communities and Place		24/08/2020	To Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

PLANNING AND ENVIRONMENT ACT 1987

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 26(1)	power to make report available for inspection			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 26(2)	duty to keep report of panel available for inspection			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 27(2)	power to apply for exemption if panels report not received			
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 28	duty to notify the Minister if abandoning an amendment			Note: the power to make a decision to abandon an amendment cannot be delegated
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 30(4)(a)	duty to say if amendment has lapsed			
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 30(4)(b)	duty to provide information in writing upon request			
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 32(2)	duty to give more notice if required			
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 33(1)	duty to give more notice of changes to an amendment			
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 36(2)	duty to give notice of approval of amendment			
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 38(5)	duty to give notice of revocation of an amendment			
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 39	function of being a party to a proceeding commenced under s.39 and duty to comply with determination by VCAT			
	DCW - Director Communities and Place		24/08/2020	To Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

PLANNING AND ENVIRONMENT ACT 1987

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 40(1)	function of lodging copy of approved amendment			
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 41	duty to make approved amendment available			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 42	duty to make copy of planning scheme available			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 46AS(ac)	power to request the Victorian Planning Authority to provide advice on any matter relating to land in Victoria or an objective of planning in Victoria			
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 46AW	function of being consulted by the Minister			where Council is a responsible public entity
	CSLP - Co-ordinator Strategic Planning		27/08/2018	To Staff
	DCW - Director Communities and Place		24/08/2020	To Staff
	MIAG - Manager Investment, Attractions & Growth		27/08/2018	To Staff
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			where Council is a responsible public entity
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 46AZC(2)	duty to comply with directions issued by the Minister 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			where Council is a responsible public entity
	CSLP - Co-ordinator Strategic Planning		27/08/2018	To Staff
	DCW - Director Communities and Place		24/08/2020	To Staff
	MIAG - Manager Investment, Attractions & Growth		27/08/2018	To Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

PLANNING AND ENVIRONMENT ACT 1987

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 46AZK	duty to include a condition in a permit relating to matters set out in s.46GG(c) and (d)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			where Council is a responsible public entity
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		27/08/2018	To Staff
	STP - Senior Statutory Town Planner		27/08/2018	To Staff
s. 46GF	duty to comply with directions issued by the Minister			
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 46GG	duty to include a condition in a permit relating to matters set out in s.46GG(c) and (d)			
	SSTP - Co-ord Statutory Planning & Building		15/02/2016	To Staff
	STP - Senior Statutory Town Planner		15/02/2016	To Staff
s. 46GH(1)	power to require the payment of an amount of infrastructure levy to be secured to Council's satisfaction			where council is a collection agency
	DCW - Director Communities and Place		24/08/2020	To Staff
	DI - Director Infrastructure		15/02/2016	To Staff
s. 46GH(2)	power to accept the provision of land, works, services or facilities in part or full satisfaction of the amount of infrastructure levy payable			where council is a collection agency
	DCW - Director Communities and Place		24/08/2020	To Staff
	DI - Director Infrastructure		15/02/2016	To Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

PLANNING AND ENVIRONMENT ACT 1987

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 46GH(3)	duty to obtain the agreement of the relevant development agency or agencies specified in the approved infrastructure contributions plan before accepting the provision of land, works, services or facilities by the applicant			where council is a collection agency
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 46GI(1)	duty to keep proper accounts of any amount of infrastructure levy paid to it as a collecting agency or a development agency under part 2 of the Planning and Environment Act 1987			must be done in accordance with <i>Local Government Act 1989</i>
	DCW - Director Communities and Place		24/08/2020	To Staff
	FM - Manager Finance		15/02/2016	To Staff
s. 46GI(2)	duty to forward to a development agency any part of an infrastructure levy paid to council which is imposed for plan preparation costs incurred by development agency or for carrying out of works, services or facilities on behalf of the development agency			
	DCW - Director Communities and Place		24/08/2020	To Staff
	FM - Manager Finance		15/02/2016	To Staff
s. 46GI(2)(b)(i)	power to require the payment of an amount of infrastructure levy to be secured to Council's satisfaction power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction where council is a collecting agency			where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
	CSLP - Co-ordinator Strategic Planning		27/08/2018	To Staff
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 46GI(3)	duty to apply levy amount only in accordance with s.46GI(3) (a) and (b)			
	DCW - Director Communities and Place		24/08/2020	To Staff
	FM - Manager Finance		15/02/2016	To Staff
s. 46GI(4)	power to refund any amount of infrastructure levy paid to it as a development agency under Part 2 of the Planning and Environment Act 1987 if satisfied that the development is not to proceed			
	DCW - Director Communities and Place		24/08/2020	To Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

PLANNING AND ENVIRONMENT ACT 1987

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 46GI(5)	duty to take action described in s.46GI(5)(c) – (e) where s.46GI(5)(a) and (b) applies.			
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 46GJ(1)	function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans			
	CSLP - Co-ordinator Strategic Planning		27/08/2018	To Staff
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 46GK	duty to comply with a Minister's direction that applies to Council as the planning authority			
	CSLP - Co-ordinator Strategic Planning		27/08/2018	To Staff
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 46GL	power to recover any amount of infrastructure levy as a debt due to Council			where council is a collecting agency
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 46GM	duty to prepare report and give a report to the Minister			where council is a collecting agency or development agency
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 46GN(1)	duty to arrange for estimates of values of inner public purpose land			
	CSLP - Co-ordinator Strategic Planning		27/08/2018	To Staff
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 46GO(1)	duty to give notice to owners of certain inner public purpose land			
	CSLP - Co-ordinator Strategic Planning		27/08/2018	To Staff
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 46GP	function of receiving a notice under s.46GO			WHERE Council is the collecting agency
	CSLP - Co-ordinator Strategic Planning		27/08/2018	To Staff
	DCW - Director Communities and Place		24/08/2020	To Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
PLANNING AND ENVIRONMENT ACT 1987

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
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			
	CSLP - Co-ordinator Strategic Planning		27/08/2018	To Staff
	DCW - Director Communities and Place		24/08/2020	To Staff
	MIAG - Manager Investment, Attractions & Growth		27/08/2018	To Staff
s. 46GR(1)	duty to consider every submission that is made by the closing date for submissions included in the notice under s.46GO			
	CSLP - Co-ordinator Strategic Planning		27/08/2018	To Staff
	DCW - Director Communities and Place		24/08/2020	To Staff
	MIAG - Manager Investment, Attractions & Growth		27/08/2018	To Staff
s. 46GR(2)	power to consider a late submission duty to consider a late submission if directed to do so by the Minister			
	CSLP - Co-ordinator Strategic Planning		27/08/2018	To Staff
	DCW - Director Communities and Place		24/08/2020	To Staff
	MIAG - Manager Investment, Attractions & Growth		27/08/2018	To Staff
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			
	CSLP - Co-ordinator Strategic Planning		27/08/2018	To Staff
	DCW - Director Communities and Place		24/08/2020	To Staff
	MIAG - Manager Investment, Attractions & Growth		27/08/2018	To Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
PLANNING AND ENVIRONMENT ACT 1987

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 46GS(2)	duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general			
	CSLP - Co-ordinator Strategic Planning		27/08/2018	To Staff
	DCW - Director Communities and Place		24/08/2020	To Staff
	MIAG - Manager Investment, Attractions & Growth		27/08/2018	To Staff
s. 46GT(2)	duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference			
	CSLP - Co-ordinator Strategic Planning		27/08/2018	To Staff
	DCW - Director Communities and Place		24/08/2020	To Staff
	MIAG - Manager Investment, Attractions & Growth		27/08/2018	To Staff
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			
	CSLP - Co-ordinator Strategic Planning		27/08/2018	To Staff
	DCW - Director Communities and Place		24/08/2020	To Staff
	MIAG - Manager Investment, Attractions & Growth		27/08/2018	To Staff
s. 46GT(6)	function of receiving, from the valuer-general, written notice of a determination under s.46GT(5)			
	CSLP - Co-ordinator Strategic Planning		27/08/2018	To Staff
	DCW - Director Communities and Place		24/08/2020	To Staff
	MIAG - Manager Investment, Attractions & Growth		27/08/2018	To Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

PLANNING AND ENVIRONMENT ACT 1987

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
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 (contd)			(contd) the criteria in s.46GU(1)(a) and (b) are met
	CSLP - Co-ordinator Strategic Planning		27/08/2018	To Staff
	DCW - Director Communities and Place		24/08/2020	To Staff
	MIAG - Manager Investment, Attractions & Growth		27/08/2018	To Staff
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			where Council is the collecting agency
	SSTP - Co-ord Statutory Planning & Building		27/08/2018	To Staff
	STP - Senior Statutory Town Planner		27/08/2018	To Staff
s. 46GV(3)(b)	power to enter into an agreement with the applicant			where Council is the collecting agency
	DCW - Director Communities and Place		24/08/2020	To Staff
	MIAG - Manager Investment, Attractions & Growth		27/08/2018	To Staff
s. 46GV(4)(a)	function of receiving the inner public purpose land in accordance with s.46GV(5) and (6)			where Council is the development agency
	DCW - Director Communities and Place		24/08/2020	To Staff
	MRS - Man Com Safety & Environmental Health		25/02/2019	To Staff
	SSTP - Co-ord Statutory Planning & Building		27/08/2018	To Staff
	STP - Senior Statutory Town Planner		27/08/2018	To Staff
s. 46GV(4)(b)	function of receiving the inner public purpose land in accordance with s.46GV(5) and (6)			where Council is the collecting agency
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		27/08/2018	To Staff
	STP - Senior Statutory Town Planner		27/08/2018	To Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

PLANNING AND ENVIRONMENT ACT 1987

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
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			
	SSTP - Co-ord Statutory Planning & Building		27/08/2018	To Staff
	STP - Senior Statutory Town Planner		27/08/2018	To Staff
s. 46GV(9)	power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction			where Council is the collecting agency
	SSTP - Co-ord Statutory Planning & Building		27/08/2018	To Staff
	STP - Senior Statutory Town Planner		27/08/2018	To Staff
s. 46GX(1)	power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable			where Council is the collecting agency
	DI - Director Infrastructure		27/08/2018	To Staff
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			where Council is the collecting agency
	DI - Director Infrastructure		27/08/2018	To Staff
s. 46GY(1)	duty to keep proper and separate accounts and records			where Council is the collecting agency
	FM - Manager Finance		27/08/2018	To Staff
s. 46GY(2)	duty to keep the accounts and records in accordance with the Local Government Act 1989			where Council is the collecting agency
	FM - Manager Finance		27/08/2018	To Staff
s. 46GZ(2)(a)-1	function of receiving the monetary component			where the Council is the planning authority this duty does not apply where Council is also the collecting agency
	FM - Manager Finance		27/08/2018	To Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 46GZ(2)(a)-2	duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs where Council is the collecting agency under an approved infrastructure contributions plan this duty does not apply where Council is that planning authority			where Council is the collecting agency under an approved infrastructure contributions plan this duty does not apply where Council is that planning authority
	FM - Manager Finance		27/08/2018	To Staff
s. 46GZ(2)(b)-1	function of receiving the monetary component			where Council is the development agency under an approved infrastructure contributions plan this provision does not apply where Council is also the collecting agency
	FM - Manager Finance		27/08/2018	To Staff
s. 46GZ(2)(b)-2	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			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
	FM - Manager Finance		27/08/2018	To Staff
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)			where Council is the collecting agency under an approved infrastructure contributions plan
	FM - Manager Finance		27/08/2018	To Staff
s. 46GZ(5)	function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land			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
	FM - Manager Finance		27/08/2018	To Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	To Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 46GZ(5)-2	duty to forward any part of a land equalisation amount required for the acquisition of infrastructure of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency			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
	FM - Manager Finance		27/08/2018	To Staff
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			where Council is the collecting agency under an approved infrastructure contributions plan
	FM - Manager Finance		27/08/2018	To Staff
s. 46GZ(9)	duty to transfer the estate in fee simple in the land to to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land			if any inner public purpose land is vested in Council under the <i>Subdivision Act 1988</i> or acquired by Council before the time it is required to be provided to Council under s.46GV(4) where Council is the collecting agency under an approved infrastructure contributions plan this duty does not apply where Council is also the development agency
	DCW - Director Communities and Place		24/08/2020	To Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	To Staff
s. 46GZ(9)-1	function of receiving the fee simple in the land			where Council is the development agency under an approved infrastructure contributions plan this duty does not apply where Council is also the collecting agency
	DCW - Director Communities and Place		24/08/2020	To Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 46GZA(1)	duty to keep proper and separate accounts and records			where Council is a development agency under an approved infrastructure contributions plan
		CSLP - Co-ordinator Strategic Planning	27/08/2018	To Staff
		MIAG - Manager Investment, Attractions & Growth	27/08/2018	To Staff
s. 46GZA(2)	duty to keep the accounts and records in accordance with the Local Government Act 2020			where Council is a development agency under an approved infrastructure contributions plan
		CSLP - Co-ordinator Strategic Planning	27/08/2018	To Staff
		DCW - Director Communities and Place	24/08/2020	To Staff
		MIAG - Manager Investment, Attractions & Growth	27/08/2018	To Staff
s. 46GZB(3)	duty to follow the steps set out in s.46GZB(3)(a) – (c)			where Council is a development agency under an approved infrastructure contributions plan
		DCW - Director Communities and Place	24/08/2020	To Staff
		MIAG - Manager Investment, Attractions & Growth	27/08/2018	To Staff
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			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
		CSLP - Co-ordinator Strategic Planning	27/08/2018	To Staff
		DCW - Director Communities and Place	24/08/2020	To Staff
		MIAG - Manager Investment, Attractions & Growth	27/08/2018	To Staff
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)			where Council is the development agency under an approved infrastructure contributions plan
		CSLP - Co-ordinator Strategic Planning	27/08/2018	To Staff
		DCW - Director Communities and Place	24/08/2020	To Staff
		MIAG - Manager Investment, Attractions & Growth	27/08/2018	To Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 46GZD(3)	duty to follow the steps set out in s.46GZD(3)(a) and (b)			where Council is the collecting agency under an approved infrastructure contributions plan
		CSLP - Co-ordinator Strategic Planning	27/08/2018	To Staff
		DCW - Director Communities and Place	24/08/2020	To Staff
		MIAG - Manager Investment, Attractions & Growth	27/08/2018	To Staff
s. 46GZD(5)	duty to make payments under s.46GZD(3) in accordance with ss.46GZD(5)(a) and (46GZD(5)(b)			where Council is the collecting agency under an approved infrastructure contributions plan
		CSLP - Co-ordinator Strategic Planning	27/08/2018	To Staff
		DCW - Director Communities and Place	24/08/2020	To Staff
		MIAG - Manager Investment, Attractions & Growth	27/08/2018	To Staff
s. 46GZE(2)	function of receiving the unexpended land equalisation amount			where Council is the collecting agency under an approved infrastructure contributions plan
				this duty does not apply where Council is also the development agency
		MIAG - Manager Investment, Attractions & Growth	24/08/2020	To Staff
s. 46GZE(2)-1	function of receiving the unexpended land equalisation amount			where Council is the collecting agency under an approved infrastructure contributions plan this duty does not apply where Council is also the development agency
		DCW - Director Communities and Place	24/08/2020	To Staff
		MIAG - Manager Investment, Attractions & Growth	27/08/2018	To Staff
s. 46GZE(2)-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			where Council is the development agency under an approved infrastructure contributions plan this duty does not apply where Council is also the collecting agency
		DCW - Director Communities and Place	24/08/2020	To Staff
		MIAG - Manager Investment, Attractions & Growth	27/08/2018	To Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 46GZE(3)	duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s.46GZE(3)(a) and (b)			where Council is the collecting agency under an approved infrastructure contributions plan
		CSLP - Co-ordinator Strategic Planning	27/08/2018	To Staff
		DCW - Director Communities and Place	24/08/2020	To Staff
		MIAG - Manager Investment, Attractions & Growth	27/08/2018	To Staff
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			where Council is the development agency under an approved infrastructure contributions plan
		DI - Director Infrastructure	27/08/2018	To Staff
s. 46GZF(3)-1	s.46GZF(3)(a) function of receiving proceeds of sale			where Council is the collection agency under an approved infrastructure contributions plan this provision does not apply where Council is also the development agency
		DCW - Director Communities and Place	24/08/2020	To Staff
		MIAG - Manager Investment, Attractions & Growth	27/08/2018	To Staff
s. 46GZF(3)-2	duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)			where Council is the development agency under an approved infrastructure contributions plan
		DCW - Director Communities and Place	24/08/2020	To Staff
		MIAG - Manager Investment, Attractions & Growth	27/08/2018	To Staff
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)			where Council is the collecting agency under an approved infrastructure contributions plan
		DCW - Director Communities and Place	24/08/2020	To Staff
		MIAG - Manager Investment, Attractions & Growth	27/08/2018	To Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 46GZF(6)	duty to make the payments under s.46GZF(4) in accordance with s.46GZF(6)(a) and (b)			where Council is the collecting agency under an approved infrastructure contributions plan
	DCW - Director Communities and Place		24/08/2020	To Staff
	MIAG - Manager Investment, Attractions & Growth		27/08/2018	To Staff
s. 46GZH	where Council is the collecting agency under an approved infrastructure contributions plan			where Council is the collecting agency under an approved infrastructure contributions plan
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 46GZI	duty to prepare and give a report to the Minister at the times required by the Minister			where Council is a collecting agency or development agency
	CSLP - Co-ordinator Strategic Planning		27/08/2018	To Staff
	MIAG - Manager Investment, Attractions & Growth		27/08/2018	To Staff
s. 46GZK	power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council			where Council is a collecting agency or development agency
	DCW - Director Communities and Place		24/08/2020	To Staff
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)			
	CSLP - Co-ordinator Strategic Planning		27/08/2018	To Staff
	MIAG - Manager Investment, Attractions & Growth		27/08/2018	To Staff
s. 46N(1)	duty to include condition in permit regarding payment of development infrastructure levy			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 46N(2)(c)	function of determining time and manner for receipt of development contributions levy			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 46N(2)(d)	power to enter into an agreement with the applicant regarding payment of development infrastructure levy			
	DCW - Director Communities and Place		24/08/2020	To Staff
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			
	MBS - Municipal Building Surveyor		4/11/2013	To Staff
s. 46O(1)(d)+(2)(d)	power to enter into agreement with the applicant regarding payment of community infrastructure levy			
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 46P(1)	power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured			
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 46P(2)	power to accept provision of land works services or facilities in part or full payment of levy payable			
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 46Q(1)	duty to keep proper accounts of levies paid			
	FM - Manager Finance		4/11/2013	To Staff
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 preparatin costs incurred by a development agency or plan preparation costs incurred by a development agency			
	FM - Manager Finance		4/11/2013	To Staff
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			
	FM - Manager Finance		4/11/2013	To Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 46Q(3)	power to refund any amount of levy paid if it is satisfied the development is not to proceed			only applies when levy is paid to Council as a 'development agency'
	DCW - Director Communities and Place		24/08/2020	To Staff
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 (contd)			(contd) or facilities in an area under s.46Q(4)(a) 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
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 46Q(4)(d)	duty to submit to the Minister an amendment to the approved development contributions plan			must be done in accordance with Part 3
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 46Q(4)(e)	duty to expend that amount on other works etc.			with the consent of, and in the manner approved by, the Minister
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 46QC	power to recover any amount of levy payable under Part 3B			
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 46QD	duty to prepare report and give a report to the Minister			where Council is a collecting agency or development agency
	DCW - Director Communities and Place		24/08/2020	To Staff
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			
	N/A -		4/11/2013	To Staff
s. 46Y	duty to carry out works in conformity with the approved strategy plan			
	N/A -		4/11/2013	To Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 47	power to decide that an application for a planning permit does not comply with that Act			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 49(1)	duty to keep a register of all applications for permits and determinations relating to permits			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
s. 49(2)	duty to make register available for inspection			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
s. 50(4)	duty to amend application			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
s. 50(5)	power to refuse to amend application			
	DCW - Director Communities and Place		24/08/2020	VicSmart
	DCW - Director Communities and Place		24/08/2020	To Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 50(6)	duty to make note of amendment to application in register			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
s. 50A(1)	power to make amendment to application			
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
s. 50A(3)	power to require applicant to notify owner and make a declaration that notice has been given			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 50A(4)	duty to note amendment to application in register			
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 51	duty to make a copy of every application and the prescribed information supplied in respect of the application available for inspection			
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
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			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 52(1)(b)	duty to give notice of the application to other municipal Council where appropriate			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 52(1)(c)	duty to give notice of the application to all persons required by the planning scheme			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
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			
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff

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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			
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
s. 52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant			
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
s. 52(3)	power to give any further notice of an application where appropriate			
	DCW - Director Communities and Place		24/08/2020	VicSmart
	DCW - Director Communities and Place		24/08/2020	To Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	To Staff
s. 53(1)	power to require the applicant to give notice under section 52(1) to persons specified by it			
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff

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s. 53(1A)	power to require the applicant to give the notice under section 52(1AA)			
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 54(1)	power to require the applicant to provide more information			
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 54(1A)	duty to give notice in writing of information required under section 54(1)			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
s. 54(1B)	duty to specify the lapse date for an application			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 54A(3)	power to decide to extend time or refuse to extend time to give required information			
	DCW - Director Communities and Place		24/08/2020	VicSmart
	DCW - Director Communities and Place		24/08/2020	To Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	To Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 54A(4)	duty to give written notice of decision to extend or refuse to extend time and section 54A(3)			
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 55(1)	duty to give copy application to every referral authority specified in the planning scheme			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 57(2A)	power to reject objections considered made primarily for commercial advantage for the objector			
	DCW - Director Communities and Place		24/08/2020	To Staff
	DCW - Director Communities and Place		24/08/2020	VicSmart
s. 57(3)	function of receiving name and address of persons to whom notice of decision is to go			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
s. 57(5)	duty to make available for inspection copy of all objections			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 57A(4)	duty to amend application in accordance with applicants request subject to s.57A(5)			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
s. 57A(5)	power to refuse to amend application			
	DCW - Director Communities and Place		24/08/2020	VicSmart
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 57A(6)	duty to note amendments to application in register			
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
s. 57B(1)	duty to determine whether and to whom notice should be given			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
s. 57B(2)	duty to consider certain matters in determining whether notice should be given			
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 57C(1)	duty to give copy of amended application to referral authority			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 58	duty to consider every application for a permit			
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
s. 58A	power to request advice from the Planning Application Committee			
	DCW - Director Communities and Place		24/08/2020	VicSmart
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 59(1)	power to decide an application without delay			
	DCW - Director Communities and Place		24/08/2020	VicSmart
s. 60	duty to consider certain matters			
	DCW - Director Communities and Place		4/11/2013	To Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 60(1)(a)	duty to consider the relevant planning scheme			
	DCW - Director Communities and Place		24/08/2020	VicSmart
	DCW - Director Communities and Place		24/08/2020	To Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
s. 60(1)(d)	duty to consider any decision and comments of a referral authority which has been received			
	DCW - Director Communities and Place		24/08/2020	VicSmart
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
s. 60(1A)(a)	power to consider certain matters before deciding on application any significant social and economic effects of the use or development for which the application is made			
	DCW - Director Communities and Place		24/08/2020	VicSmart
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
s. 60(1A)(i)	power to consider any agreement made pursuant to s.173			
	DCW - Director Communities and Place		24/08/2020	VicSmart
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 60(1B)	duty to consider number of objectors in considering whether use or development may have significant social effect			
	DCW - Director Communities and Place		24/08/2020	To Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	To Staff
	Not Delegated -		15/02/2016	VicSmart
	SSTP - Co-ord Statutory Planning & Building		5/09/2016	To Staff
	STP - Senior Statutory Town Planner		5/09/2016	To Staff
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			If there are two or more objectors to a permit application, the matter must be referred to Council for determination. Also the permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006.
	DCW - Director Communities and Place		24/08/2020	To Staff
	DCW - Director Communities and Place		24/08/2020	VicSmart
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		7/04/2014	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
s. 61(1B)	duty to consider the number of objectors in considering whether use or development may have significant social effect			Planning Committee Delegation
	Not Delegated -		15/02/2016	VicSmart

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 61(2)	duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit			
	DCW - Director Communities and Place		24/08/2020	VicSmart
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		7/04/2014	To Staff
s. 61(2A)	power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit			
	DCW - Director Communities and Place		24/08/2020	VicSmart
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		7/04/2014	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
s. 61(3)(a)	duty not to decide to grant a permit to use coastal Crown land without Minister's consent			
	N/A -		4/11/2013	To Staff
	N/A -		3/08/2015	VicSmart
s. 61(3)(b)	duty to refuse to grant the permit without the Minister's consent			
	DCW - Director Communities and Place		24/08/2020	VicSmart
	N/A -		4/11/2013	To Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant			
	DCW - Director Communities and Place		24/08/2020	VicSmart
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
s. 62(1)	duty to include certain conditions in deciding to grant a permit			
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
s. 62(2)	power to include other conditions			
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 62(4)	duty to ensure conditions are consistent with paragraphs (a)(b) and (c)			
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
s. 62(5)(a)	power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan			
	DCW - Director Communities and Place		24/08/2020	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 62(5)(b)	power to include a permit condition that specified works be provided on or to the land or paid for in accordance with section 173 agreement			
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
s. 62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant			
	DCW - Director Communities and Place		24/08/2020	To Staff
	DCW - Director Communities and Place		24/08/2020	VicSmart
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
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 s.46N(1) , 46GV(7) or 62(5)			
	DCW - Director Communities and Place		24/08/2020	VicSmart
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
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)			
	DCW - Director Communities and Place		24/08/2020	To Staff
	DCW - Director Communities and Place		24/08/2020	VicSmart
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 63	duty to issue the permit where made a decision in favour of the application (if no one has objected)			
	DCW - Director Communities and Place		24/08/2020	To Staff
	DCW - Director Communities and Place		24/08/2020	VicSmart
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 64(1)	duty to give notice of decision to grant a permit to applicant and objectors			this provision applies also to a decision to grant an amendment to a permit - see section 75
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 64(3)	duty not to issue a permit until after the specified period			this provision applies also to a decision to grant an amendment to a permit - see s.75
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 64(5)	duty to give each objector a copy of an exempt decision			this provision applies also to a decision to grant an amendment to a permit - see s.75
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
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			this provision applies also to a decision to grant an amendment to a permit - see s.75A
	DCW - Director Communities and Place		24/08/2020	To Staff
	DCW - Director Communities and Place		24/08/2020	VicSmart
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		7/04/2014	To Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 65(1)	duty to give notice of refusal to grant permit to applicant and person who objected under s.57			
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
s. 66(1)	duty to give notice under ss.64 or 65 and copy permit to relevant determining referral authorities			
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 66(2)	duty to give a recommending referral authority notice of its decision to grant a permit			
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	To Staff
	STP - Senior Statutory Town Planner		7/04/2014	To Staff
s. 66(2) & (3)	duty to give a recommending referral authority notice of its decision to grant a permit in the specified circumstances, and include any conditions to which the permit will be subject			
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
s. 66(4)	duty to give a recommending referral authority notice of its decision to refuse a permit			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
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	To Staff
	STP - Senior Statutory Town Planner		7/04/2014	To Staff

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s. 66(4) & (5)	duty to give a recommending referral authority notice of its decision to refuse to grant a permit in the circumstances specified, and include the information required under s.66(5)			
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
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			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
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		7/04/2014	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
s. 69(1)	function of receiving application for extension of time of permit			
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
s. 69(1A)	function of receiving application for extension of time to complete development			
	DCW - Director Communities and Place		24/08/2020	To Staff
	DCW - Director Communities and Place		24/08/2020	VicSmart
s. 69(2)	power to extend time			
	DCW - Director Communities and Place		24/08/2020	To Staff
	DCW - Director Communities and Place		24/08/2020	VicSmart
s. 70	duty to make copy permit available for inspection			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff

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s. 70	duty to make copy permit available for inspection			
s. 70				
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
s. 71(1)	power to correct certain mistakes			
	DCW - Director Communities and Place		24/08/2020	To Staff
	DCW - Director Communities and Place		24/08/2020	VicSmart
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 71(2)	duty to note corrections in register			
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 73	power to decide to grant amendment subject to conditions			
	DCW - Director Communities and Place		24/08/2020	To Staff
	DCW - Director Communities and Place		24/08/2020	VicSmart
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 74	duty to issue amended permit to applicant if no objectors			
	DCW - Director Communities and Place		24/08/2020	VicSmart
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
s. 76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit			
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
s. 76(4) & (5)	duty to give a recommending referral authority notice of its decision to refuse to grant an amendment to a permit in the circumstances specified, and include the information required under section 76A(5)			
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
s. 76A(1)	duty to give relevant determining referral authorities copy of amended permit and copy of notice			
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		7/04/2014	To Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit			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
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	To Staff
	STP - Senior Statutory Town Planner		7/04/2014	To Staff
s. 76A(2) & (3)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit in the circumstances specified, and include any conditions to which the permit will be subject			
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
s. 76A(4)	duty to give a recommending referral authority notice of its decision to refuse a permit			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
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	To Staff
	STP - Senior Statutory Town Planner		7/04/2014	To Staff
s. 76A(6)	duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under section 64 or 76			
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	To Staff
	STP - Senior Statutory Town Planner		7/04/2014	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 76D	duty to comply with direction of Minister to issue amended permit			
	DCW - Director Communities and Place		24/08/2020	To Staff
	DCW - Director Communities and Place		24/08/2020	VicSmart
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
s. 83	function of being respondent to an appeal			
	DCW - Director Communities and Place		24/08/2020	VicSmart
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 83B	duty to give or publish notice of application for review			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 84(1)	power to decide on an application at any time after an appeal is lodged against failure to grant a permit			
	DCW - Director Communities and Place		24/08/2020	VicSmart
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
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			
	DCW - Director Communities and Place		24/08/2020	VicSmart
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
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			
	DCW - Director Communities and Place		24/08/2020	VicSmart
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 84(6)	duty to issue permit on receipt of advice within 3 working days			
	DCW - Director Communities and Place		24/08/2020	To Staff
	DCW - Director Communities and Place		24/08/2020	VicSmart
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 84AB	power to agree to confining a review by the Tribunal			
	DCW - Director Communities and Place		24/08/2020	VicSmart
	SSTP - Co-ord Statutory Planning & Building		27/08/2018	To Staff
	STP - Senior Statutory Town Planner		27/08/2018	To Staff
s. 86	duty to issue a permit at order of Tribunal			
	DCW - Director Communities and Place		24/08/2020	VicSmart
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 87(3)	power to apply to VCAT for the cancellation or amendment of a permit			
	DCW - Director Communities and Place		24/08/2020	VicSmart
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 90(1)	function of being heard at hearing of request for cancellation or amendment of a permit			
	DCW - Director Communities and Place		24/08/2020	VicSmart
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 91(2)	duty to comply with the directions of VCAT			
	DCW - Director Communities and Place		24/08/2020	To Staff
	DCW - Director Communities and Place		24/08/2020	VicSmart
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
s. 91(2A)	duty to issue amended permit to owner if Tribunal so directs			
	DCW - Director Communities and Place		24/08/2020	VicSmart
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under section 90			
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 93(2)	duty to give notice of VCAT order to stop development			
	DCW - Director Communities and Place		24/08/2020	VicSmart
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 95(3)	function of referring certain applications to the Minister			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 95(4)	duty to comply with an order or direction			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 96(1)	duty to obtain a permit from the Minister to use and develop its land			
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land			
	DCW - Director Communities and Place		24/08/2020	To Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment			
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 96C	power to give notice to decide not to give notice to publish notice and to exercise any other power under s.96C			
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 96F	duty to consider the panels report under s.96E			
	Not Delegated -		4/11/2013	To Staff
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 (contd))			(contd) (<i>Planning Schemes</i>) Act 1996)
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 96H(3)	power to give notice in compliance with Ministers direction			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 96J	power to issue permit as directed by the Minister			
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 96K	duty to comply with direction of the Minister to give notice of refusal			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
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			
	DCW - Director Communities and Place		24/08/2020	To Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		26/08/2019	To Staff
s. 97C	power to request Minister to decide the application			
	DCW - Director Communities and Place		24/08/2020	To Staff
s. 97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application			
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
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			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 97G(6)	duty to make a copy of permits issued under section 97F available for inspection			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 97L	duty to include Ministerial decisions in a register kept under section 49			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 97MI	duty to contribute to the costs of the Planning Application Committee or subcommittee			
	DCW - Director Communities and Place		24/08/2020	To Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 97O	duty to consider application and issue or refuse to issue certificate of compliance			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		5/09/2016	CEO to Staff
	STP - Senior Statutory Town Planner		5/09/2016	CEO to Staff
s. 97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate			
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate			
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 97Q(4)	duty to comply with directions of VCAT			
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 97R	duty to keep register of all applications for certificate of compliance and related decisions			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s. 98(1)+(2)	function of receiving claim for compensation in certain circumstances			
				REPORTING REQUIREMENTS: Must maintain a register and make this available to Council as required.
	DCW - Director Communities and Place		24/08/2020	To Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 98(4)	duty to inform any person of the name of the person from whom compensation can be claimed			
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s.101	function of receiving claim for expenses in conjunction with claim			
	DCW - Director Communities and Place		24/08/2020	To Staff
s.103	power to reject a claim for compensation in certain circumstances			
	DCW - Director Communities and Place		24/08/2020	To Staff
s.107(1)	function of receiving claim for compensation			
	DCW - Director Communities and Place		24/08/2020	To Staff
s.107(3)	power to agree to extend time for making claim			
	DCW - Director Communities and Place		24/08/2020	To Staff
s.114(1)	power to apply to the VCAT for an enforcement order			
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s.117(1)(a)	function of making a submission to the VCAT where objections are received			
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s.120(1)	power to apply for an interim enforcement order where s.114 application has been made			
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff

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Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.123(1)	power to carry out work required by enforcement order and recover costs			
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s.123(2)	power to sell buildings materials etc salvaged in carrying out work under s.123(1)			except Crown Land
	DCW - Director Communities and Place		24/08/2020	To Staff
s.129	function of recovering penalties			
	DCW - Director Communities and Place		24/08/2020	To Staff
s.130(5)	power to allow person served with an infringement notice further time			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s.140	power to certify copies of instruments, documents, maps or plans under this Act			
	CEO - Chief Executive Officer		3/08/2015	CEO Direct
s.141	power to provide evidentiary statement pertaining to land use and permits under this Act			
	CEO - Chief Executive Officer		3/08/2015	CEO Direct
s.143	power to provide evidentiary statement pertaining to s 173 agreements under this Act			
	CEO - Chief Executive Officer		3/08/2015	CEO Direct
s.147 (4)	appoints the officers to be authorised officers for the purposes of the Planning and Environment Act 1987 and the regulations made under that Act			Must be appointed by resolution of Council
	CEH - Co-ordinator Environmental Health		18/11/2013	Auth Officer
	DCW - Director Communities and Place		24/08/2020	Auth Officer
	EHO2 - Environmental Health Officer		18/11/2013	Auth Officer
	MRS - Man Com Safety & Environmental Health		18/11/2013	Auth Officer
	SSTP - Co-ord Statutory Planning & Building		18/11/2013	Auth Officer
	STP - Senior Statutory Town Planner		18/11/2013	Auth Officer

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s.149A(1)	power to refer a matter to the VCAT for determination			
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s.149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a S.173 agreement			
	DCW - Director Communities and Place		24/08/2020	To Staff
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 (contd)			(contd) 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) where Council is the relevant planning authority
	DCW - Director Communities and Place		24/08/2020	To Staff
s.171(2)(f)	power to carry out studies and commission reports			
	DCW - Director Communities and Place		24/08/2020	To Staff
s.171(2)(g)	power to grant and reserve easements			
	DCW - Director Communities and Place		24/08/2020	To Staff
s.172C	power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan			where Council is a development agency specified in an approved infrastructure contributions plan
	Not Delegated -		26/08/2019	To Staff
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)			where Council is a collecting agency specified in an approved infrastructure contributions plan
	Not Delegated -		26/08/2019	To Staff

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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)			where Council is the development agency specified in an approved infrastructure contributions plan
	Not Delegated -		26/08/2019	To Staff
s.173 Deleg 1	power to decide whether something is to the satisfaction of Council where an agreement made under section 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority			
	DCW - Director Communities and Place		24/08/2020	To Staff
s.173 Deleg 2	power to give consent on behalf of Council where an agreement made under section 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority			
	DCW - Director Communities and Place		24/08/2020	To Staff
s.173(1)	power to enter into agreement covering matters set out in s.174			
	DCW - Director Communities and Place		24/08/2020	To Staff
s.173(1A)	power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing			where Council is the relevant responsible authority (comes in to force 1 June 18)
	CEO - Chief Executive Officer		19/03/2018	To Staff
	DCW - Director Communities and Place		24/08/2020	To Staff
s.177(2)	power to end a section 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 Part 9			
	DCW - Director Communities and Place		24/08/2020	To Staff
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			
	DCW - Director Communities and Place		24/08/2020	To Staff

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s.178A(1)	function of receiving application to amend or end an agreement			
	DCW - Director Communities and Place		24/08/2020	To Staff
s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)			
	DCW - Director Communities and Place		24/08/2020	To Staff
s.178A(4)	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal			
	DCW - Director Communities and Place		24/08/2020	To Staff
s.178A(5)	power to propose to amend or end an agreement			
	DCW - Director Communities and Place		24/08/2020	To Staff
s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement			
	DCW - Director Communities and Place		24/08/2020	To Staff
s.178B(2)	duty to consider certain matters when considering proposal to end an agreement			
	DCW - Director Communities and Place		24/08/2020	To Staff
s.178E(1)	duty not to make decision until after 14 days after notice has been given			
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		27/08/2018	To Staff
	STP - Senior Statutory Town Planner		27/08/2018	To Staff
s.178E(2)(a)	power to amend or end the agreement in accordance with the proposal			if no objections are made under s.178D Must consider matters in s.178B
	DCW - Director Communities and Place		24/08/2020	To Staff
s.178E(2)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal			if no objections are made under s.178D Must consider matters in s.178B
	DCW - Director Communities and Place		24/08/2020	To Staff

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PLANNING AND ENVIRONMENT ACT 1987

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.178E(2)(c)	power to refuse to amend or end the agreement			if no objections are made under s.178D Must consider matters in s.178B
	Not Delegated -		27/08/2018	To Staff
s.178E(3)(a)	power to amend or end the agreement in accordance with the proposal			after considering objections, submissions and matters in s.178B
	DCW - Director Communities and Place		24/08/2020	To Staff
s.178E(3)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal			after considering objections, submissions and matters in s.178B
	DCW - Director Communities and Place		24/08/2020	To Staff
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal			after considering objections, submissions and matters in s.178B
	Not Delegated -		27/08/2018	To Staff
s.178E(3)(d)	power to refuse to amend or end the agreement			after considering objections, submissions and matters in s.178B
	DCW - Director Communities and Place		24/08/2020	To Staff
s.178F(1)	duty to give notice of its decision under s.178E(3)(a) or (b)			
	DCW - Director Communities and Place		24/08/2020	To Staff
s.178F(2)	duty to give notice of its decision under s.178E(2)(c) or (3)(d)			
	DCW - Director Communities and Place		24/08/2020	To Staff

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

PLANNING AND ENVIRONMENT ACT 1987

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.178F(4)	duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn			
	DCW - Director Communities and Place		24/08/2020	To Staff
s.178G	duty to sign amended agreement and give copy to each other party to the agreement			
	DCW - Director Communities and Place		24/08/2020	To Staff
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			
	DCW - Director Communities and Place		24/08/2020	To Staff
s.178I(3)	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land			
	DCW - Director Communities and Place		24/08/2020	To Staff
s.179(2)	duty to make available for inspection copy agreement			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s.181	duty to apply to the Registrar of Titles for registration of the agreement and to deliver a memorial to Registrar-General			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s.181(1A)(a)	power to apply to the Registrar of Titles to record the agreement			
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	To Staff
	STP - Senior Statutory Town Planner		7/04/2014	To Staff
s.181(1A)(b)	duty to apply to the Registrar of Titles, without delay, to record the agreement			
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	To Staff
	STP - Senior Statutory Town Planner		7/04/2014	To Staff

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

PLANNING AND ENVIRONMENT ACT 1987

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.182	power to enforce an agreement			
	DCW - Director Communities and Place		24/08/2020	To Staff
s.183	duty to tell Registrar of Titles of ending-amendment of agreement			
	DCW - Director Communities and Place		24/08/2020	To Staff
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			
	Not Delegated -		7/04/2014	To Staff
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			
	Not Delegated -		7/04/2014	To Staff
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			
	DCW - Director Communities and Place		24/08/2020	To Staff
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			
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	To Staff
	STP - Senior Statutory Town Planner		7/04/2014	To Staff
s.184G(2)	duty to comply with a direction of the Tribunal			
	DCW - Director Communities and Place		24/08/2020	To Staff
s.184G(3)	duty to give notice as directed by the Tribunal			
	DCW - Director Communities and Place		24/08/2020	To Staff
s.198(1)	function to receive application for planning certificate			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff

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PLANNING AND ENVIRONMENT ACT 1987

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.199(1)	duty to give planning certificate to applicant			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s.201(1)	function of receiving application for declaration of underlying zoning			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s.201(3)-1	duty to make declaration			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s.201(3)-2	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			
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		27/08/2018	To Staff
	STP - Senior Statutory Town Planner		27/08/2018	To Staff
s.201(3)-3	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			
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		27/08/2018	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
s.201(3)-4	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			
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		27/08/2018	To Staff
	STP - Senior Statutory Town Planner		27/08/2018	To Staff

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
PLANNING AND ENVIRONMENT ACT 1987

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.201UAB(1)	function of providing the Victorian Planning Authority with information relating to any land within municipal district			
	DCW - Director Communities and Place		24/08/2020	To Staff
s.201UAB(2)	duty to provide the Victorian Planning Authority with information requested under s.201UAB(1) as soon as possible			
	DCW - Director Communities and Place		24/08/2020	To Staff
s.224(8)	duty to provide information requested by Victorian Planning Authority under s.201UAB(1) not yet provided to Growth Area Authority to Victorian Planning Authority			
	DCW - Director Communities and Place		24/08/2020	To Staff
s.97O	duty to consider application and issue or refuse to issue certificate of compliance			
	DCW - Director Communities and Place		24/08/2020	To Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		4/11/2013	To Staff

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

PLANNING AND ENVIRONMENT REGULATIONS 2015

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r. 2	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			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
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	To Staff
r. 6	function of receiving notice, under s.19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme			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
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	To Staff
r.21	power of responsible authority to require a permit applicant to verify information in an application for a permit or to amend a permit or any information provided under s.4 of the Act			
	DCW - Director Communities and Place		24/08/2020	VicSmart
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	VicSmart
	STP - Senior Statutory Town Planner		4/11/2013	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	VicSmart
r.25(a)	duty to make copy of matter considered under s.60(1A)(g) available for inspection free of charge			where Council is the responsible authority
	DCW - Director Communities and Place		24/08/2020	To Staff
	SSTP - Co-ord Statutory Planning & Building		3/08/2015	To Staff
	STP - Senior Statutory Town Planner		3/08/2015	To Staff

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
PLANNING AND ENVIRONMENT REGULATIONS 2015

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.25(b)	function of receiving a copy of any document considered under s.60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge			where Council is not the responsible authority but the relevant land is within Council's municipal district
		DCW - Director Communities and Place	24/08/2020	To Staff
		SSTP - Co-ord Statutory Planning & Building	3/08/2015	To Staff
		STP - Senior Statutory Town Planner	3/08/2015	To Staff
r.42	function of receiving notice under s.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 or a permit application			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
		DCW - Director Communities and Place	24/08/2020	To Staff
		SSTP - Co-ord Statutory Planning & Building	5/09/2016	To Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

PREVENTION OF CRUELTY TO ANIMALS 1986

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
18(1)(c)	Authorised under section 72 of the Domestic Animals Act 1994 as general inspectors for the purposes of Parts 2A and 3A of the Prevention of Cruelty to Animals Act 1986 but only in respect of an alleged offence committed or a circumstance occurring in the municipal district for which that person is an authorised officer under the Domestic Animals Act 1994.			Signed by Sally Salmon, Acting Chief Veterinary Officer, Department of Economic Development, Jobs, Transport and Resources (DEDJTR) pursuant to the powers delegated to her by the Minister for Agriculture under Section 38 of the Prevention of Cruelty to Animals Act 1986
	CCS - Co-ordinator Community Safety		20/02/2017	Auth Officer
	DCW - Director Communities and Place		24/08/2020	Auth Officer
	MRS - Man Com Safety & Environmental Health		20/02/2017	Auth Officer
24ZW(1)(B)(ii)	To file a charge for an offence under Part 2 or Part 2A of the Act or an offence under the regulations relating to Part 2 or Part 2A of the Act, but only in respect of an alleged offence committed in the municipal district of the council for which that person is an officer			Signed by Sally Salmon, Acting Chief Veterinary Officer, Department of Economic Development, Jobs, Transport and Resources (DEDJTR) pursuant to the powers delegated to her by the Minister for Agriculture under Section 38 of the Prevention of Cruelty to Animals Act 1986
	CCS - Co-ordinator Community Safety		20/02/2017	Auth Officer
	DCW - Director Communities and Place		24/08/2020	Auth Officer
	MRS - Man Com Safety & Environmental Health		20/02/2017	Auth Officer

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
PRIVACY AND DATA PROTECTION ACT 2014

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 20(1)	duty to comply with Information Privacy Principles			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff
s. 20(2)	duty to comply with Information Privacy Principles when administering a public register			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		2/02/2015	CEO to Staff
s. 22(1)	power to seek approval of a code of practice or an amendment to a code of practice			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff
s. 22(4)	function of being consulted by the Information Commissioner in relation to a code of practice			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff
s. 23(1)(b)	function of giving written notice to the Information Commissioner that Council intends to be bound by the approved code of practice			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

PRIVACY AND DATA PROTECTION ACT 2014

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 23(6)	function of giving written notice to the Information Commissioner that Council no longer intends to be bound by the approved code of practice			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff
s. 26(4)	function of being consulted by the Information Commissioner in relation to a code of practice			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff
s. 28(5)	power to refuse a request by an authorised representative of an individual for access to personal information where it is reasonably believed that access may endanger the individual			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff
s. 29(1)	power to apply to the Information Commissioner for a public interest determination			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff
s. 29(5)	function of receiving draft determination			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff

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PRIVACY AND DATA PROTECTION ACT 2014

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 29(6)	function of attending a conference with the Information Commissioner			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff
s. 30(1)	power to request that application be for a temporary public interest determination			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff
s. 34(1)	power to apply to the Information Commissioner for approval of an amendment to a public interest determination			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff
s. 34(2)	function of receiving draft determination and attending a conference with the Information Commissioner and power to make a submission			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff
s. 35(2)	function of receiving written notice from the Information Commissioner regarding revocation of a public interest determination			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff

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PRIVACY AND DATA PROTECTION ACT 2014

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 36(1)	duty to report to the Information Commissioner on an annual basis, or at any other agreed time			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff
s. 38(1)	power to apply to the Information Commissioner for a temporary public interest determination and power to make a submission			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff
s. 41(2)	function of receiving written notice from the Information Commissioner regarding revocation of a temporary public interest determination			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff
s. 47(1)	power to apply for approval of an information usage arrangement			where Council is a lead party to an information usage arrangement
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff
s. 47(2)	duty to consult where required			where Council is a party to an information usage arrangement
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff

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PRIVACY AND DATA PROTECTION ACT 2014

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 49(6)	function of receiving notice of a refusal under s.49(4) or (5) from the Information Commissioner			where Council is a lead party to an information usage arrangement
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff
s. 51(1)	power to apply for approval of an amendment to an information usage arrangement			where Council is a party to an information usage arrangement
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff
s. 52(2)	duty to consult where required			where Council is a party to an information usage arrangement
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff
s. 53(2)	power to request revocation of an approval of an information usage arrangement			where Council is a party to an information usage arrangement
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff
s. 53(4)	function of receiving notice from the Information Commissioner regarding ground for revocation of an information usage arrangement			where Council is a party to an information usage arrangement
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff

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PRIVACY AND DATA PROTECTION ACT 2014

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 53(5)	function of receiving notice from the Minister regarding revocation of an information usage arrangement			where Council is a party to an information usage arrangement
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff
s. 54(1)	duty to report to the Information Commissioner about the information usage arrangement			where Council is a lead party to an information usage arrangement
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
s. 56	power to apply to VCAT for review of a decision to issue a certificate under s.55			where Council is a party to an information usage arrangement
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
s. 61	function of receiving notice of complaint lodged with the Information Commissioner			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff
s. 62(1)	function of receiving notice that complaint is to be declined			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff
s. 62(3)	power to attend before the Information Commissioner and produce documents			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff

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PRIVACY AND DATA PROTECTION ACT 2014

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 62(7)	function of receiving notice of dismissal			
		CG - Co-ordinator Governance	26/08/2019	CEO to Staff
		DCORPS - Director Corporate Services	2/02/2015	CEO to Staff
		TLIK - Team Leader Information & Knowledge	3/08/2015	CEO to Staff
s. 63(2)	function of receiving notice of complaint being referred by the Information Commissioner			
		CG - Co-ordinator Governance	26/08/2019	CEO to Staff
		DCORPS - Director Corporate Services	2/02/2015	CEO to Staff
		TLIK - Team Leader Information & Knowledge	3/08/2015	CEO to Staff
s. 64(2)	function of receiving notice of complaint being dismissed by the Information Commissioner			
		CG - Co-ordinator Governance	26/08/2019	CEO to Staff
		DCORPS - Director Corporate Services	2/02/2015	CEO to Staff
		TLIK - Team Leader Information & Knowledge	3/08/2015	CEO to Staff
s. 66(1)	function of receiving notice that conciliation is inappropriate			
		CG - Co-ordinator Governance	26/08/2019	CEO to Staff
		DCORPS - Director Corporate Services	2/02/2015	CEO to Staff
		TLIK - Team Leader Information & Knowledge	3/08/2015	CEO to Staff
s. 66(6)	function of receiving notice of complaint being dismissed by the Information Commissioner			
		CG - Co-ordinator Governance	26/08/2019	CEO to Staff
		DCORPS - Director Corporate Services	2/02/2015	CEO to Staff
		TLIK - Team Leader Information & Knowledge	3/08/2015	CEO to Staff

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PRIVACY AND DATA PROTECTION ACT 2014

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 67(3)	power to attend conciliation and settle the matter			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff
s. 68(1)	power to give information or produce a document			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff
s. 69(1)	power to prepare and sign conciliation agreement			
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
s. 69(2)	power to lodge certified conciliation agreement			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff
s. 69(3)	function of receiving copy of registered record			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff
s. 71(1)	function of receiving notice of unsuccessful conciliation			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
PRIVACY AND DATA PROTECTION ACT 2014

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 71(6)	function of receiving notice of complaint being dismissed by the Information Commissioner			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff
s. 72	power to apply to VCAT for an interim order			
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
s. 77(1)	power to administer/implement order of VCAT			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff
s. 77(3)	function of receiving VCAT order relating to a public register administered by Council			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff
s. 78(1)	duty to comply with compliance notice served by the Information Commissioner			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff
s. 78(3)	power to apply for extension in relation to compliance notice			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
PRIVACY AND DATA PROTECTION ACT 2014

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 79(1)	power to give information or produce documents			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff
	TLIK - Team Leader Information & Knowledge		3/08/2015	CEO to Staff
s. 83(1)	power to apply to VCAT for review of a decision of the Information Commission under s.78(1)			
	DCORPS - Director Corporate Services		2/02/2015	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
PROFESSIONAL ENGINEERS REGISTRATION ACT 2019

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 75(3)	Duty to comply with a request under s 75(1)			Note: this duty is not yet in force and will commence on 1 July 2021, unless proclaimed earlier Where Council is a specified body
	MI - Manager Engineering Services		11/05/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
PUBLIC HEALTH AND WELLBEING (PRESCRIBED ACCOMMODATION) REGULATIONS 2009

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r. 17A(2)	power to determine a building to be of cultural heritage significance if one of the circumstances in (2)(a) - (d) exist			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

PUBLIC HEALTH AND WELLBEING ACT 2008

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 25	duty to report to the Secretary when required by notice			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		27/08/2018	CEO to Staff
s. 26(1)	duty to prepare municipal health and wellbeing plan within 12 months after each general election in accordance with s.26(2) + (3)			
	MACR - Manager Arts Culture & Recreation		4/11/2013	CEO to Staff
s. 26(4)	duty to review municipal public health and wellbeing plan annually and amend as appropriate			unless section 27 applies
	MACR - Manager Arts Culture & Recreation		4/11/2013	CEO to Staff
s. 26(4A)	duty to include a review of the measures referred to in s.26(2)(ba) when annually reviewing the municipal public health and wellbeing plan			unless s.27 applies
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		2/10/2017	CEO to Staff
s. 26(6)	duty to give a copy of the current municipal public health and wellbeing plan to the Secretary			unless s.27 applies
	MACR - Manager Arts Culture & Recreation		4/11/2013	CEO to Staff
s. 26(6A)	duty to report, to the Secretary, the measures referred to in s.26(2)(ba) at the intervals specified			unless s.27 applies
	MRS - Man Com Safety & Environmental Health		2/10/2017	CEO to Staff
s. 26(7)	duty to make copy of current municipal public health and wellbeing plan available for public inspection			unless s.27 applies
	MACR - Manager Arts Culture & Recreation		4/11/2013	CEO to Staff
s. 27(3)	power to apply to the Secretary for an exemption from complying with s.26			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

PUBLIC HEALTH AND WELLBEING ACT 2008

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 27(6)	duty to give a copy of the current Council Plan or Strategic Plan to the Secretary			if Council has been granted an exception from complying with s.26 and if change relates to matters in s.26(2)
	MACR - Manager Arts Culture & Recreation		4/11/2013	CEO to Staff
s. 28(a)	duty in a state of emergency to comply with an order of the Secretary			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MACR - Manager Arts Culture & Recreation		4/11/2013	CEO to Staff
	MERO - Director Infrastructure		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 29	appoints the officer to be an Environmental Health Officer for the purposes of enforcing the Public Health and Wellbeing Act 2008 and the Food Act 1984			
	CEH - Co-ordinator Environmental Health		6/11/2013	Auth Officer
	EHO2 - Environmental Health Officer		6/11/2013	Auth Officer
s. 29(1)	duty to appoint environmental health officer			Council must appoint at least one environmental health officer Council can only appoint person with the qualifications and experience specified in s.29(2)
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 31(4)	power to give directions to authorised officers			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 57(2)	power to disclose certain information to the Secretary Chief Health Officer or another Council			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
PUBLIC HEALTH AND WELLBEING ACT 2008

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 57(4)	power to disclose certain information to a Government Department statutory body or other person responsible for administering another Act or regulations			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s. 60	duty to remedy all nuisances in municipal district			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s. 62(2)	duty to investigate any notice of a nuisance			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s. 62(3)	duty to take action in s.62(3)(a) or (b) where nuisance is found to exist after investigation			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s. 62(3)(a)	function of taking action specified in s.62(4) where appropriate			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s. 62(3)(b)	function of determining whether matter is better settled privately and if so advising of methods for settling matter privately			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s. 62(4)(a)	power to exercise the powers in s.66 where that section applies for the purposes of s.62(3)(a)			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

PUBLIC HEALTH AND WELLBEING ACT 2008

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 62(4)(b)	power to issue an improvement notice or a prohibition notice for the purposes of s.62(3)(a)			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s. 62(4)(c)	power to bring proceedings under s.219(2) for an offence against this Act for the purposes of s.62(3)(a)			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s. 64	power to institute proceedings for an offence under s.61			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s. 65	power to investigate nuisance occurring outside municipal district			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 66(2)(a)	power to enter and take steps to abate nuisance and do all things necessary for abatement			where nuisance comes from land for which the occupier and owner are unknown or cannot be found, unless another Council is abating the nuisance under s.66(2)
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s. 66(2)(b)	power to do all things necessary for abatement of nuisance			where nuisance comes from land for which the occupier and owner are unknown or cannot be found, unless another Council is abating the nuisance under s.66(2)
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
PUBLIC HEALTH AND WELLBEING ACT 2008

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 66(4)	power to recover costs incurred under s.66(2)	CEH - Co-ordinator Environmental Health	4/11/2013	CEO to Staff
		EHO2 - Environmental Health Officer	4/11/2013	CEO to Staff
s. 71	function to receive applications for the issue renewal or transfer of a registration	CEH - Co-ordinator Environmental Health	4/11/2013	CEO to Staff
		EHO2 - Environmental Health Officer	4/11/2013	CEO to Staff
s. 73(1)(a)	power to give the applicant notice requiring specified information before considering the application under s.71	CEH - Co-ordinator Environmental Health	4/11/2013	CEO to Staff
		EHO2 - Environmental Health Officer	4/11/2013	CEO to Staff
s. 73(1)(b)	power to inspect prescribed accommodation or premises before considering the application under section 71	CEH - Co-ordinator Environmental Health	4/11/2013	CEO to Staff
		EHO2 - Environmental Health Officer	4/11/2013	CEO to Staff
s. 73(1)(c)	power to require alterations or improvements to prescribed accommodation or premises before considering the application under s.71	CEH - Co-ordinator Environmental Health	4/11/2013	CEO to Staff
		EHO2 - Environmental Health Officer	4/11/2013	CEO to Staff
s. 73(2)	power to issue transfer or renew a registration subject to s.73(1)(c)	CEH - Co-ordinator Environmental Health	4/11/2013	CEO to Staff
		EHO2 - Environmental Health Officer	4/11/2013	CEO to Staff
s. 73A	duty and power to enter information in the Rooming House Register			[note: this provision is not yet in operation and will commence 1/7/2014 if not proclaimed earlier]
		CEH - Co-ordinator Environmental Health	4/11/2013	CEO to Staff
		EHO2 - Environmental Health Officer	4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
PUBLIC HEALTH AND WELLBEING ACT 2008

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 74	power to decide issue transfer or renew registration			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s. 76(1)(a)	power to refuse to issue a registration			decision of delegate only valid where Council later ratifies the refusal
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 76(1)(b)	power to issue a registration subject to a condition imposed on the registration by the Council under s.73(2)			subject to s.74
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s. 76(1)(c)	power to vary a registration			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s. 76(1)(d)	power to cancel a registration			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s. 76(1)(e)	power to suspend a registration			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s. 76(1)(f)	power to refuse to transfer a registration			decision of delegate only valid where Council later ratifies the refusal
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

PUBLIC HEALTH AND WELLBEING ACT 2008

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 76(1)(g)	power to transfer a registration subject to a condition imposed on the registration by the Council under s.73(2)			subject to s.74
		CEH - Co-ordinator Environmental Health	4/11/2013	CEO to Staff
		EHO2 - Environmental Health Officer	4/11/2013	CEO to Staff
s. 76(1)(h)	power to refuse to renew a registration			decision of delegate only valid where Council later ratifies the refusal
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		MRS - Man Com Safety & Environmental Health	4/11/2013	CEO to Staff
s. 76(1)(i)	power to renew a registration subject to a condition imposed on the registration by the Council under s.73(2)			subject to s.74
		CEH - Co-ordinator Environmental Health	4/11/2013	CEO to Staff
		EHO2 - Environmental Health Officer	4/11/2013	CEO to Staff
s. 76(3)	duty to notify applicant or registration holder of decision under s.76 and ground(s) on which it was based			
		DCW - Director Communities and Place	4/11/2013	CEO to Staff
		MRS - Man Com Safety & Environmental Health	4/11/2013	CEO to Staff
s. 78	power to issue a replacement certificate of registration			
		CEH - Co-ordinator Environmental Health	4/11/2013	CEO to Staff
		EHO2 - Environmental Health Officer	4/11/2013	CEO to Staff
s.147(1)(b)(i)	authorises the officer to issue immunisation status certificates under section 148 of the Public Health and Wellbeing Act 2008			
		CEH - Co-ordinator Environmental Health	6/11/2013	Auth Officer
		EAPE - Executive Assistant	6/11/2013	Auth Officer
		EHO2 - Environmental Health Officer	6/11/2013	Auth Officer

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

PUBLIC HEALTH AND WELLBEING ACT 2008

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.181(1)	power to take any step in paragraphs (a)-(d) with respect to items seized by an authorised officer appointed by Council			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s.181(2)	duty to notify owner of item forfeited under s.181 (1)(c) setting out how to seek review of the decision			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s.182	power to destroy or otherwise dispose of forfeited item			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s.185(1)	function of receiving complaints about authorised officers appointed by the Council			complaint must be in writing or other form approved by Council
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s.185(2)	power to approve form in which complaint is made			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s.185(4)(a)	duty to investigate any written complaint provided under s.185(2)			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s.185(4)(b)	duty to provide written report to the complainant on the results of the investigation under s.185(4)(a)			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

PUBLIC HEALTH AND WELLBEING ACT 2008

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.194(2)(a)	power to issue an improvement notice			in accordance with s.194(3)
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s.194(2)(b)	power to issue a prohibition notice			in accordance with s.194(3)
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s.196(1)	power to apply to Magistrates Court for an injunction (compelling a person to comply or restraining a person from contravening an improvement notice or prohibition notice)			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s.197(2)	power to cause a complaint to be made to the Magistrates Court (where prohibition notice or improvement notice issued and person does not comply or nuisance likely to recur)			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s.197(5)(a)	power where order issued under s.197(4) to enter land and abate nuisance and do whatever is necessary to execute the order			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
PUBLIC HEALTH AND WELLBEING ACT 2008

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.197(5)(b)	power to recover costs and expenses incurred			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s.197(6)	power to recover costs and expenses in court			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
	RO - Revenue Officer		4/11/2013	CEO to Staff
s.205(2)	function of receiving applications for review of Council decisions			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s.205(3)	duty to review decision where application received under s.205(2)			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s.205(5)	power to agree a period greater than 28 days for review of a decision with the applicant			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s.205(6)(a)	power to make a decision affirming varying or revoking a decision			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s.205(6)(b)	power to make any other decision where original decision is revoked			where decision is to refuse an application, decision of delegate only valid where Council later ratifies the refusal
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
PUBLIC HEALTH AND WELLBEING ACT 2008

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.205(7)	duty to give applicant for review a written statement of the decision and reasons			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s.205(8)	duty to inform applicant for review of right to apply to VCAT for a review under s207			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s.209(2)	power to serve infringement notice			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s.219	authorises the officer generally to institute proceedings and represent Council in proceedings for offences against Acts, regulations and local laws described in the instrument			
	CEH - Co-ordinator Environmental Health		6/11/2013	Auth Officer
	DCW - Director Communities and Place		24/08/2020	Auth Officer
	EHO2 - Environmental Health Officer		6/11/2013	Auth Officer
s.219(2)(a)	power to bring proceedings for offence against Part 6 9 or 10 (or any regulations under Part 6 9 or 10)			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s.219(2)(b)	power to bring proceedings for offence relating to an improvement notice or a prohibition notice			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
PUBLIC HEALTH AND WELLBEING ACT 2008

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.226(2)	power to sign evidentiary certificates under this Act			
	CEO - Chief Executive Officer		3/08/2015	CEO Direct
s.228(1)	power to seek reimbursement of costs incurred where person is found guilty of an offence			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s.228(2)	power to seek payment for cost of work conducted by Council where awarded legal costs			'work' is defined in s.228(3)
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s.229(3)	power to take the actions necessary to ensure compliance with the direction requirement improvement notice or prohibition notice			where Council is so authorised by Chief Health Officer under s.229(2)
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s.230(2)(b)	power to recover in court costs incurred under s.229			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
ss.147 + 148	power to authorise person to issue an immunisation status certificate			
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
PUBLIC HEALTH AND WELLBEING REGULATIONS 2019

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r. 19(6)	Function of receiving a copy of a disease vector control notice			
	CEH - Co-ordinator Environmental Health		11/05/2020	CEO to Staff
	EHO2 - Environmental Health Officer		11/05/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		11/05/2020	CEO to Staff
r. 59(4)	Function of being notified of test results			
	CEH - Co-ordinator Environmental Health		11/05/2020	CEO to Staff
	EHO2 - Environmental Health Officer		11/05/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		11/05/2020	CEO to Staff
r. 59(7)	Function of receiving written notice			
	CEH - Co-ordinator Environmental Health		11/05/2020	CEO to Staff
	EHO2 - Environmental Health Officer		11/05/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		11/05/2020	CEO to Staff
r. 98	Function of being notified by the Secretary			
	CEH - Co-ordinator Environmental Health		11/05/2020	CEO to Staff
	EHO2 - Environmental Health Officer		11/05/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		11/05/2020	CEO to Staff
r.112(1)	Power to request information			
	CEH - Co-ordinator Environmental Health		11/05/2020	CEO to Staff
	EHO2 - Environmental Health Officer		11/05/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		11/05/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

PUBLIC INTEREST DISCLOSURES ACT 2012

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
Sch.1 cl.25(2)	duty to complete the investigation of the disclosure under the Whistleblowers Protection Act 2001 and take action listed in Sch.1 cl.25(2)(b)			Note: applies where an investigation has been started by not completed under the Whistleblowers Protection Act 2001
	N/A -		15/02/2016	CEO to Staff
Sch.1 cl.29(2)	duty to notify IBAC within 28 days of a disclosure made after commencement of this Act			
	N/A -		15/02/2016	CEO to Staff
s. 12(2)	Function of receiving a disclosure			
	CEO - Chief Executive Officer		11/05/2020	CEO Direct
	DCORPS - Director Corporate Services		11/05/2020	CEO Direct
s.16(1)	Function of receiving a public interest disclosure that relates to the conduct of Council or of a member, officer or employee of Council			Subject to s.16(2)
	DCORPS - Director Corporate Services		11/05/2020	CEO to Staff
	MPC - Manager People & Culture		11/05/2020	CEO to Staff
s.21(2)	Duty to, no later than 28 days after the disclosure is made, notify the disclosure to the appropriate entity for assessment under Part 3			Where Council is a receiving entity
	DCORPS - Director Corporate Services		11/05/2020	CEO to Staff
	MPC - Manager People & Culture		11/05/2020	CEO to Staff
s.23	power to provide information in respect of the disclosure			
	CEO - Chief Executive Officer		7/04/2014	CEO to Staff
s.24(2)	Duty to advise the person who made the disclosure that the disclosure has been notified to the IBAC, the Victorian Inspectorate or the Integrity and Oversight Committee (as the case may be) for assessment			Where Council is a receiving entity
	DCORPS - Director Corporate Services		11/05/2020	CEO to Staff
	MPC - Manager People & Culture		11/05/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
PUBLIC INTEREST DISCLOSURES ACT 2012

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.24(3)	Duty to advise the person who made the disclosure of the matters in s 24(3)(a) – (c)			Where Council is a receiving entity
	Not Delegated -		7/04/2014	CEO to Staff
s.26(6)	Function of being consulted by IBAC			Where Council is a notifying entity
	DCORPS - Director Corporate Services		11/05/2020	CEO to Staff
	MPC - Manager People & Culture		11/05/2020	CEO to Staff
s.27	function of receiving notification of IBAC's determination			Where Council is a notifying entity
	DCORPS - Director Corporate Services		7/04/2014	CEO to Staff
s.54(1)	power to disclose information regarding an assessable disclosure or identity of person who has made an assessable disclosure, only in the circumstances listed in s.54(2)			
	DCORPS - Director Corporate Services		7/04/2014	CEO to Staff
s.58(1)	duty to establish procedures to facilitate the making of disclosures and the handling of those disclosures			
	DCORPS - Director Corporate Services		7/04/2014	CEO to Staff
s.58(5)	duty to establish procedures for the protection of persons from detrimental action by the Council, Council officers or Councillors			
	DCORPS - Director Corporate Services		7/04/2014	CEO to Staff
s.59(4)	duty to make procedures established under s.58 available to the public and to staff and Councillors			
	DCORPS - Director Corporate Services		7/04/2014	CEO to Staff
s.61(1)	Function of receiving recommendations from IBAC			
	DCORPS - Director Corporate Services		11/05/2020	CEO to Staff
	MPC - Manager People & Culture		11/05/2020	CEO to Staff
s.70(1)	duty to include certain items in annual report			
	MOD - Human Resources Lead		7/04/2014	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

PUBLIC RECORDS ACT 1973

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.8A	duty to cause records to be transferred to custody of Public Records Office			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND

r. 7	function of entering into a written agreement with a caravan park owner		
	CEH - Co-ordinator Environmental Health	4/11/2013	To Staff
	EHO2 - Environmental Health Officer	4/11/2013	To Staff
r.11	function of receiving application for registration		
	CEH - Co-ordinator Environmental Health	4/11/2013	To Staff
	EHO2 - Environmental Health Officer	4/11/2013	To Staff
r.13(1)	duty to grant the registration if satisfied that the caravan park complies with these regulations		
	CEH - Co-ordinator Environmental Health	4/11/2013	To Staff
	EHO2 - Environmental Health Officer	4/11/2013	To Staff
r.13(2)	duty to renew the registration if satisfied that the caravan park complies with these regulations		
	CEH - Co-ordinator Environmental Health	4/11/2013	To Staff
	CEH - Co-ordinator Environmental Health	2/02/2015	To Staff
	DCW - Director Communities and Place	24/08/2020	To Staff
	EHO2 - Environmental Health Officer	4/11/2013	To Staff
r.13(4) & (5)	duty to issue certificate of registration		
	CEH - Co-ordinator Environmental Health	7/04/2014	To Staff
	EHO2 - Environmental Health Officer	7/04/2014	To Staff
r.15(1)	function of receiving notice of transfer of ownership		
	CEH - Co-ordinator Environmental Health	4/11/2013	To Staff
	EHO2 - Environmental Health Officer	4/11/2013	To Staff
r.15(3)	power to determine where notice of transfer is displayed		
	CEH - Co-ordinator Environmental Health	4/11/2013	To Staff
	EHO2 - Environmental Health Officer	4/11/2013	To Staff
r.16(1)	duty to transfer registration to new caravan park owner		
	CEH - Co-ordinator Environmental Health	4/11/2013	To Staff
	EHO2 - Environmental Health Officer	4/11/2013	To Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND

r.16(2)	duty to issue a certificate of transfer of registration		
	CEH - Co-ordinator Environmental Health	4/11/2013	To Staff
	EHO2 - Environmental Health Officer	4/11/2013	To Staff
r.17(1)	power to determine the fee to accompany applications for registration or applications for renewal of registration		
	CEH - Co-ordinator Environmental Health	4/11/2013	To Staff
	EHO2 - Environmental Health Officer	4/11/2013	To Staff
r.18	duty to keep register of caravan parks		
	CEH - Co-ordinator Environmental Health	4/11/2013	To Staff
	EHO2 - Environmental Health Officer	4/11/2013	To Staff
r.19(4)	power to determine where the emergency contact persons details are displayed		
	CEH - Co-ordinator Environmental Health	4/11/2013	To Staff
	EHO2 - Environmental Health Officer	4/11/2013	To Staff
r.19(6)	power to determine where certain information is displayed		
	CEH - Co-ordinator Environmental Health	4/11/2013	To Staff
	EHO2 - Environmental Health Officer	4/11/2013	To Staff
r.22A(1)	duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner		
	CEH - Co-ordinator Environmental Health	7/04/2014	To Staff
	EHO2 - Environmental Health Officer	7/04/2014	To Staff
r.22A(2)	duty to consult with relevant emergency services agencies		
	CEH - Co-ordinator Environmental Health	7/04/2014	To Staff
	EHO2 - Environmental Health Officer	7/04/2014	To Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND

r.23	power to determine places in which caravan park owner must display a copy of emergency procedures		
	CEH - Co-ordinator Environmental Health	4/11/2013	To Staff
	EHO2 - Environmental Health Officer	4/11/2013	To Staff
r.24	power to determine places in which caravan park owner must display copy of public emergency warnings		
	CEH - Co-ordinator Environmental Health	4/11/2013	To Staff
	EHO2 - Environmental Health Officer	4/11/2013	To Staff
r.25(3)	duty to consult with relevant floodplain management authority		
	CEH - Co-ordinator Environmental Health	4/11/2013	To Staff
	EHO2 - Environmental Health Officer	4/11/2013	To Staff
r.26	duty to have regard to any report of the relevant fire authority		
	CEH - Co-ordinator Environmental Health	4/11/2013	To Staff
	EHO2 - Environmental Health Officer	4/11/2013	To Staff
r.28(c)	power to approve system for the collection removal and disposal of sewage and waste water from a movable dwelling		
	CEH - Co-ordinator Environmental Health	4/11/2013	To Staff
	EHO2 - Environmental Health Officer	4/11/2013	To Staff
r.39	function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe		
	CEH - Co-ordinator Environmental Health	4/11/2013	To Staff
	EHO2 - Environmental Health Officer	4/11/2013	To Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND

r.39(b)	power to require notice of proposal to install unregistrable movable dwelling or rigid annexe		
	CEH - Co-ordinator Environmental Health	4/11/2013	To Staff
	EHO2 - Environmental Health Officer	4/11/2013	To Staff
r.40(4)	function of receiving installation certificate		
	CEH - Co-ordinator Environmental Health	4/11/2013	To Staff
	EHO2 - Environmental Health Officer	4/11/2013	To Staff
r.42	power to approve use of a non-habitable structure as a dwelling or part of a dwelling		
	DCW - Director Communities and Place	24/08/2020	To Staff
sch 3 Cl 4(3)	power to approve the removal of wheels and axles from unregistrable movable dwelling		
	MBS - Municipal Building Surveyor	4/11/2013	To Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND

r. 10	Function of receiving application for registration of a caravan park		
	CEH - Co-ordinator Environmental Health	24/08/2020	CEO to Staff
	EHO2 - Environmental Health Officer	24/08/2020	CEO to Staff
r. 12(1)	Duty to grant the registration if satisfied		
	CEH - Co-ordinator Environmental Health	24/08/2020	CEO to Staff
	EHO2 - Environmental Health Officer	24/08/2020	CEO to Staff
r. 12(2)	Duty to renew the registration		
	CEH - Co-ordinator Environmental Health	24/08/2020	CEO to Staff
	EHO2 - Environmental Health Officer	24/08/2020	CEO to Staff
r. 12(3)	Duty to consider matters at (a) – €		
	CEH - Co-ordinator Environmental Health	24/08/2020	CEO to Staff
	EHO2 - Environmental Health Officer	24/08/2020	CEO to Staff
r. 12(4)	Duty to issue a certificate of registration in the form prescribed		
	CEH - Co-ordinator Environmental Health	24/08/2020	CEO to Staff
	EHO2 - Environmental Health Officer	24/08/2020	CEO to Staff
r. 12(5)	Duty to issue a certificate of renewal of registration in the form prescribed		
	CEH - Co-ordinator Environmental Health	24/08/2020	CEO to Staff
	EHO2 - Environmental Health Officer	24/08/2020	CEO to Staff
r. 14(1)	Function of receiving notice of transfer of ownership of a caravan park		
	CEH - Co-ordinator Environmental Health	24/08/2020	CEO to Staff
	EHO2 - Environmental Health Officer	24/08/2020	CEO to Staff
r. 15(1)	Duty to grant the transfer of registration to the new caravan park owner		
	CEH - Co-ordinator Environmental Health	24/08/2020	CEO to Staff
	EHO2 - Environmental Health Officer	24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND

r. 15(2)	Duty to issue a certificate of transfer of registration in the form prescribed		
	CEH - Co-ordinator Environmental Health	24/08/2020	CEO to Staff
	EHO2 - Environmental Health Officer	24/08/2020	CEO to Staff
r. 17	Duty to keep a register of the caravan parks		Must contain information referred to in r 17(1) (a) – (i)
	CEH - Co-ordinator Environmental Health	24/08/2020	CEO to Staff
	EHO2 - Environmental Health Officer	24/08/2020	CEO to Staff
r. 22(1)	Duty to notify the caravan park owner of the relevant emergency services agencies for the caravan park		
	CEH - Co-ordinator Environmental Health	24/08/2020	CEO to Staff
	EHO2 - Environmental Health Officer	24/08/2020	CEO to Staff
r. 22(2)	Power to consult with the relevant emergency services agencies		
	CEH - Co-ordinator Environmental Health	24/08/2020	CEO to Staff
	EHO2 - Environmental Health Officer	24/08/2020	CEO to Staff
r. 25(3)	Power to consult with the relevant floodplain management authority		
	CEH - Co-ordinator Environmental Health	24/08/2020	CEO to Staff
	EHO2 - Environmental Health Officer	24/08/2020	CEO to Staff
r. 26	Power to have regard to any report of the relevant fire authority in relation to the caravan park		
	CEH - Co-ordinator Environmental Health	24/08/2020	CEO to Staff
	EHO2 - Environmental Health Officer	24/08/2020	CEO to Staff
r. 40	Function of receiving notice of proposal to install an unregistrable movable dwelling or rigid annexe in a caravan park		
	CEH - Co-ordinator Environmental Health	24/08/2020	CEO to Staff
	EHO2 - Environmental Health Officer	24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND

r. 41(4)	Function of receiving a copy of installation certificate		
	CEH - Co-ordinator Environmental Health	24/08/2020	CEO to Staff
	EHO2 - Environmental Health Officer	24/08/2020	CEO to Staff
r. 43	Power to approve a non-habitable structure as a dwelling or part of a dwelling for use		
	CEH - Co-ordinator Environmental Health	24/08/2020	CEO to Staff
	EHO2 - Environmental Health Officer	24/08/2020	CEO to Staff
sch. 3 cl 4(3)(b)	Power to approve removal of wheels and axels from unregistrable movable dwelling on a chassis		
	CEH - Co-ordinator Environmental Health	24/08/2020	CEO to Staff
	EHO2 - Environmental Health Officer	24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

RESIDENTIAL TENANCIES ACT 1997

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 142D	function of receiving notice regarding an unregistered rooming house			
	CEH - Co-ordinator Environmental Health		4/11/2013	To Staff
	EHO2 - Environmental Health Officer		4/11/2013	To Staff
s. 206AZA(2)	Function of receiving written notification			
	CEH - Co-ordinator Environmental Health		11/05/2020	To Staff
	MRS - Man Com Safety & Environmental Health		11/05/2020	To Staff
s. 207ZE(2)	Function of receiving written notification			
	CEH - Co-ordinator Environmental Health		11/05/2020	To Staff
	MRS - Man Com Safety & Environmental Health		11/05/2020	To Staff
s. 91ZU(1)	Power to give a renter a notice to vacate rented premises			Where Council is a public statutory authority engaged in the provision of housing.
	CEH - Co-ordinator Environmental Health		11/05/2020	To Staff
	MRS - Man Com Safety & Environmental Health		11/05/2020	To Staff
s. 91ZZC(1)	Power to give a renter a notice to vacate rented premises			Where Council is a public statutory authority authorised to acquire land compulsorily for its purposes
	CEH - Co-ordinator Environmental Health		11/05/2020	To Staff
	MRS - Man Com Safety & Environmental Health		11/05/2020	To Staff
s. 91ZZE(1)	Power to give a renter a notice to vacate rented premises			Where Council is a public statutory authority engaged in the provision of housing
	CEH - Co-ordinator Environmental Health		11/05/2020	To Staff
	MRS - Man Com Safety & Environmental Health		11/05/2020	To Staff
s. 91ZZE(3)	Power to publish Council's criteria for eligibility for the provision of housing			Where Council is a public statutory authority engaged in the provision of housing
	CEH - Co-ordinator Environmental Health		11/05/2020	To Staff
	MRS - Man Com Safety & Environmental Health		11/05/2020	To Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
RESIDENTIAL TENANCIES ACT 1997

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.142G(1)	duty to enter required information in Rooming House Register for each rooming house in municipal district	CEH - Co-ordinator Environmental Health	7/04/2014	To Staff
		EHO2 - Environmental Health Officer	7/04/2014	To Staff
s.142G(2)	power to enter certain information in the Rooming House Register	CEH - Co-ordinator Environmental Health	7/04/2014	To Staff
		EHO2 - Environmental Health Officer	7/04/2014	To Staff
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 - Co-ordinator Environmental Health	7/04/2014	To Staff
		EHO2 - Environmental Health Officer	7/04/2014	To Staff
s.311A(2)	Function of receiving written notification	CEH - Co-ordinator Environmental Health	11/05/2020	To Staff
		MRS - Man Com Safety & Environmental Health	11/05/2020	To Staff
s.317ZDA(2)	Function of receiving written notification	CEH - Co-ordinator Environmental Health	11/05/2020	To Staff
		MRS - Man Com Safety & Environmental Health	11/05/2020	To Staff
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 - Co-ordinator Environmental Health	4/11/2013	To Staff
		EHO2 - Environmental Health Officer	4/11/2013	To Staff
s.522(1)	power to give a compliance notice to a person	CEH - Co-ordinator Environmental Health	4/11/2013	To Staff
		EHO2 - Environmental Health Officer	4/11/2013	To Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
RESIDENTIAL TENANCIES ACT 1997

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.525(2)	appoints the officer to exercise the powers set out in s.526 of the Residential Tenancies Act 1997			
	CEH - Co-ordinator Environmental Health		6/11/2013	Auth Officer
	DCW - Director Communities and Place		4/11/2013	To Staff
	EHO2 - Environmental Health Officer		6/11/2013	Auth Officer
s.525(4)	duty to issue identity card to authorised officers			
	MOD - Human Resources Lead		4/11/2013	To Staff
s.526(5)	duty to keep record of entry by authorised officer under s.526			
	DCW - Director Communities and Place		4/11/2013	To Staff
s.526A(3)	function of receiving report of inspection			
	DCW - Director Communities and Place		4/11/2013	To Staff
s.527	authorises the officer generally to institute proceedings and represent Council in proceedings for offences against Acts, regulations and local laws described in the instrument			
	CEH - Co-ordinator Environmental Health		6/11/2013	Auth Officer
	DCW - Director Communities and Place		24/08/2020	Auth Officer
	DCW - Director Communities and Place		4/11/2013	To Staff
	EHO2 - Environmental Health Officer		6/11/2013	Auth Officer

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
ROAD MANAGEMENT (GENERAL) REGULATIONS 2016

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r. 8(1)	duty to conduct reviews of road management plan			
	DI - Director Infrastructure		15/02/2016	To Staff
	MSAM - Manager Strategic Asset Management		27/08/2018	To Staff
r. 9(2)	duty to produce written report of review of road management plan and make report available			
	DI - Director Infrastructure		15/02/2016	To Staff
	MSAM - Manager Strategic Asset Management		27/08/2018	To Staff
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)			where Council is the coordinating road authority
	DI - Director Infrastructure		5/09/2016	To Staff
	MSAM - Manager Strategic Asset Management		27/08/2018	To Staff
r. 10	duty to give notice of amendment which relates to standard of construction inspection maintenance or repair under s.41 of the Act.			
	MI - Manager Engineering Services		4/11/2013	To Staff
	MSAM - Manager Strategic Asset Management		27/08/2018	To Staff
r. 13(1)	Duty to publish notice of amendments to road management plan			where Council is the coordinating road authority
	DI - Director Infrastructure		5/09/2016	To Staff
	MSAM - Manager Strategic Asset Management		27/08/2018	To Staff
r. 13(3)	duty to record on road management plan the substance and date of effect of amendment			
	DI - Director Infrastructure		15/02/2016	To Staff
	MSAM - Manager Strategic Asset Management		27/08/2018	To Staff
r. 16(3)	power to issue permit			where Council is the coordinating road authority
	DI - Director Infrastructure		4/11/2013	To Staff
	MI - Manager Engineering Services		27/08/2018	To Staff
	MO - Manager Operations		27/08/2018	To Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
ROAD MANAGEMENT (GENERAL) REGULATIONS 2016

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r. 18(1)	power to give written consent re damage to road			where Council is the coordinating road authority
		DI - Director Infrastructure	4/11/2013	To Staff
		MI - Manager Engineering Services	27/08/2018	To Staff
		MO - Manager Operations	27/08/2018	To Staff
		MSAM - Manager Strategic Asset Management	27/08/2018	To Staff
r. 23(2)	power to make submission to Tribunal			where Council is the coordinating road authority
		DI - Director Infrastructure	4/11/2013	To Staff
r. 23(4)	power to charge a fee for application under s.66(1) Road Management Act			where Council is the coordinating road authority
		DI - Director Infrastructure	5/09/2016	To Staff
r. 25(1)	power to remove objects refuse rubbish or other material deposited or left on road			where Council is the responsible road authority
		MI - Manager Engineering Services	27/08/2018	To Staff
		MO - Manager Operations	4/11/2013	To Staff
r. 25(2)	power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))			where Council is the responsible road authority
		DI - Director Infrastructure	4/11/2013	To Staff
r. 25(5)	power to recover in the Magistrates Court expenses from person responsible			
		DI - Director Infrastructure	4/11/2013	To Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
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			where council is the coordinating road authority and where consent given under s.63(1) of the Act
	DI - Director Infrastructure		15/02/2016	To Staff
r. 22(2)	power to waive whole or part of fee in certain circumstances			where council is the coordinating road authority
	DI - Director Infrastructure		15/02/2016	To Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

ROAD MANAGEMENT ACT 2004

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 11(1)	power to declare a road by publishing a notice in the Government Gazette			obtain consent in circumstances specified in s.11(2)
	DI - Director Infrastructure		4/11/2013	To Staff
s. 11(10)	duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.			clause subject to s.11(10A)
	AME - Co-ordinator Assets		26/08/2019	To Staff
	MI - Manager Engineering Services		26/08/2019	To Staff
s. 11(10A)	duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person			where Council is the coordinating road authority
	DI - Director Infrastructure		4/11/2013	To Staff
s. 11(8)	power to name a road or change the name of a road by publishing notice in Government Gazette			
	Not Delegated -		4/11/2013	To Staff
s. 11(9)(b)	duty to advise Registrar			
	AME - Co-ordinator Assets		26/08/2019	To Staff
	MI - Manager Engineering Services		26/08/2019	To Staff
s. 12(10)	duty to notify of decision made			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
	DI - Director Infrastructure		4/11/2013	To Staff
s. 12(2)	power to discontinue road or part of a road			were Council is the coordinating road authority
	Not Delegated -		26/08/2019	To Staff
s. 12(4)	power to publish and provide copy notice of proposed discontinuance			power of coordinating road authority where it is the discontinuing body, unless s.12(11) applies
	DI - Director Infrastructure		4/11/2013	To Staff
s. 12(5)	duty to consider written submissions received within 28 days of notice			duty of coordinating road authority where it is the discontinuing body, unless s.12(11) applies
	DI - Director Infrastructure		4/11/2013	To Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

ROAD MANAGEMENT ACT 2004

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 12(6)	function of hearing a person in support of their written submission			function of coordinating road authority where it is the discontinuing body, unless s.12(11) applies
	DI - Director Infrastructure		4/11/2013	To Staff
s. 12(7)	duty to fix day time and place of meeting under subsection (6) and to give notice			duty of coordinating road authority where it is the discontinuing body, unless s.12(11) applies
	DI - Director Infrastructure		4/11/2013	To Staff
s. 13(1)	power to fix the boundary of a road by publishing notice in Government Gazette			power of coordinating road authority and obtain consent under s.13(3) and s.13(4) as appropriate
	Not Delegated -		26/08/2019	To Staff
s. 14(4)	function of receiving notice from the Head, Transport for Victoria			
	DI - Director Infrastructure		4/11/2013	To Staff
s. 14(7)	power to appeal to the Minister regarding decision of the Head, Transport for Victoria			
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	Not Delegated -		11/05/2020	To Staff
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			
	DI - Director Infrastructure		4/11/2013	To Staff
s. 15(1A)	power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority			
	DI - Director Infrastructure		4/11/2013	To Staff
s. 15(2)	duty to include details of arrangement in public roads register			
	DI - Director Infrastructure		4/11/2013	To Staff
s. 16(7)	power to enter into an arrangement under s.15			
	DI - Director Infrastructure		4/11/2013	To Staff
s. 16(8)	duty to enter details of determination in public roads register			
	DI - Director Infrastructure		4/11/2013	To Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

ROAD MANAGEMENT ACT 2004

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 17(2)	duty to register public road in public roads register			where Council is the coordinating road authority
	DI - Director Infrastructure		4/11/2013	To Staff
s. 17(3)	duty to register a road reasonably required for general public use in public roads register			where Council is the coordinating road authority
	DI - Director Infrastructure		4/11/2013	To Staff
	DI - Director Infrastructure		4/11/2013	To Staff
	MSAM - Manager Strategic Asset Management		27/08/2018	To Staff
s. 17(4)	duty to remove road no longer reasonably required for general public use from public roads register			where Council is the coordinating road authority
	DI - Director Infrastructure		4/11/2013	To Staff
	Not Delegated -		26/08/2019	To Staff
s. 18(1)	power to designate ancillary area			where Council is the coordinating road authority, and obtain consent in circumstances specified in s.18(2)
	DI - Director Infrastructure		4/11/2013	To Staff
s. 18(3)	duty to record designation in public roads register			where Council is the coordinating road authority
	DI - Director Infrastructure		4/11/2013	To Staff
s. 19(1)	duty to keep register of public roads in respect of which it is the coordinating road authority			
	DI - Director Infrastructure		4/11/2013	To Staff
s. 19(4)	duty to specify details of discontinuance in public roads register			
	DI - Director Infrastructure		4/11/2013	To Staff
s. 19(5)	duty to ensure public roads register is available for public inspection			
	DI - Director Infrastructure		4/11/2013	To Staff
s. 21	function of replying to request for information or advice			obtain consent in circumstances specified in section 11(2)
	DI - Director Infrastructure		4/11/2013	To Staff
s. 22(2)	function of commenting on proposed direction			
	DI - Director Infrastructure		4/11/2013	To Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

ROAD MANAGEMENT ACT 2004

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 22(4)	duty to publish a copy or summary of any direction made under s.22 by the Minister in its annual report.			
	DI - Director Infrastructure		4/11/2013	To Staff
s. 22(5)	duty to give effect to a direction under s.22.			
	DI - Director Infrastructure		4/11/2013	To Staff
s. 40(1)	duty to inspect maintain and repair a public road.			
	DI - Director Infrastructure		15/02/2016	To Staff
	MO - Manager Operations		4/11/2013	To Staff
	MSAM - Manager Strategic Asset Management		27/08/2018	To Staff
s. 40(5)	power to inspect maintain and repair a road which is not a public road			
	DI - Director Infrastructure		15/02/2016	To Staff
	MI - Manager Engineering Services		15/02/2016	To Staff
	MO - Manager Operations		4/11/2013	To Staff
	MSAM - Manager Strategic Asset Management		27/08/2018	To Staff
s. 41(1)	power to determine the standard of construction inspection maintenance and repair			
	DI - Director Infrastructure		4/11/2013	To Staff
s. 42(1)	power to declare a public road as a controlled access road			power of coordinating road authority and sch 2 also applies
	DI - Director Infrastructure		4/11/2013	To Staff
s. 42(2)	power to amend or revoke declaration by notice published in Government Gazette			power of coordinating road authority and sch 2 also applies
	DI - Director Infrastructure		4/11/2013	To Staff
s. 42A(3)	duty to consult with VicRoads before road is specified			where Council is the coordinating road authority, if road is a municipal road or part thereof
	DI - Director Infrastructure		4/11/2013	To Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

ROAD MANAGEMENT ACT 2004

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 42A(4)	power to approve Ministers decision to specify a road as a specified freight road			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
	DI - Director Infrastructure		4/11/2013	To Staff
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)			where Council is the responsible road authority, infrastructure manager or works manager
	MO - Manager Operations		4/11/2013	To Staff
s. 48M(3)	function of consulting with the relevant authority for purposes of developing guidelines under s.48M			
	DI - Director Infrastructure		15/02/2016	To Staff
	MI - Manager Engineering Services		4/11/2013	To Staff
	MSAM - Manager Strategic Asset Management		27/08/2018	To Staff
s. 49	power to develop and publish a road management plan			
	DI - Director Infrastructure		4/11/2013	To Staff
s. 51	power to determine standards by incorporating the standards in a road management plan			
	DI - Director Infrastructure		4/11/2013	To Staff
s. 53(2)	power to cause notice to be published in Government Gazette of amendment etc of document in road management plan			
	DI - Director Infrastructure		15/02/2016	To Staff
	MSAM - Manager Strategic Asset Management		27/08/2018	To Staff
s. 54(2)	duty to give notice of proposal to make a road management plan			
	DI - Director Infrastructure		15/02/2016	To Staff
	MSAM - Manager Strategic Asset Management		27/08/2018	To Staff
s. 54(5)	duty to conduct a review of road management plan at prescribed intervals			
	DI - Director Infrastructure		15/02/2016	To Staff
	MSAM - Manager Strategic Asset Management		27/08/2018	To Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

ROAD MANAGEMENT ACT 2004

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 54(6)	power to amend road management plan			
	DI - Director Infrastructure		4/11/2013	To Staff
	MSAM - Manager Strategic Asset Management		27/08/2018	To Staff
s. 54(7)	duty to incorporate the amendments into the road management plan			
	DI - Director Infrastructure		15/02/2016	To Staff
	MSAM - Manager Strategic Asset Management		27/08/2018	To Staff
s. 55(1)	duty to cause notice of road management plan to be published in Government Gazette and newspaper			
	DI - Director Infrastructure		15/02/2016	To Staff
	MSAM - Manager Strategic Asset Management		27/08/2018	To Staff
s. 63(1)	power to consent to conduct of works on road			
				where Council is the coordinating road authority
	DI - Director Infrastructure		15/02/2016	To Staff
	MI - Manager Engineering Services		4/11/2013	To Staff
	MO - Manager Operations		27/08/2018	To Staff
s. 63(2)(e)	power to conduct or to authorise the conduct of works in on under or over a road in an emergency			
				where Council is the infrastructure manager
	DI - Director Infrastructure		4/11/2013	To Staff
	MO - Manager Operations		26/08/2019	To Staff
s. 64(1)	duty to comply with cl 13 of Sch 7			
				where Council is the infrastructure manager or works manager
	DI - Director Infrastructure		15/02/2016	To Staff
	MI - Manager Engineering Services		4/11/2013	To Staff
	MO - Manager Operations		4/11/2013	To Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
ROAD MANAGEMENT ACT 2004

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 66(1)	power to consent to structure etc			where Council is the coordinating road authority
	DI - Director Infrastructure		15/02/2016	To Staff
	MI - Manager Engineering Services		4/11/2013	To Staff
	MSAM - Manager Strategic Asset Management		27/08/2018	To Staff
s. 67(2)	function of receiving the name + address of the person responsible for distributing the sign or bill			where Council is the coordinating road authority
	DI - Director Infrastructure		15/02/2016	To Staff
	MI - Manager Engineering Services		4/11/2013	To Staff
	MO - Manager Operations		27/08/2018	To Staff
s. 67(3)	power to request information			where Council is the coordinating road authority
	DI - Director Infrastructure		15/02/2016	To Staff
	MI - Manager Engineering Services		4/11/2013	To Staff
	MO - Manager Operations		27/08/2018	To Staff
s. 68(2)	power to request information			where Council is the coordinating road authority
	DI - Director Infrastructure		15/02/2016	To Staff
	MI - Manager Engineering Services		4/11/2013	To Staff
	MO - Manager Operations		27/08/2018	To Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

ROAD MANAGEMENT ACT 2004

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 71(3)	appoints the officer to be an authorised officer for the purposes of the Road management Act 2004.			
	CCS - Co-ordinator Community Safety		5/12/2019	Auth Officer
	CISS - Co-ordinator Civil Works		2/10/2017	Auth Officer
	CSO1 - Community Safety Officer		5/12/2019	Auth Officer
	CSO2 - Community Safety Officer		2/03/2020	Auth Officer
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/12/2019	Auth Officer
	CSO4 - Community Safety officer		5/12/2019	Auth Officer
	DI - Director Infrastructure		4/11/2013	To Staff
	DI - Director Infrastructure		12/04/2018	Auth Officer
	MO - Manager Operations		6/11/2013	Auth Officer
	PM1 - Project Manager AC		6/11/2013	Auth Officer
	PM2 - Project Manager JH		6/11/2013	Auth Officer
	SRI - Road and Asset Condition Inspector		6/11/2013	Auth Officer
	TLSCS - Team Leader School Crossing Superisor		5/12/2019	Auth Officer
s. 72	duty to issue an identity card to each authorised officer			
	DI - Director Infrastructure		4/11/2013	To Staff
s. 72(1)	Duty to issue an identity card to each authorised officer the entity appoints			Where Council is an appointing entity
	CG - Co-ordinator Governance		11/05/2020	CEO to Staff
	MSAM - Manager Strategic Asset Management		11/05/2020	CEO to Staff
s. 85	function of receiving report from authorised officer			
	DI - Director Infrastructure		4/11/2013	To Staff
s. 86	Duty to keep a register containing the particulars of all matters reported to Council under s 85			Where Council is the appointing entity
	AME - Co-ordinator Assets		11/05/2020	CEO to Staff
	DI - Director Infrastructure		4/11/2013	To Staff
	MSAM - Manager Strategic Asset Management		11/05/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

ROAD MANAGEMENT ACT 2004

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 87(1)	Function of receiving complaints about the exercise of a power by an authorised officer under the Road Management Act 2004 (Vic)			Where Council is the appointing entity
	AME - Co-ordinator Assets		11/05/2020	CEO to Staff
	DI - Director Infrastructure		4/11/2013	To Staff
	MSAM - Manager Strategic Asset Management		11/05/2020	CEO to Staff
s. 87(2)	duty to investigate complaint and provide report			
	DI - Director Infrastructure		4/11/2013	To Staff
s. 87(2)(a)	Power to investigate complaint			Where Council is the appointing entity
	AME - Co-ordinator Assets		11/05/2020	CEO to Staff
	MSAM - Manager Strategic Asset Management		11/05/2020	CEO to Staff
s. 87(2)(b)	Power to provide written report			Where Council is the appointing entity
	AME - Co-ordinator Assets		11/05/2020	CEO to Staff
	MSAM - Manager Strategic Asset Management		11/05/2020	CEO to Staff
s. 88(2)	Function of receiving a document or information from a person who provides a document or information in response to a requirement of an authorised officer under the Road Management Act 2004 (Vic)			Where Council is the appointing entity
	AME - Co-ordinator Assets		11/05/2020	CEO to Staff
	MSAM - Manager Strategic Asset Management		11/05/2020	CEO to Staff
s. 89(2)	Power to provide written authority to an authorised officer to give any information acquired by the authorised officer in carrying out those functions to any other person, whether directly or indirectly			Where Council is the appointing entity
	AME - Co-ordinator Assets		11/05/2020	CEO to Staff
	MSAM - Manager Strategic Asset Management		11/05/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

ROAD MANAGEMENT ACT 2004

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 96	authorises the officers generally to institute proceedings and represent Council in proceedings for offences against the Acts, regulations and local laws described in this instrument.			
	CCS - Co-ordinator Community Safety		5/12/2019	Auth Officer
	CSO1 - Community Safety Officer		5/12/2019	Auth Officer
	CSO2 - Community Safety Officer		20/03/2020	Auth Officer
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/12/2019	Auth Officer
	CSO4 - Community Safety officer		5/12/2019	Auth Officer
	DI - Director Infrastructure		6/11/2013	Auth Officer
	TLSCS - Team Leader School Crossing Superisor		5/12/2019	Auth Officer
s.112(2)	power to recover damages in court			
	DI - Director Infrastructure		4/11/2013	To Staff
s.116	power to cause or carry out inspection			
	CRHR - Business Partner Risk & HR		4/11/2013	To Staff
	DI - Director Infrastructure		27/08/2018	To Staff
	MI - Manager Engineering Services		27/08/2018	To Staff
	MO - Manager Operations		27/08/2018	To Staff
	MSAM - Manager Strategic Asset Management		27/08/2018	To Staff
s.119(2)	function of consulting with the Head, Transport for Victoria			
	DI - Director Infrastructure		4/11/2013	To Staff
	MI - Manager Engineering Services		26/08/2019	To Staff
s.120(1)	power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)			
	DI - Director Infrastructure		4/11/2013	To Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
ROAD MANAGEMENT ACT 2004

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
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)			
	DI - Director Infrastructure		4/11/2013	To Staff
s.121(1)	power to enter into an agreement in respect of works			
	DI - Director Infrastructure		4/11/2013	To Staff
s.122(1)	power to charge and recover fees			
	DI - Director Infrastructure		4/11/2013	To Staff
s.123(1)	power to charge for any service			
	DI - Director Infrastructure		4/11/2013	To Staff
sch 2 Cl 2(1)	power to make a decision in respect of controlled access roads			
	DI - Director Infrastructure		4/11/2013	To Staff
sch 2 Cl 3(1)	duty to make policy about controlled access roads			
	DI - Director Infrastructure		4/11/2013	To Staff
sch 2 Cl 3(2)	power to amend revoke or substitute policy about controlled access roads			
	DI - Director Infrastructure		4/11/2013	To Staff
sch 2 Cl 4	Power to make submissions on the Head, Transport for Victoria's proposal to act under s.42 and cl.3			
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	DI - Director Infrastructure		4/11/2013	To Staff
sch 2 Cl 5	duty to publish notice of declaration			
	DI - Director Infrastructure		4/11/2013	To Staff
sch 5A Cl 15(3)	duty to provide a certificate under cl.15(2)(b)(ii) of sch.5A on the written request of the Head, Transport for Victoria			
	N/A -		4/11/2013	CEO to Staff
sch 5A Cl 26	duty to surrender land to the Crown following an order of the Governor in Council			
	N/A -		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

ROAD MANAGEMENT ACT 2004

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
sch 5A Cl 27	duty to surrender Councils interest in any Crown land to the Crown following an order of the Governor in Council			
	N/A -		4/11/2013	CEO to Staff
sch 5A Cl 51	power to claim from the Head, Transport for Victoria an amount for loss or expense incurred as a result of an order under Division 2 Part 5 of the Act			Council must have sustained pecuniary loss or incurred an expense
	N/A -		4/11/2013	CEO to Staff
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			where Council is the infrastructure manager or works manager
	DI - Director Infrastructure		4/11/2013	To Staff
sch 7 Cl 8(1)	duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road			where Council is the infrastructure manager or works manager
	DI - Director Infrastructure		4/11/2013	To Staff
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 (contd)			(contd) technical advice or assistance in conduct of works where Council is the infrastructure manager or works manager responsible for non-road infrastructure
	DI - Director Infrastructure		15/02/2015	To Staff
	MI - Manager Engineering Services		4/11/2013	To Staff
	MO - Manager Operations		4/11/2013	To Staff
	MSAM - Manager Strategic Asset Management		27/08/2018	To Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

ROAD MANAGEMENT ACT 2004

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
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			where Council is the infrastructure manager or works manager
	DI - Director Infrastructure		15/02/2016	To Staff
	MI - Manager Engineering Services		4/11/2013	To Staff
	MO - Manager Operations		4/11/2013	To Staff
	MSAM - Manager Strategic Asset Management		27/08/2018	To Staff
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			where Council is the infrastructure manager or works manager
	DI - Director Infrastructure		15/02/2016	To Staff
	MI - Manager Engineering Services		4/11/2013	To Staff
	MO - Manager Operations		4/11/2013	To Staff
	MSAM - Manager Strategic Asset Management		27/08/2018	To Staff
sch 7 Cl 12(2)	power to direct infrastructure manager or works manager to conduct reinstatement works			where Council is the coordinating road authority
	DI - Director Infrastructure		15/02/2016	To Staff
	MI - Manager Engineering Services		4/11/2013	To Staff
	MO - Manager Operations		4/11/2013	To Staff
	MSAM - Manager Strategic Asset Management		27/08/2018	To Staff
sch 7 Cl 12(3)	power to take measures to ensure reinstatement works are completed			where Council is the coordinating road authority
	DI - Director Infrastructure		15/02/2016	To Staff
	MI - Manager Engineering Services		4/11/2013	To Staff
	MO - Manager Operations		4/11/2013	To Staff
	MSAM - Manager Strategic Asset Management		27/08/2018	To Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

ROAD MANAGEMENT ACT 2004

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
sch 7 Cl 12(4)	duty to ensure that works are conducted by an appropriately qualified person			where Council is the coordinating road authority
		DI - Director Infrastructure	15/02/2016	To Staff
		MI - Manager Engineering Services	4/11/2013	To Staff
		MO - Manager Operations	4/11/2013	To Staff
		MSAM - Manager Strategic Asset Management	27/08/2018	To Staff
sch 7 Cl 12(5)	power to recover costs			where Council is the coordinating road authority
		DI - Director Infrastructure	15/02/2016	To Staff
		MI - Manager Engineering Services	4/11/2013	To Staff
		MO - Manager Operations	4/11/2013	To Staff
		MSAM - Manager Strategic Asset Management	27/08/2018	To Staff
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)			where Council is the works manager
		DI - Director Infrastructure	15/02/2016	To Staff
		MI - Manager Engineering Services	4/11/2013	To Staff
		MO - Manager Operations	4/11/2013	To Staff
sch 7 Cl 13(2)	power to vary notice period			where Council is the coordinating road authority
		DI - Director Infrastructure	15/02/2016	To Staff
		MI - Manager Engineering Services	4/11/2013	To Staff
		MO - Manager Operations	4/11/2013	To Staff
		MSAM - Manager Strategic Asset Management	27/08/2018	To Staff
sch 7 Cl 13(3)	duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)			where Council is the infrastructure manager
		DI - Director Infrastructure	15/02/2016	To Staff
		MI - Manager Engineering Services	4/11/2013	To Staff
		MO - Manager Operations	4/11/2013	To Staff
		MSAM - Manager Strategic Asset Management	27/08/2018	To Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

ROAD MANAGEMENT ACT 2004

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
sch 7 Cl 16(1)	power to consent to proposed works			where Council is the coordinating road authority
	DI - Director Infrastructure		15/02/2016	To Staff
	MI - Manager Engineering Services		4/11/2013	To Staff
	MO - Manager Operations		4/11/2013	To Staff
	MSAM - Manager Strategic Asset Management		27/08/2018	To Staff
sch 7 Cl 16(4)	duty to consult			where Council is the coordinating road authority, responsible authority or infrastructure manager
	DI - Director Infrastructure		15/02/2016	To Staff
	MI - Manager Engineering Services		4/11/2013	To Staff
	MO - Manager Operations		4/11/2013	To Staff
	MSAM - Manager Strategic Asset Management		27/08/2018	To Staff
sch 7 Cl 16(5)	power to consent to proposed works			where Council is the coordinating road authority
	DI - Director Infrastructure		15/02/2016	To Staff
	MI - Manager Engineering Services		4/11/2013	To Staff
	MO - Manager Operations		4/11/2013	To Staff
	MSAM - Manager Strategic Asset Management		27/08/2018	To Staff
sch 7 Cl 16(6)	power to set reasonable conditions on consent			where Council is the coordinating road authority
	DI - Director Infrastructure		15/02/2016	To Staff
	MI - Manager Engineering Services		4/11/2013	To Staff
	MO - Manager Operations		4/11/2013	To Staff
	MSAM - Manager Strategic Asset Management		27/08/2018	To Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
ROAD MANAGEMENT ACT 2004

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
sch 7 Cl 16(8)	power to include consents and conditions			where Council is the coordinating road authority
	DI - Director Infrastructure		15/02/2016	To Staff
	MI - Manager Engineering Services		4/11/2013	To Staff
	MO - Manager Operations		4/11/2013	To Staff
	MSAM - Manager Strategic Asset Management		27/08/2018	To Staff
sch 7 Cl 17(2)	power to refuse to give consent and duty to give reasons for refusal			where Council is the coordinating road authority
	DI - Director Infrastructure		15/02/2016	To Staff
	MI - Manager Engineering Services		4/11/2013	To Staff
	MO - Manager Operations		4/11/2013	To Staff
	MSAM - Manager Strategic Asset Management		27/08/2018	To Staff
sch 7 Cl 18(1)	power to enter into an agreement			where Council is the coordinating road authority
	DI - Director Infrastructure		15/02/2016	To Staff
	MI - Manager Engineering Services		4/11/2013	To Staff
	MO - Manager Operations		4/11/2013	To Staff
	MSAM - Manager Strategic Asset Management		27/08/2018	To Staff
sch 7 Cl 19(1)	power to give notice requiring rectification of works			where Council is the coordinating road authority
	DI - Director Infrastructure		15/02/2016	To Staff
	MI - Manager Engineering Services		4/11/2013	To Staff
	MO - Manager Operations		4/11/2013	To Staff
	MSAM - Manager Strategic Asset Management		27/08/2018	To Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

ROAD MANAGEMENT ACT 2004

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
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			where Council is the coordinating road authority
	DI - Director Infrastructure		15/02/2016	To Staff
	MI - Manager Engineering Services		4/11/2013	To Staff
	MO - Manager Operations		4/11/2013	To Staff
	MSAM - Manager Strategic Asset Management		27/08/2018	To Staff
sch 7 Cl 20(1)	power to require removal relocation replacement or upgrade of existing non-road infrastructure			where Council is the coordinating road authority
	DI - Director Infrastructure		15/02/2016	To Staff
	MI - Manager Engineering Services		4/11/2013	To Staff
	MO - Manager Operations		4/11/2013	To Staff
	MSAM - Manager Strategic Asset Management		27/08/2018	To Staff
sch 7A Cl 3(1)(d)	duty to pay installation and operation costs of street lighting - where road is not an arterial road			where Council is the responsible road authority
	DI - Director Infrastructure		4/11/2013	To Staff
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			where Council is the responsible road authority
	DI - Director Infrastructure		4/11/2013	To Staff
sch 7A Cl 2	power to cause street lights to be installed on roads			power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
	DI - Director Infrastructure		4/11/2013	To Staff
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			duty of Council as responsible road authority that installed the light (re: installation costs) and where council is relevant municipal council (re: operating costs)
	DI - Director Infrastructure		4/11/2013	To Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
ROAD SAFETY (ELECTRIC PERSONAL TRANSPORTERS TRIAL) AMENDMENT RULES 2016

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.244C	function of consulting with the Corporation regarding specification of a route or area under r.244C(1)			
	DI - Director Infrastructure		20/02/2017	CEO to Staff
	MI - Manager Engineering Services		20/02/2017	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
ROAD SAFETY (GENERAL) REGULATIONS 2019

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.79(1)(b)	power to authorise staff member to file a charge			
	DI - Director Infrastructure		4/11/2013	CEO to Staff
r.84(c)(ii)	authorises the officer for the purposes of filing a charge or an offence under section 90E of the Road Safety Act 1986 or under a regulation under that Act.			
	CCS - Co-ordinator Community Safety		5/12/2019	Auth Officer
	CSO1 - Community Safety Officer		5/12/2019	Auth Officer
	CSO2 - Community Safety Officer		20/03/2020	Auth Officer
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/12/2019	Auth Officer
	CSO4 - Community Safety officer		5/12/2019	Auth Officer
	MRS - Man Com Safety & Environmental Health		5/09/2016	Auth Officer
	TLSCS - Team Leader School Crossing Supervisor		5/12/2019	Auth Officer

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
ROAD SAFETY (TRAFFIC MANAGEMENT) REGULATIONS 2019

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r. 10(1)	Function of receiving notice, in writing, from the Head, Transport for Victoria if the Head, Transport for Victoria proposes to erect, display, place, remove or alter a traffic control device of a kind referred to in r 9(4)(a) to (f) (a proposal) (contd)			Unless the road or road related area forms part of a freeway or arterial road
	MI - Manager Engineering Services		11/05/2020	CEO to Staff
r. 10(2)	Power to disagree, in writing, with the proposal			
	MI - Manager Engineering Services		11/05/2020	CEO to Staff
r. 11(1)	Power to erect, display, place, remove or alter traffic control devices on roads or road related areas			Where Council is a responsible entity
	MI - Manager Engineering Services		11/05/2020	CEO to Staff
r. 11(2)(a)	Power to erect, display, place, remove or alter a minor traffic control device that is for the control of stopping or parking of vehicles in accordance with Part 12 of the Road Safety Road Rules 2017 (Vic)			On a road or road related area forming part of an arterial road within Council's municipal district
	MI - Manager Engineering Services		11/05/2020	CEO to Staff
r. 11(2)(b)	Power to erect, display, place, remove or alter a traffic control device that is associated with a children's crossing			
	MI - Manager Engineering Services		11/05/2020	CEO to Staff
r. 11(2)(c)	Power to erect, display, place, remove or alter a traffic control device installed in accordance with r 15			
	MI - Manager Engineering Services		11/05/2020	CEO to Staff
r. 11(2)(d)	Power to erect, display, place, remove or alter any other minor traffic control device or a major traffic control device			With the authorisation of the Head, Transport for Victoria Subject to r 11(3)
	MI - Manager Engineering Services		11/05/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

ROAD SAFETY (TRAFFIC MANAGEMENT) REGULATIONS 2019

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r. 11(4)	Duty to alter the minor traffic control device to remove the inconsistency or remove the minor traffic control device			If a minor traffic control device referred to in r 11(2)(a) is inconsistent with a major traffic control device located on the same length of road
		MI - Manager Engineering Services	11/05/2020	CEO to Staff
r. 12(1)(d)	Power to authorise an authorised works manager, or a person acting on behalf of an authorised works manager, to erect, display, place, remove or alter any other minor traffic control device			Where Council is the coordinating road authority for that road or road related area Note: see r 23(b)
		MI - Manager Engineering Services	11/05/2020	CEO to Staff
r. 13(1)(f)	Power to authorise a person, to whom a coordinating road authority has issued a permit under section 99B of the Road Safety Act 1986 (Vic) to conduct a non-road activity, to erect, display, place, remove or alter any other minor traffic control device			Where Council is the coordinating road authority for that road or road related area Note: see r 23(b)
		MI - Manager Engineering Services	11/05/2020	CEO to Staff
r. 18(1)(b)	Power to authorise a person to erect, display, place, remove or alter traffic control devices			Where Council is the coordinating road authority Note: see r 23(b)
		MI - Manager Engineering Services	11/05/2020	CEO to Staff
r. 27	Power to permit, in writing, a person to drive a vehicle on a road in an organised procession (other than a funeral procession) or a parade			Where Council is the coordinating road authority for that road
		MI - Manager Engineering Services	11/05/2020	CEO to Staff
r. 30(4)	Power to approve, in writing, a police-controlled rolling road closure			Where Council is the coordinating road authority
		MI - Manager Engineering Services	11/05/2020	CEO to Staff
r. 32(2)(d)(ii)	Power to approve a highway collection being conducted			
		MI - Manager Engineering Services	11/05/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
ROAD SAFETY (TRAFFIC MANAGEMENT) REGULATIONS 2019

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r. 34(1)	Function of receiving an application for a permit under s 99B of the Road Safety Act 1986 (Vic) from a person intending to conduct a non-road activity on a highway			Where Council is the coordinating road authority
	MI - Manager Engineering Services		11/05/2020	CEO to Staff
r. 34(4)	Power to reduce, waive or refund the fee for a permit			Where Council is a coordinating road authority If there are special circumstances that justify the reduction, waiver or refund of the fee
	MI - Manager Engineering Services		11/05/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
ROAD SAFETY (VEHICLES) REGULATIONS 2009

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.104(3)	power to enter into an agreement with VicRoads to provide for discounted search and extract fees			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

ROAD SAFETY ACT 1986

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.59(1)(a) and (d)	power to authorise officer or other person to request or signal driver or person in charge of motor vehicle to do certain things such as stop the motor vehicle			
	CCS - Co-ordinator Community Safety		4/11/2013	CEO to Staff
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/09/2016	CEO to Staff
	CSO5 - Community Safety Officer		26/08/2019	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	MI - Manager Engineering Services		26/08/2019	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		15/02/2016	CEO to Staff
	SCSBS - School Crossing Supervisor - Baillie St		4/11/2013	CEO to Staff
	SCSDR - School Crossing Supervisor - Dimboola Rd		4/11/2013	CEO to Staff
	SCSDR - School Crossing Supervisor - Dooen Rd		4/11/2013	CEO to Staff
	SCSHS - School Crossing Supervisor		4/11/2013	CEO to Staff
	SCSMS - School Crossing Supervisor-McPherson St		4/11/2013	CEO to Staff
	SCSNR - School Crossing Supervisor - Natimuk Rd		4/11/2013	CEO to Staff
	SCSR1 - School Crossing Supervisor - Hillary St		4/11/2013	CEO to Staff
	SCSR2 - Relieving School Crossing Supervisor		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

ROAD SAFETY ACT 1986

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.59(1)(a)(ii)	authorises the officer to exercise the powers under s.59(1)(a) of the Road Safety Act 1986			
	CCS - Co-ordinator Community Safety		5/12/2019	Auth Officer
	CSO1 - Community Safety Officer		5/12/2019	Auth Officer
	CSO2 - Community Safety Officer		20/03/2020	Auth Officer
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/12/2019	Auth Officer
	CSO4 - Community Safety officer		5/12/2019	Auth Officer
	DI - Director Infrastructure		6/11/2013	Auth Officer
	MI - Manager Engineering Services		26/08/2019	Auth Officer
	MO - Manager Operations		6/11/2013	Auth Officer
	MRS - Man Com Safety & Environmental Health		5/09/2016	Auth Officer
	PM1 - Project Manager AC		6/11/2013	Auth Officer
	SRI - Road and Asset Condition Inspector		6/11/2013	Auth Officer
	TLSCS - Team Leader School Crossing Supervisor		5/12/2019	Auth Officer

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

ROAD SAFETY ACT 1986

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.59(1)(d)	authorises the officer to exercise the powers under s.59(1)(d) of the Road Safety Act 1986			
	CCS - Co-ordinator Community Safety		5/12/2019	Auth Officer
	CSO1 - Community Safety Officer		5/12/2019	Auth Officer
	CSO2 - Community Safety Officer		20/03/2020	Auth Officer
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/12/2019	Auth Officer
	CSO4 - Community Safety officer		5/12/2019	Auth Officer
	DI - Director Infrastructure		6/11/2013	Auth Officer
	MI - Manager Engineering Services		26/08/2019	Auth Officer
	MO - Manager Operations		6/11/2013	Auth Officer
	MRS - Man Com Safety & Environmental Health		5/09/2016	Auth Officer
	PM1 - Project Manager AC		6/11/2013	Auth Officer
	SRI - Road and Asset Condition Inspector		6/11/2013	Auth Officer
	TLSCS - Team Leader School Crossing Supervisor		5/12/2019	Auth Officer
s.77(2)(b)	authorises the officers generally to institute proceedings and represent Council in proceedings for offences against the Acts, regulations and local laws described in this instrument.			
	CCS - Co-ordinator Community Safety		5/12/2019	Auth Officer
	CSO1 - Community Safety Officer		5/12/2019	Auth Officer
	CSO2 - Community Safety Officer		20/03/2020	Auth Officer
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/12/2019	Auth Officer
	CSO4 - Community Safety officer		5/12/2019	Auth Officer
	DCW - Director Communities and Place		24/08/2020	Auth Officer
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	DI - Director Infrastructure		6/11/2013	Auth Officer
	MRS - Man Com Safety & Environmental Health		6/11/2013	Auth Officer
	TLSCS - Team Leader School Crossing Supervisor		5/12/2019	Auth Officer

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

ROAD SAFETY ACT 1986

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.77(4)	authorises the officers generally to institute proceedings and represent Council in proceedings for offences against the Acts, regulations and local laws described in this instrument.			Only where Council is a Committee of Management under the Crown Land (Reserves) Act 1978
	CCS - Co-ordinator Community Safety		5/12/2019	Auth Officer
	CSO1 - Community Safety Officer		5/12/2019	Auth Officer
	CSO2 - Community Safety Officer		20/03/2020	Auth Officer
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/12/2019	Auth Officer
	CSO4 - Community Safety officer		5/12/2019	Auth Officer
	DCW - Director Communities and Place		24/08/2020	Auth Officer
	DI - Director Infrastructure		6/11/2013	Auth Officer
	MRS - Man Com Safety & Environmental Health		6/11/2013	Auth Officer
	TLSCS - Team Leader School Crossing Superisor		5/12/2019	Auth Officer
s.84(c)(ii)	authorises the officer for the purposes of filing a charge or an offence under s.90E of the Road Safety Act 1986 or under a regulation under the Act.			
	CCS - Co-ordinator Community Safety		6/11/2013	Auth Officer
	CSO3 - Senior Comm Safety Officer -Prosecutions		26/08/2019	Auth Officer
	CSO4 - Community Safety officer		2/10/2017	Auth Officer
	MRS - Man Com Safety & Environmental Health		5/09/2016	Auth Officer
s.84BE(1)	function of receiving a statement under this section			where Council is the enforcement official
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

ROAD SAFETY ACT 1986

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.84BE(4)(5)(5A)	power to decide to accept statements as effective statements for the purposes of this Part			where Council is the enforcement official
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
s.84BE(6)	duty to cause notice to be served on the statement-giver stating whether the enforcement official accepted the statement as an effective statement			where council is the enforcement official
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
s.84BF	power to cancel acceptance of a statement			where Council is the enforcement official
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
s.87(1)	power to serve or cause to be served a parking infringement notice			
	CCS - Co-ordinator Community Safety		4/11/2013	CEO to Staff
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/09/2016	CEO to Staff
	CSO5 - Community Safety Officer		26/08/2019	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

ROAD SAFETY ACT 1986

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.87(1A)	authorises the officer to exercise the powers under s.87(1A) of the Road Safety Act 1986			
	CCS - Co-ordinator Community Safety		5/12/2019	Auth Officer
	CSO1 - Community Safety Officer		5/12/2019	Auth Officer
	CSO2 - Community Safety Officer		20/03/2020	Auth Officer
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/12/2019	Auth Officer
	CSO4 - Community Safety officer		5/12/2019	Auth Officer
	MRS - Man Com Safety & Environmental Health		5/09/2016	Auth Officer
	TLSCS - Team Leader School Crossing Superisor		5/12/2019	Auth Officer
s.87(1B)(c)	authorises the officer to exercise the power in s.87(1B)(c) of the Road Safety Act 1986			
	CCS - Co-ordinator Community Safety		5/12/2019	Auth Officer
	CSO1 - Community Safety Officer		5/12/2019	Auth Officer
	CSO2 - Community Safety Officer		20/03/2020	Auth Officer
	CSO3 - Senior Comm Safety Officer -Prosecutions		5/12/2019	Auth Officer
	CSO4 - Community Safety officer		5/12/2019	Auth Officer
	MRS - Man Com Safety & Environmental Health		5/09/2016	Auth Officer
	TLSCS - Team Leader School Crossing Superisor		5/12/2019	Auth Officer
s.87(1D)	duty to issue an identity card to authorised person Council appoints			
	CSO - HR & Payroll Support Officer		4/11/2013	CEO to Staff
s.87(1E)	power to authorise a member of staff to sign identity card			
	Not Delegated -		4/11/2013	CEO to Staff
s.87(8)	authorises the person/s who are not member/s of Council's staff for the purposes of s.87 of the Road Safety Act 1986			
	CEO - Chief Executive Officer		25/02/2019	Auth Officer
	DCW - Director Communities and Place		24/08/2020	Auth Officer
	Not Delegated -		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

ROAD SAFETY ACT 1986

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.90D(1)	power to enter into an agreement with the owner or occupier or land for the provision of parking services			
	DI - Director Infrastructure		4/11/2013	CEO to Staff
s.90I	Power to issue parking permits to enable vehicles displaying a parking permit for people with disabilities to be parked in accordance with the Road Safety Road Rules 2017 (Vic)			
	CCS - Co-ordinator Community Safety		11/05/2020	CEO to Staff
	CHS - Co-ordinator Home Support		11/05/2020	CEO to Staff
	MRM - Municipal Recovery Manager		11/05/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		11/05/2020	CEO to Staff
s.98(1)	power to request Minister to extend application of Act			
	Not Delegated -		4/11/2013	CEO to Staff
s.99A(4)	power to establish requirements for traffic management plan			where Council is the coordinating road authority under the Road Management Act 2004
	CISS - Co-ordinator Civil Works		2/10/2017	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		15/02/2016	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
	PM1 - Project Manager AC		2/10/2017	CEO to Staff
	PM2 - Project Manager JH		26/08/2019	CEO to Staff
s.99B(1)	power to issue permit to conduct non-road activity (including on conditions specified in s.99B(3))			where Council is the coordinating road authority under the Road Management Act 2004
	DI - Director Infrastructure		4/11/2013	CEO to Staff
s.99B(2)	power to authorise closure of highway to traffic			where Council is the coordinating road authority under the Road Management Act 2004
	Not Delegated -		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

ROAD SAFETY ROAD RULES 2017

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.200(2)	power to permit drivers of heavy and long vehicles to stop on roads in a built-up area for longer than 1 hour			
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	MI - Manager Engineering Services		26/08/2019	CEO to Staff
	MO - Manager Operations		26/08/2019	CEO to Staff
r.244C	function of consulting with theHead, Transport for Victoria regarding specification of a route or area under r.244C(1)			
	DI - Director Infrastructure		2/10/2017	CEO to Staff
r.289(1)(d)	power to prohibit drivers riding bicycles or animals on the nature strip			
	DI - Director Infrastructure		2/10/2017	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
ROOMING HOUSE OPERATORS ACT 2016

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.49(3)	duty to comply with request under s.49(1) to answer any questions			
	CEH - Co-ordinator Environmental Health		5/09/2016	CEO to Staff
s. 4	function of liaising with Business Licensing Authority			
	CEH - Co-ordinator Environmental Health		5/09/2016	CEO Direct
s.15(1)	duty to provide information to Business Licensing Authority on request			
	CEH - Co-ordinator Environmental Health		5/09/2016	CEO Direct
s.15(2)	duty to give a report to Business Licensing Authority on inquiries made in response to request under s.15(1)			
	CEH - Co-ordinator Environmental Health		5/09/2016	CEO Direct
s.24(2)	duty to give a report to Business Licensing Authority on inquiries made in response to request under s.24(1)			
	CEH - Co-ordinator Environmental Health		5/09/2016	CEO Direct

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
SECOND HAND DEALERS AND PAWNBROKERS ACT 1989

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.26F	duty to comply with Director’s or inspector’s request to answer questions or provide information regarding endorsed pawnbroker’s business as pawnbroker	DI - Director Infrastructure	4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

SERVICE VICTORIA ACT 2018

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 5(2)	function of receiving a copy of the agreement made under s.5(1)			
	CEO - Chief Executive Officer		27/08/2018	CEO Direct
s. 5(4)	function of receiving a copy of a notice under s.5(3)			
	CEO - Chief Executive Officer		27/08/2018	CEO Direct
s. 6	duty to use best endeavours to give effect to a notice under s.5(3) which applies to Council			
	CEO - Chief Executive Officer		27/08/2018	CEO Direct
s. 7(1)	function of receiving a previously transferred customer service function			
	Not Delegated -		27/08/2018	CEO to Staff
s. 7(3)	function of receiving a copy of the agreement made under s.7(1)			
	CEO - Chief Executive Officer		27/08/2018	CEO Direct
s. 7(4)	function of receiving a copy of a notice under s.7(3)			
	CEO - Chief Executive Officer		27/08/2018	CEO Direct
s. 7(5)	power to perform a customer service function in accordance with the enactment that confers the function on the service agency			
	Not Delegated -		27/08/2018	CEO to Staff
s. 8(2)	power to delegate the transferred customer service function to any person or class of person employed by, or acting on behalf of, the service agency from which the function is transferred			where Council's CEO has been transferred a transferred customer service function
	CEO - Chief Executive Officer		27/08/2018	CEO Direct
s. 9(2)	power to disclose regulated information that it holds to the Service Victoria CEO, or a delegate of the Service Victoria CEO, for the purpose of enabling transferred customer service functions and a function that is ancillary to a function described in p			
	Not Delegated -		27/08/2018	CEO to Staff
s.10(2)	function of receiving a copy of the agreement made under s.10(1)			
	CEO - Chief Executive Officer		27/08/2018	CEO Direct

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

SERVICE VICTORIA ACT 2018

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.10(4)	function of receiving a copy of a notice under s.10(3)			
	CEO - Chief Executive Officer		27/08/2018	CEO Direct
s.11	duty to use best endeavours to give effect to a notice under s.10(3) which applies to Council			
	CEO - Chief Executive Officer		27/08/2018	CEO Direct
s.12	function of receiving a previously transferred identity verification function			
	Not Delegated -		27/08/2018	CEO to Staff
s.12(3)	function of receiving a copy of the agreement made under s.12(1)			
	CEO - Chief Executive Officer		27/08/2018	CEO Direct
s.12(4)	function of receiving a copy of a notice under s.12(2)			
	CEO - Chief Executive Officer		27/08/2018	CEO Direct
s.12(5)	power to perform an identity verification function in accordance with the enactment that confers the function on the service agency			
	Not Delegated -		27/08/2018	CEO to Staff
s.13(2)	power to delegate the transferred identity verification function to any person or class of person employed by, or acting on behalf of, the service agency from which the function is transferred			where Council's CEO has been transferred a transferred identity verification function
	CEO - Chief Executive Officer		27/08/2018	CEO Direct
s.14(2)	power to disclose regulated information that it holds to the Service Victoria CEO, or a delegate of the Service Victoria CEO, for the purpose of enabling transferred identity verification functions and a function that is ancillary to a function described			
	Not Delegated -		27/08/2018	CEO to Staff
s.35(3)	function of receiving a notification from the Service Victoria CEO if the electronic identity credential, which has been issued to an individual, is cancelled under s.38			
	Not Delegated -		27/08/2018	CEO to Staff
s.58(3)	power to provide agreement to Minister			
	Not Delegated -		27/08/2018	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

SEX WORK ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 3(1)	appoints the officer to be an authorised officer of the responsible authority for the purposes of enforcing Parts 4 and 5 of the Sex Work Act 1994.			
	DCW - Director Communities and Place		24/08/2020	Auth Officer
	MRS - Man Com Safety & Environmental Health		6/11/2013	Auth Officer
	SSTP - Co-ord Statutory Planning & Building		6/11/2013	Auth Officer
s.35	function of receiving notice of application for a licence			
	Not Delegated -		4/11/2013	CEO to Staff
s.73	duty to consider various factors before deciding on an application for a permit for use or development as a brothel			
	Not Delegated -		4/11/2013	CEO to Staff
				REPORTING REQUIREMENTS: Maintain a register and make available to Council as required.
s.74	duty to refuse to grant a permit for a brothel in certain circumstances			
	Not Delegated -		4/11/2013	CEO to Staff
s.75A	duty to determine an application or request for an amendment in relation to a permit issued for the use or development of land for the purposes of the operation of a brothel			
	Not Delegated -		4/11/2013	CEO to Staff
s.76(1)	duty to determine an application for a permit made but not determined before commencement of Division 2 Part 4 in accordance with Planning and Environment Act 1987 as affected by Division 2 Part 4			
	Not Delegated -		4/11/2013	CEO to Staff
s.76(2)	duty to determine an application for extension of temporary use permit granted before commencement of Division 2 Part 4 in accordance with Planning and Environment Act 1987 as if this Act had not been enacted			
	Not Delegated -		4/11/2013	CEO to Staff
s.81(1)(a)	duty to publish notice of making of declaration			
	Not Delegated -		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

SEX WORK ACT 1994

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.81(1)(b)	duty to serve notice of making of declaration personally on owner-occupier-mortgagee of premises			
	Not Delegated -		4/11/2013	CEO to Staff
s.81(1)(c)	duty to post up at or near entrance to premises copy of declaration			must be visible and legible to persons entering
	Not Delegated -		4/11/2013	CEO to Staff
s.89(4)	function of issuing certificate that an officer is authorised			
	Not Delegated -		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

SHERIFF ACT 2009

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.54	power to exempt Council from providing information to the Sheriff otherwise authorised by a warrant if exceptional circumstances apply			
	CEO - Chief Executive Officer		3/08/2015	CEO Direct
s.54(1)	duty to comply with request for information made under s.53(1)			unless s.54(1)(a) and (b) apply
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
SPORT AND RECREATION ACT 1972

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 6(3)	power to enter into agreement with Minister and to agree to conditions for Minister to carry out works or undertakings or provide services			
	Not Delegated -		4/11/2013	CEO to Staff
s.14(3)	function of receiving funds for works for provision of sport and recreation			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
SUBDIVISION (FEES) INTERIM REGULATIONS 2016

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
R.9	power to fix a fee for considering an engineering plan submitted under s. 16 of the Subdivision Act 1988			
	DI - Director Infrastructure		7/04/2014	CEO to Staff
r.12	power to waive or rebate the payment of a fee payable under the Subdivision Act 1988			
	DI - Director Infrastructure		7/04/2014	CEO to Staff
r.13	duty to record reasons for waiving or rebating payment of a fee under r.12 in writing			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

SUBDIVISION (PROCEDURES) REGULATIONS 2011

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.11	duty to give the applicant the address and lot location of each lot on the plan			
	CD - Co-ordinator Engineering Design		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
r.14(a)	duty to provide the referral authority with a copy of the application and certain details			
	CD - Co-ordinator Engineering Design		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
r.14(b)	duty to provide the applicant with a copy of the application and certain details			
	CD - Co-ordinator Engineering Design		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

SUBDIVISION (PROCEDURES) REGULATIONS 2011

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.19(1)	duty to send the referral authority notice of revised time for consideration of the plan when sending a copy of altered plan under s.10(5) of Subdivision Act 1988			
	CD - Co-ordinator Engineering Design		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
r.19(3)	duty to send the applicant notice of revised time for consideration of the plan when altered plan is sent to a referral authority under s.10(5) of Subdivision Act 1988			
	CD - Co-ordinator Engineering Design		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

SUBDIVISION (PROCEDURES) REGULATIONS 2011

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.23(a)	duty to provide the referral authority with a copy of the plan and certain details when referring an application to amend a certified plan under s.11(1) of Subdivision Act 1988			
	CD - Co-ordinator Engineering Design		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
r.23(b)	duty to provide the applicant with a copy of the application and certain details when referring an application to amend a certified plan under s.11(1) of Subdivision Act 1988			
	CD - Co-ordinator Engineering Design		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
SUBDIVISION (PROCEDURES) REGULATIONS 2011

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.29	duty to provide the applicant with the amended street address and lot location of each lot on amended plan or new plan			in circumstances described in r.29
	CD - Co-ordinator Engineering Design		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
r.33(1)	duty to maintain a register of applications			
	CD - Co-ordinator Engineering Design		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
r.33(4)	duty to make the register available for inspection			
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
SUBDIVISION (PROCEDURES) REGULATIONS 2011

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.36(4)	duty to send notice of refusal where Council refuses to issue a statement of compliance under s.21 of Subdivision Act 1988			
	CD - Co-ordinator Engineering Design		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
SUBDIVISION (REGISTRAR'S REQUIREMENTS) REGULATIONS 2011

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.20	function of being advised by Registrar of any amendments made to any certified plan under s.22(2)(a) of Subdivision Act 1988			
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
s. 5(3)(c)	function of receiving application for certification			
	CD - Co-ordinator Engineering Design		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
s. 5(3)(d)	power to provide statement of compliance			
	CD - Co-ordinator Engineering Design		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

SUBDIVISION (REGISTRAR'S REQUIREMENTS) REGULATIONS 2011

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 5(4)	power to accept and consider plans			
	CD - Co-ordinator Engineering Design		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
s. 5(4A)	power to consider and certify plans before Transfer of Land Act application determined			
	CD - Co-ordinator Engineering Design		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
s. 8(1)	duty to refer plans to referral authority in certain circumstances			
				unless subsections 8(2)-(5) apply, form of referral per r.13 and 14 of the Subdivision (Procedures) Regulations 2011
	CD - Co-ordinator Engineering Design		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

SUBDIVISION (REGISTRAR'S REQUIREMENTS) REGULATIONS 2011

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 8(6)	duty to give referral authority copy of certified plan where not referred to referral authority			
	CD - Co-ordinator Engineering Design		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
s.10(1)	Power to require applicant to alter plan			
	CD - Co-ordinator Engineering Design		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
s.10(2)	power to agree to an alteration at request of applicant			
	CD - Co-ordinator Engineering Design		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

SUBDIVISION (REGISTRAR'S REQUIREMENTS) REGULATIONS 2011

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.10(5)	duty to send altered plan to referral authority			must send notice in prescribed Form 4 outlining revised times, r.29 of the Subdivision (Procedures) Regulations 2000
	CD - Co-ordinator Engineering Design		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
s.10(7)	duty to notify surveyor of alteration required by Council			
	CD - Co-ordinator Engineering Design		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
s.11(1)	function of receiving application to amend certified plan			
	CD - Co-ordinator Engineering Design		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
SUBDIVISION (REGISTRAR'S REQUIREMENTS) REGULATIONS 2011

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.11(10)	duty to notify surveyor of an amendment by acquiring authority where plan prepared by surveyor			
	CD - Co-ordinator Engineering Design		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
s.11(11)	duty to give copy of re-certified plans to referral authority			
	CD - Co-ordinator Engineering Design		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
s.11(2)	duty to refer application under section 11(1) to referral authority			
	CD - Co-ordinator Engineering Design		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

SUBDIVISION (REGISTRAR'S REQUIREMENTS) REGULATIONS 2011

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.11(2A)	power to amend without referral if minor amendment			
	CD - Co-ordinator Engineering Design		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
s.11(7)	duty to re-certify plan or advise of refusal in writing with reasons			
	CD - Co-ordinator Engineering Design		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
s.11A(1)	power to require more information			
	CD - Co-ordinator Engineering Design		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

SUBDIVISION (REGISTRAR'S REQUIREMENTS) REGULATIONS 2011

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.15(1)	power to require engineering plan			does not apply where section 14 applies
	CD - Co-ordinator Engineering Design		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
s.15(2)	duty to approve-refuse approval-require alterations of engineering plan			does not apply where section 14 applies
	CD - Co-ordinator Engineering Design		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
s.15(6)	power to charge for engineering plans prepared by it			does not apply where section 14 applies
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
s.17(2)(a)	power to appoint supervisor of works			does not apply where section 14 applies
	DCW - Director Communities and Place		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
SUBDIVISION (REGISTRAR'S REQUIREMENTS) REGULATIONS 2011

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.17(2)(b)	power to charge for supervision			does not apply where section 14 applies
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DI - Director Infrastructure	15/02/2016	CEO to Staff
		MI - Manager Engineering Services	4/11/2013	CEO to Staff
s.17(2)(c)	power to enter into agreement with owner or applicant in anticipation of applicant becoming owner			does not apply where section 14 applies
		DCORPS - Director Corporate Services	4/11/2013	CEO to Staff
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DI - Director Infrastructure	15/02/2016	CEO to Staff
		MI - Manager Engineering Services	4/11/2013	CEO to Staff
s.17(2A)	power to request Minister to nominate authority to consider what works are required			does not apply where section 14 applies
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DI - Director Infrastructure	15/02/2016	CEO to Staff
		MI - Manager Engineering Services	4/11/2013	CEO to Staff
s.17(2D)	power to transfer works-interest in land relating to the works by agreement from Council to a relevant authority			does not apply where section 14 applies
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DI - Director Infrastructure	15/02/2016	CEO to Staff
		MI - Manager Engineering Services	4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

SUBDIVISION (REGISTRAR'S REQUIREMENTS) REGULATIONS 2011

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.18(1)	power to require applicant to set aside land for public open space and-or pay a percentage			· does not apply where sections 14 and 18(8) apply, must have regard to matters in section 18(1A)-2
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
s.18(1B)	power to vary time of payment by agreement with applicant			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
s.18(4)	power to agree with applicant to set aside-pay different percentage			does not apply where section 14 applies
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
s.18(7)	power to refund amount paid under s.18(1) where no longer intend to subdivide			does not apply where section 14 applies
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

SUBDIVISION (REGISTRAR'S REQUIREMENTS) REGULATIONS 2011

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.19(1)	power to obtain valuation where value is not agreed			does not apply where section 14 applies
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
s.19(3)	duty to give applicant copy of valuation			does not apply where section 14 applies
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
s.19(5)	power to obtain revaluation where public open space contribution not paid			does not apply where section 14 applies
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
SUBDIVISION (REGISTRAR'S REQUIREMENTS) REGULATIONS 2011

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.21(1)	duty to issue statement of compliance subject to section 2C			does not apply where section 14 applies, time limits apply (s.21(1)-(2))
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
s.21(2A)(a)+(b)	duty to in writing notify Urban Renewal Authority Victoria of request within 7 days of receiving a request for issue of statement of compliance and to provide Authority with a copy of planning permi			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.21(4)	power to provide in the statement of compliance that agreement pursuant to Planning and Environment Act no longer applies in certain circumstances			does not apply where section 14 applies
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

SUBDIVISION (REGISTRAR'S REQUIREMENTS) REGULATIONS 2011

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.21(9)	duty to give a notice to the Commissioner of State Revenue that a statement of compliance has been issued			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
s.24A(1)	duty to do any of the things listed in the table in this section where so required by planning scheme with respect to reserves etc			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.24A(2)	power to certify a plan prepared under section 24A(1) where applicant certifies land no longer reserved			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

SUBDIVISION (REGISTRAR'S REQUIREMENTS) REGULATIONS 2011

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.25(1)	function of being notified by Registrar of registration of plan and duty to notify any public authority for which easement has been created-reserve has vested.			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
s.25(2)	function of being notified by Registrar if plan is withdrawn or refused registration			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
s.25(3)	duty to notify referral authority affected by withdrawal-refusal			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
SUBDIVISION (REGISTRAR'S REQUIREMENTS) REGULATIONS 2011

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.3(5)	power to require variation of easement or restriction in compliance with planning scheme or permit			
	CD - Co-ordinator Engineering Design		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
s.34E	power to apply to VCAT for order compelling an owners corporation to carry out a requirement or perform a duty			
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
s.34H(5)	function of receiving notice from Registrar of amendment or cancellation of plan on winding up			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
s.35(1)	duty of acquiring authority to submit plan for certification and registration where land subdivided			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

SUBDIVISION (REGISTRAR'S REQUIREMENTS) REGULATIONS 2011

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.35(2)	power to require acquiring authority to submit certification new-amended plan			subsections 35(3)-(5) apply
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
s.35(6)	duty of an acquiring authority to advise Registrar of vesting date			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
s.35(8)	power of acquiring authority to submit for certification and registration of any land vested-registered in its own name			section 35(9) applies
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

SUBDIVISION (REGISTRAR'S REQUIREMENTS) REGULATIONS 2011

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.36(1)	function of stating in writing that it considers that subdivision requires removal-acquisition of easement			section 35(1AA) applies
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
s.39(1)	power to refer disputes to VCAT			unless section 39(2) applies
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
s.39(3)	power to apply to the County Court to order registration of plan be stopped in certain circumstances			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

SUBDIVISION (REGISTRAR'S REQUIREMENTS) REGULATIONS 2011

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.44(3E)	duty to refer plan to referral authorities as if received under section 8 where permit for subdivision in force or notification of referral authority not required by planning scheme			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
s.44(4A)	function of consenting to application to amend plan to no longer show land as an accessory lot			consent must be in writing
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
s.44(5)	function of consenting to application to amend plan to remove restriction			consent must be in writing
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
SUBDIVISION (REGISTRAR'S REQUIREMENTS) REGULATIONS 2011

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.44(5A)	function of consenting to application by body corporate to cancel-alter scheme of development			consent must be in writing
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
s.44(5B)	function of consenting to application to cancel-alter scheme of development			consent must be in writing
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff
sch2 Cl 11(1)	power to apply to a court for an order regarding scheme of development			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
	STP - Senior Statutory Town Planner		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

SUBDIVISION ACT 1988

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 3(5)	power to require variation of easement or registration in compliance with planning scheme or permi			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner		7/04/2014	CEO to Staff
s. 5(3)(c)	function of receiving application for certification			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner		7/04/2014	CEO to Staff
s. 5(3)(d)	power to provide statement of compliance			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner		7/04/2014	CEO to Staff
s. 5(4)	power to accept and consider plans			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner		7/04/2014	CEO to Staff
s. 5(4A)	power to consider and certify plans before Transfer of Land Act 1958 application determined			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner		7/04/2014	CEO to Staff
s. 6(1)	duty to certify plan within prescribed time in specified circumstances			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner		7/04/2014	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

SUBDIVISION ACT 1988

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 6(2)	duty to refuse to certify plan where conditions in s.6(1) not met and give reasons in writing			
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		SSTP - Co-ord Statutory Planning & Building	7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner	7/04/2014	CEO to Staff	
s. 7A(2)	Duty to, within 7 days after certifying the plan, give the Secretary to the Department of Environment, Land, Water and Planning written notice of that certification, a copy of the application for certification and the certified plan			
		MIAG - Manager Investment, Attractions & Growth	24/08/2020	CEO to Staff
s. 8(1)	duty to refer plans to referral authority in certain circumstances			unless s.8(2)-(5) apply form of referral per r.13 and 14 of the Subdivision (Procedures) Regulations 2011
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		SSTP - Co-ord Statutory Planning & Building	7/04/2014	CEO to Staff
		STP - Senior Statutory Town Planner	7/04/2014	CEO to Staff
s. 8(6)	duty to give referral authority copy of certified plan where not referred to referral authority			
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		SSTP - Co-ord Statutory Planning & Building	7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner	7/04/2014	CEO to Staff	
s. 10(1)	power to require applicant to alter plan			
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
	STP - Senior Statutory Town Planner	7/04/2014	CEO to Staff	
s. 10(2)	power to agree to an alteration at request of applicant			
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		SSTP - Co-ord Statutory Planning & Building	7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner	7/04/2014	CEO to Staff	

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

SUBDIVISION ACT 1988

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 10(5)	duty to send altered plan to referral authority			must send notice in prescribed Form 4 outlining revised times, r.29 of the Subdivision (Procedures) Regulations 2011
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner		7/04/2014	CEO to Staff
s. 10(7)	duty to notify surveyor of alteration required by Council			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner		7/04/2014	CEO to Staff
s. 11(1)	function of receiving application to amend certified plan			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner		7/04/2014	CEO to Staff
s. 11(10)	duty to notify surveyor of an amendment by acquiring authority where plan prepared by surveyor			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner		7/04/2014	CEO to Staff
s. 11(11)	duty to give copy of re-certified plans to referral authority			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner		7/04/2014	CEO to Staff
s. 11(2)	duty to refer application under s.11(1) to referral authority			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner		7/04/2014	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

SUBDIVISION ACT 1988

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 11(2A)	power to amend without referral if minor amendment			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building			CEO to Staff
	STP - Senior Statutory Town Planner			CEO to Staff
s. 11(7)	duty to re-certify plan or advise of refusal in writing with reasons			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner		7/04/2014	CEO to Staff
s. 11A(1)	power to require more information			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner		7/04/2014	CEO to Staff
s. 15(1)	power to require engineering plan			does not apply where s.14 applies
	DI - Director Infrastructure		7/04/2014	CEO to Staff
	MI - Manager Engineering Services		7/04/2014	CEO to Staff
s. 15(2)	duty to approve/refuse approval/require alterations of engineering plan			does not apply where s.14 applies
	DI - Director Infrastructure		7/04/2014	CEO to Staff
	MI - Manager Engineering Services		7/04/2014	CEO to Staff
s. 15(6)	power to charge for engineering plans prepared by it			does not apply where s.14 applies
	DI - Director Infrastructure		7/04/2014	CEO to Staff
	MI - Manager Engineering Services		7/04/2014	CEO to Staff
s. 17(2)(a)	power to appoint supervisor of works			does not apply where s.14 applies
	DI - Director Infrastructure		7/04/2014	CEO to Staff
	MI - Manager Engineering Services		7/04/2014	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

SUBDIVISION ACT 1988

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 17(2)(b)	power to charge for supervision			does not apply where s.14 applies
	DI - Director Infrastructure		7/04/2014	CEO to Staff
	MI - Manager Engineering Services		7/04/2014	CEO to Staff
s. 17(2)(c)	power to enter into agreement with owner or applicant in anticipation of applicant becoming owner			does not apply where s.14 applies
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		7/04/2014	CEO to Staff
	MI - Manager Engineering Services		7/04/2014	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner		7/04/2014	CEO to Staff
s. 17(2A)	power to request Minister to nominate authority to consider what works are required			does not apply where s.14 applies
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		7/04/2014	CEO to Staff
s. 17(2D)	power to transfer works/interest in land relating to the works by agreement from Council to a relevant authority			does not apply where s.14 applies
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		7/04/2014	CEO to Staff
	MI - Manager Engineering Services		7/04/2014	CEO to Staff
s. 18(1)	power to require applicant to set aside land for public open space and/or pay a percentage			does not apply where ss.14, 18(5) and 18(8) apply must have regard to matters in s.18(1A)-2
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		7/04/2014	CEO to Staff
	MI - Manager Engineering Services		7/04/2014	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner		7/04/2014	CEO to Staff

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DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

SUBDIVISION ACT 1988

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 18(1B)	power to vary time of payment by agreement with applicant			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		7/04/2014	CEO to Staff
s. 18(4)	power to agree with applicant to set aside/pay different percentage			does not apply where s.14 applies
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		7/04/2014	CEO to Staff
s. 18(7)	power to refund amount paid under s.18(1) where no longer intend to subdivide			does not apply where s.14 applies
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		7/04/2014	CEO to Staff
s. 18(8)	Power to consider it unlikely that each lot will be further subdivided			
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
s. 18A(6)	power to decide to refund the amount paid to it, if satisfied that it is no longer intended to subdivide the land			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		7/04/2014	CEO to Staff
s. 19(1)	power to obtain valuation where value is not agreed			does not apply where s.14 applies
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner		7/04/2014	CEO to Staff
s. 19(3)	duty to give applicant copy of valuation			does not apply where s.14 applies
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner		7/04/2014	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

SUBDIVISION ACT 1988

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 19(5)	power to obtain revaluation on each anniversary of the making of the public open space requirement and vary the requirement accordingly, where the public open space requirement has not been complied with			does not apply where s.14 applies
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner		7/04/2014	CEO to Staff
s. 21(1)	duty to issue statement of compliance, subject to s.21(2C) and (2CA)			does not apply where s.14 applies time limits apply (s.21(1)-(2))
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner		7/04/2014	CEO to Staff
s. 21(10)(a)	Duty to, within 7 days after issuing a statement of compliance for a plan of subdivision relating to land in respect of which there is a levy recording (within the meaning of the Melbourne Strategic Assessment (contd))			<i>(contd) (Environment Mitigation Levy Act 2020 (Vic)), give the Secretary to the Department of Environment, Land, Water and Planning written notice that the statement has been issued</i>
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
s. 21(10)(b)	Duty to, within 7 days after issuing a statement of compliance for a plan of subdivision relating to land in respect of which there is a levy recording (within the meaning of the Melbourne Strategic Assessment (contd))			<i>(contd) (Environment Mitigation Levy Act 2020 (Vic)), give the Secretary to the Department of Environment, Land, Water and Planning a copy of the statement</i>
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

SUBDIVISION ACT 1988

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 21(10)(c)	Duty to, within 7 days after issuing a statement of compliance for a plan of subdivision relating to land in respect of which there is a levy recording (within the meaning of the Melbourne Strategic Assessment (contd)			<i>(contd) Environment Mitigation Levy) Act 2020 (Vic)), give the Secretary to the Department of Environment, Land, Water and Planning a copy of the plan of subdivision</i>
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
s. 21(2A)(a)&(b)	duty to, in writing, notify Development Victoria of request within 7 days of receiving as request for issue of statement of compliance, and to provide Authority with a copy of planning permit			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s. 21(2CA)	duty not to issue a statement of compliance in relation to a plan relating to land, in respect of which an infrastructure contribution is imposed under an approved infrastructure contributions plan, unless the applicant has satisfied the Council of the c			
	SSTP - Co-ord Statutory Planning & Building		27/08/2018	CEO to Staff
	STP - Senior Statutory Town Planner		27/08/2018	CEO to Staff
s. 21(4)	power to provide in the statement of compliance that agreement pursuant to Planning and Environment Act 1987 no longer applies in certain circumstances			does not apply where s.14 applies
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner		7/04/2014	CEO to Staff
s. 21(9)	duty to give a notice to the Commissioner of State Revenue that a statement of compliance has been issues			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner		7/04/2014	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

SUBDIVISION ACT 1988

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 24A(1)	duty to do any of the things listed in the table in this s.24A where so required by planning scheme with respect to reserves, etc			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		7/04/2014	CEO to Staff
	MI - Manager Engineering Services		15/02/2016	CEO to Staff
s. 24A(2)	power to certify a plan prepared under s.24A(1) where applicant certifies land no longer reserved			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		7/04/2014	CEO to Staff
s. 25(1)	function of being notified by Registrar of registration of plan and duty to notify any public authority for which easement has been created/reserve has vested			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner		7/04/2014	CEO to Staff
s. 25(2) s.25(2)	function of being notified by Registrar if plan is withdrawn or refused registration			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner		7/04/2014	CEO to Staff
s. 25(3)	duty to notify referral authority affected by withdrawal/refusal			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner		7/04/2014	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

SUBDIVISION ACT 1988

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 34D	power to apply to VCAT for order compelling an owners corporation to carry out a requirement or perform a duty			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner		7/04/2014	CEO to Staff
s. 34H(5)	function of receiving notice from Registrar of amendment or cancellation of plan on winding up			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner		7/04/2014	CEO to Staff
s. 35(1)	duty of acquiring authority to submit plan for certification and registration where land subdivided			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner		7/04/2014	CEO to Staff
s. 35(2)	power to require acquiring authority to submit certification new/amended plan			subsections 35(3)-(5) apply
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner		7/04/2014	CEO to Staff
s. 35(6)	duty of an acquiring authority to advise Registrar of vesting date			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner		7/04/2014	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

SUBDIVISION ACT 1988

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 35(8)	power of acquiring authority to submit for certification and registration of any land vested/registered in its own name			s.35(9) applies
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner		7/04/2014	CEO to Staff
s. 36(1)	function of stating in writing that it considers that subdivision requires removal/acquisition of easement			s.35(1AA) applies
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		7/04/2014	CEO to Staff
	MI - Manager Engineering Services		7/04/2014	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner		7/04/2014	CEO to Staff
s. 38	power to provide written consent			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		12/04/2018	CEO to Staff
s. 38A(1)	power to provide written consent			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		12/04/2018	CEO to Staff
s. 38B	power to provide written consent			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		12/04/2018	CEO to Staff
s. 38C	power to provide written consent			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		12/04/2018	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
SUBDIVISION ACT 1988

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 39(1)	power to refer disputes to VCAT			unless s.39(2) applies
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner		7/04/2014	CEO to Staff
s. 39(3)	power to apply to the County Court to order registration of plan be stopped in certain circumstances			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner		7/04/2014	CEO to Staff
sch 2 cl 11(1)	power to apply to a court for an order regarding scheme of development			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		7/04/2014	CEO to Staff
	STP - Senior Statutory Town Planner		7/04/2014	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
SUMMARY OFFENCES ACT 1966

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 4	power to give permission or consent to certain things			
	CCS - Co-ordinator Community Safety		5/09/2016	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	MERO - Director Infrastructure		4/11/2013	CEO to Staff
	MRS - Man Com Safety & Environmental Health		5/09/2016	CEO to Staff
s. 6A(1)	duty to consult with Victoria Police before granting an application for a permit for the use of Council land, and road closure or anything else that the Council believes will facilitate a public protest being held by the applicant			subject to s.6A(2)(b)
	CCS - Co-ordinator Community Safety		26/08/2019	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		12/04/2018	CEO to Staff
	MRS - Man Com Safety & Environmental Health		12/04/2018	CEO to Staff
s.30(10)	appoints the officer to be an inspector for the purposes of enforcing Section 30 of the Summary Offences Act 1996			
	CEH - Co-ordinator Environmental Health		6/11/2013	Auth Officer
	EHO2 - Environmental Health Officer		6/11/2013	Auth Officer
s.50A(3)(a)	power to apply to Governor in s.50A offences			
	Not Delegated -		4/11/2013	CEO to Staff
s.50A(3)(b)	power to apply to Governor in Council for revocation-variation of declaration under section 50A(3)(a)			
	Not Delegated -		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

TAXATION ADMINISTRATION ACT 1997

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.92(1)(e)(vfa)	function of receiving information from a tax officer under or in relation to the administration of a taxation law			
		DCORPS - Director Corporate Services	20/02/2017	CEO to Staff
		FM - Manager Finance	20/02/2017	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

TOBACCO ACT 1987

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.3	appoints the officer to be an inspector for the purposes of enforcing the Tobacco Act 1987			
	CEH - Co-ordinator Environmental Health		6/11/2013	Auth Officer
	EHO2 - Environmental Health Officer		6/11/2013	Auth Officer

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

TRANSFER OF LAND ACT 1958

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 26X(1)	function of receiving enquiries, from the Registrar, for personal information that identifies ratepayers and mortgagors of land, for the purpose of comparing that information with information retained by the Registrar or the Registrar-General in relation to land that is to be brought under the Act			
	CR - Co-ordinator Revenue		12/04/2018	CEO to Staff
s. 26X(2)	function of disclosing personal information that identifies who is a ratepayer or mortgagor of the land			
	CR - Co-ordinator Revenue		12/04/2018	CEO to Staff
s. 45(1)	power to consent to the creation of an easement or the transfer of land			where Council is the landowner
	Not Delegated -		2/02/2015	CEO to Staff
s. 54	power to make application to be registered proprietor			applies only where the Council is an 'acquiring authority' as defined in s.53
	Not Delegated -		4/11/2013	CEO to Staff
s. 55(3)	duty to take possession of any certificate of title or other document produced to Council on any claim for compensation and to lodge them immediately with the registrar			applies only where the Council is an 'acquiring authority' as defined in s.53
	Not Delegated -		4/11/2013	CEO to Staff
s. 57(1)	duty to lodge notification with the Registrar upon service of notice of intention			applies only where the Council is an 'acquiring authority' as defined in s.53
	Not Delegated -		4/11/2013	CEO to Staff
s. 57(2)	power to withdraw notice of intention to acquire			applies only where the Council is an 'acquiring authority' as defined in s.53
	Not Delegated -		4/11/2013	CEO to Staff
s. 62(4)	function of receiving notice from Registrar of where land is located			
	Not Delegated -		4/11/2013	CEO to Staff
s. 73B	power to consent to the creation or surrender of the right of carriageway			where land is located in Council's municipal district
	DI - Director Infrastructure		12/04/2018	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

TRANSFER OF LAND ACT 1958

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 88(1B)	power to consent to the varying or releasing of a restrictive covenant			where land is located in Council's municipal district
	DI - Director Infrastructure		12/04/2018	CEO to Staff
s. 88(2)	power to lodge with the Registrar a notification of the acquisition of an easement or any other right over or affecting land			applies only where the Council is an 'acquiring authority' as defined in s.53
	Not Delegated -		4/11/2013	CEO to Staff
s.106(1)(b)	power to consent to the registration of a dealing or plan			
	Not Delegated -		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

TRANSPORT INTEGRATION ACT 2010

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s 25(1)	duty to have regard to the transport system objectives when exercising powers and performing functions under interface legislation[*] which are likely to have a significant impact on the transport system	DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DI - Director Infrastructure	4/11/2013	CEO to Staff
s 25(2)	duty to have regard to the decision making principles in making decisions under interface legislation* which are likely to have a significant impact on the transport system.	DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DI - Director Infrastructure	4/11/2013	CEO to Staff
s 25(3)	duty to have regard to applicable specified policy principles	DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DI - Director Infrastructure	4/11/2013	CEO to Staff
s 25(4)	duty to have regard to applicable specified policy principles	DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DI - Director Infrastructure	4/11/2013	CEO to Staff
s 26	power to determine the weight to give to each transport system objective under ss.24 and 25	DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DI - Director Infrastructure	4/11/2013	CEO to Staff
s 27	power to determine the weight to give to each decision making principle under ss.24 and 25	DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DI - Director Infrastructure	4/11/2013	CEO to Staff
s 115F(3)	function of collaborating with the Taxi Services Commissioner			[This provision has not commenced yet and will commence on 1/7/2013 unless proclaimed earlier]
		DCW - Director Communities and Place	24/08/2020	CEO to Staff
		DI - Director Infrastructure	4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
TRANSPORT INTEGRATION ACT 2010

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s 197B(2)	function of receiving notice from regulated bodies			where Council is the responsible authority and s 197 applies
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
s 197B(3)	duty to meet with representatives from Director of Transport Safety			where Council is the responsible authority and s.197 applies
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
s 197D	duty to comply with guidelines issued under Act and directions of Secretary or Minister			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

VALUATION OF LAND ACT 1960

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 3(5)(ba)	power to request valuations of land			
	CEO - Chief Executive Officer		27/08/2018	CEO Direct
s. 6(1)	duty to give notice of the valuation to each rating authority interested in the valuation of land in the area for which the valuation is being made			where Council is the valuation authority
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s. 6(2)	power to require the general valuation prepared by the valuation authority to show items in paragraphs (a) – ©			where Council is a rating authority
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s. 6(3)	duty to give notice to valuer-general			where Council is the rating authority
	CR - Co-ordinator Revenue		27/08/2018	CEO to Staff
s. 6(4)	duty to ensure the valuer-generals request is given effect to			where Council is the valuation authority
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s. 7A(1)	power to pay valuer subject to the requirements of this s.7A(1)			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s. 7A(2)	power to make a payment irrespective of subsection (1) if Council satisfies paragraphs (a) and (b)			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s. 7AB(2)	power to adjust the rate or fire services property levy payable retrospectively for any period it considers just			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s. 7AE(2)	duty to comply with an Order in Council requiring the making of a new valuation			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s. 7B(1)	duty to provide valuation to valuer-general within 2 months of date on which the valuation was returned to Council			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

VALUATION OF LAND ACT 1960

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 8AA(1A)	duty to pay the valuer-general in accordance with section CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s. 8AA(1B)	duty to pay the valuer-general in accordance with section where Council has requested a supplementary valuation CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s. 8AA(2)(a)	power to agree the fees in respect of servicing of a valuation CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.10(1)	power to make a nomination to have the power to cause a valuation of all land in its municipal district for a specified year Not Delegated -		4/11/2013	CEO to Staff
s.10(6)	power to revoke nomination made under s.10(1) Not Delegated -		4/11/2013	CEO to Staff
s.11	duty to cause a general valuation Not Delegated -		4/11/2013	where Council is the valuation authority CEO to Staff
s.12	function of causing a valuation of rateable land at the direction of the Minister Not Delegated -		4/11/2013	where Council is the valuation authority CEO to Staff
s.13DA(1)	power to appoint people to carry out valuations CR - Co-ordinator Revenue Valuer - Valuer		4/11/2013 12/04/2018	where Council is the valuation authority the person(s) to be appointed must hold the qualifications or experience specified by Minister CEO to Staff Auth Officer
s.13DC(1)	power to require valuation on basis of site value Not Delegated -		4/11/2013	where council is rating authority CEO to Staff
s.13DC(2)	power to use in force valuations in certain circumstances Not Delegated -		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

VALUATION OF LAND ACT 1960

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.13DD(1)	power to determine that no general appreciable change has taken place			
	Not Delegated -		4/11/2013	CEO to Staff
s.13DE(1)	power to apply to Minister in respect to extension of period under section 13DD			
	Not Delegated -		4/11/2013	CEO to Staff
s.13DF(3A)	power to use supplementary valuation before it is certified to levy or adjust municipal rate or fire services property levy			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.13DF(5)	power to adjust rate or fire services property levy payable retrospectively where supplementary valuation made in circumstance referred to in s.13DF(2)(o)			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.13DFA(2)	function of receiving written certification of supplementary valuation from valuer-general			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.13DFB(1)	power to request valuer-general to carry out a supplementary valuation			
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.13DFB(3)	function of receiving the supplementary valuation within 10 business days after the supplementary valuation is returned to the valuer-general			
	CR - Co-ordinator Revenue		27/08/2018	CEO to Staff
s.13DG(3)	duty to make a valuation of all rateable land where Council has had annexed to its municipal district any area which is not part of a former municipal district.			where Council is the valuation authority
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.13G(1)	power to make a nomination to have the power to cause a valuation of land specified in s. 13G(2) for a specified year			where Council is the collection agency
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

VALUATION OF LAND ACT 1960

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.13G(7)	power to revoke nomination made under s.13G(1)			where Council is the collection agency
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.13H	duty to cause a general valuation of non-rateable leviable land to be made returned to it and provided to the relevant collection agency			where Council is the valuation authority
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.13I	duty to comply with a Ministerial Direction given under s.13I			where Council is the collection agency and also the valuation authority
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.13J	power to appoint people to carry out valuation			the person(s) to be appointed must hold the qualifications or experience specified by Minister applies when Council is making a valuation for the purposes of of the <i>Fire Services Property Levy Act 2012</i>
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
	Valuer - Valuer		12/04/2018	Auth Officer
s.13L(4)	power to use a supplementary valuation before it is certified by the valuer-general			where Council is the collection agency
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.13L(6)	power to adjust the fire services property levy payable retrospectively for any period considered just			where Council is the collection agency
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.13M(2)	function of receiving certification in writing that theValuer-General is satisfied that the supplementary valuation is correct			where Council is the collection agency
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.13N(1)	power to request the Valuer-General to make a supplementary valuation			where Council is the collection agency
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.13N(3)	function of receiving the supplementary valuation anwithin 10 business days after the supplementary valuation is returned to the Valuer-General			where Council is the rating authority
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

VALUATION OF LAND ACT 1960

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.15(3)	duty to give notices in paragraphs (a) and (b) if information is received from a valuation authority under s.15(1)(b) as to general valuation			where Council is the rating authority
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.20(3)	function of receiving objection and written submission where objection is because the value is too low or too high and the value is not less than the prescribed amount			where Council is the valuation authority
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.21(2)	duty to refer an objection received to the valuation authority			where Council is not the valuation authority which made the valuation
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.21(2A)	duty to refer objection to valuer			where Council is the valuation authority
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.21(5)	function of receiving written notice from the valuer-general of recommendation			where Council is the valuation authority or rating authority
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.21(6)	duty to give effect to the decision of the valuer-general			where Council is the rating authority
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.22(5)	function of receiving copy of application to VCAT for review of valuation decision			where Council is the valuation authority
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.22(6)	duty to forward to principal registrar of VCAT notice of objection and copies of any notices given under s.21 and any information given or submissions lodged under s.20 in relation to objection within 1 month after being served with copy of (cont)			(cont) objector's application for review under s.22(5) where Council is the valuation authority
	CR - Co-ordinator Revenue		4/11/2013	CEO to Staff
s.35	power to make a valuation for the 2018 calendar year			where Council is a municipal Council, or where Council is a collection agency
	CR - Co-ordinator Revenue		27/08/2018	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
VICTORIA GRANTS COMMISSION ACT 1976

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.10	duty to supply prescribed information to the commission by certain time			
	FM - Manager Finance		4/11/2013	CEO to Staff
	MA - Management Accountant		4/11/2013	CEO to Staff
s.12(4)	function of receiving determination of allocation of funds by the commission			
	FM - Manager Finance		4/11/2013	CEO to Staff
s.15	function of representing Council at commission hearing			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
VICTORIA STATE EMERGENCY SERVICE ACT 2005

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.34(1)	power to apply for registration of a group of persons as a unit of the Service			
	MERO - Director Infrastructure		4/11/2013	CEO to Staff
s.35(2)	power to consult with Director of Operations regarding removal of controller of a registered unit from office			
	MERO - Director Infrastructure		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

VICTORIAN DATA SHARING ACT 2017

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 10(a)	power to provide some, or all, of the specified data to the Chief Data Officer			if the Chief Data Officer gives a notice under s 8
	CG - Co-ordinator Governance		19/03/2018	CEO to Staff
s. 10(b)	power not to respond to the request			
	CG - Co-ordinator Governance		12/04/2018	CEO to Staff
s. 13(a)	power to provide some, or all, of the specified data to the Chief Data Officer			if the Chief Data Officer gives a notice under s 11
	CG - Co-ordinator Governance		12/04/2018	CEO to Staff
s. 13(b)	power not to respond to the request			if the Chief Data Officer gives a notice under s 11
	CG - Co-ordinator Governance		12/04/2018	CEO to Staff
s. 24(3)(c)	function of being informed by the Chief Data Officer, or data analytics body, if the Victorian Data Sharing Act 2017 Privacy and Data Protection Act 2014 or Health Records Act 2001 has been, or is likely to have been, breached in relation to data handled under the Victorian Data Sharing Act while in the control of the Chief Data Officer, or of the data analytics body			
	CG - Co-ordinator Governance		26/08/2019	CEO to Staff
s. 33(4)	duty to have regard to policies or guidelines issued under s.33(1)			
	CG - Co-ordinator Governance		12/04/2018	CEO to Staff
s. 8(1)	function of receiving a written notice to provide the Chief Data Officer with data held by Council, and data that is specified in the Chief Data Officer's notice			
	CG - Co-ordinator Governance		5/03/2018	CEO Direct
s.11(1)	function of receiving a written notice to provide information about Council's data holding			
	CG - Co-ordinator Governance		5/03/2018	CEO Direct
s.15(1)	power to disclose identifiable data to the Chief Data Officer in response to a request under s 8			in accordance with s 5
	CG - Co-ordinator Governance		5/03/2018	CEO Direct
s.15(2)	power to disclose identifiable data to a data analytics body for the purpose of data integration			in accordance with s 5
	CG - Co-ordinator Governance		5/03/2018	CEO Direct

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
VICTORIAN DATA SHARING ACT 2017

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.21	duty to inform the Chief Data Officer of the secrecy provisions which apply to the disclosed data			where the CEO is aware of secrecy provisions that apply to data that they have disclosed in accordance with this Act
	CG - Co-ordinator Governance		19/03/2018	CEO Direct

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
VICTORIAN ENERGY EFFICIENCY TARGET (PROJECT-BASED ACTIVITIES) REGULATIONS 2017

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
r.18(2)(a)	function to determine, or dispense with, any matter or thing left by the Secretary			This function only arises where the Secretary is exercising the powers conferred on them under r.18(1)
		CEO - Chief Executive Officer	2/10/2017	CEO to Staff
r.18(2)(b)	function to perform powers conferred, or duties imposed, by the Secretary in connection with the matters referred to under r 18(1)			This function only arises where the Secretary is exercising the powers conferred on them under r.18(1)
		CEO - Chief Executive Officer	2/10/2017	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
VICTORIAN ENVIRONMENTAL ASSESSMENT COUNCIL ACT 2001

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.26D(1)	function of conferring with the Victorian Environmental Assessment Council			If affected by the provision of an assessment or advice requested under s.26B
	DI - Director Infrastructure		20/02/2017	CEO to Staff
s.26D(2)	duty to give practicable assistance to the Victorian Environmental Assessment Council in preparing an assessment or advice			
	CWS - Co-ordinator Waste & Sustainability		25/02/2019	CEO to Staff

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
VICTORIAN HOME AND COMMUNITY CARE PROGRAM

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
Item 1	Submit the minimum data set report for the services provided for the quarter (DHHS Vic HACC PYP)			Must submit within 15 days of the end of the quarter
	CHS - Co-ordinator Home Support		2/10/2017	General
Item 2	Report Regional Assessment Service hours to DHHS			Reports required within 7 days of the end of the month/
	CHS - Co-ordinator Home Support		2/10/2017	General

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
VICTORIAN INSPECTORATE ACT 2011

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.284(2)	power to enter into agreements or arrangements for use of services with the Victorian Inspectorate			
	DCORPS - Director Corporate Services		4/11/2015	CEO to Staff
s.87(2)	function of responding to adverse material the Victorian Inspectorate intends to include in a report			
	DCORPS - Director Corporate Services		5/09/2016	CEO Direct
s.91(2)	function of responding to adverse material the Victorian Inspectorate intends to include in annual report			
	DCORPS - Director Corporate Services		5/09/2016	CEO Direct

HORSHAM RURAL CITY COUNCIL
DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)
VICTORIAN PLANNING AUTHORITY ACT 2017

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.33(2)	duty to comply with request by Authority under s.33(1) for information or assistance			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.34(1)	function of consulting with Authority where exercising its powers likely to affect Council's functions			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

WATER ACT 1989

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s. 12(1)(a)	Duty to make any authorisation or permission that may affect the drainage system subject to any conditions required to ensure the conservation of waterways, wetlands and aquifers			
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
s. 12(1)(b)	Power to withhold authorisation or permission until such works are carried out that are required to avoid or lessen any possible adverse effect			
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
s. 27(4)(a)(ii)	Function of receiving notice of a proposed declaration by the Minister that an area will be a water supply protection area			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s. 32H	Duty to keep copy of approved management plan available for inspection			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MRS - Man Com Safety & Environmental Health		4/11/2013	CEO to Staff
s. 36(3)(c)	Function of receiving a copy of an application for the grant of a bulk entitlement if Minister considers the Council is directly affected			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s. 67A	Function of receiving a copy of an application under s.67 in respect of a dam			
	TLIK - Team Leader Information & Knowledge		4/11/2013	CEO to Staff
s. 67B	Duty to advise the Minister of response to application			
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

WATER ACT 1989

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.122P(1)(a)(i)	Function of receiving notice of Authority's proposal to the Minister under s.122M, where where Council is a municipal Council, or where Council is a collection agency is affected by the proposal			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
s.122ZA(2)	Function of consenting to Minister's determination under s.122ZA(1)(b)			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
s.122ZC	Power to contribute money to environmental or recreational area for improving or maintaining the area			
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
s.144(2)(c)	Function of receiving a declaration by an Authority that land will be a serviced property for the purposes of the Act if likely to be affected			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

WATER ACT 1989

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.152	Function of receiving notice of intention to affect works			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
s.153	Function of receiving notice to alter or remove works			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
s.165(1)	Power to require an Authority to fix fire plugs to works			
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
s.165(2)	Duty to meet costs of providing installing marking and maintaining all fire plugs that the Council requires			
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
s.171D(1)	Power to require Melbourne Water Corporation to fix fire plugs to works			
	N/A -		4/11/2013	CEO to Staff
s.171D(2)	Duty to meet costs of providing installing marking and maintaining fire plug where plug is in Councils municipal district			
	N/A -		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

WATER ACT 1989

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.180(1)	Duty to forward copy application for septic tank permit to Authority			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s.180(3)	Function of receiving any notification of the location of the nearest sewer the availability of works to service the land and any requirements			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s.180(4)	Duty to comply with any requirement of the Authority in regard to the application			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s.180(5)	Duty to not make a decision within 21 days after the copy is forwarded to the Authority			
	CEH - Co-ordinator Environmental Health		4/11/2013	CEO to Staff
	EHO2 - Environmental Health Officer		4/11/2013	CEO to Staff
s.188(3)	Function of receiving notice of proposed declaration of a waterway if the Council may have an interest in the waterway			
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MACR - Manager Arts Culture & Recreation		25/02/2019	CEO to Staff
	MI - Manager Engineering Services		26/08/2019	CEO to Staff
s.205(3)	Function of receiving notice of proposed declaration that an area of land will be liable to flooding or be a floodway area			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

WATER ACT 1989

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.206(1)(b)	Function of receiving notice that an Order has been published in the Government Gazette			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	SSTP - Co-ord Statutory Planning & Building		4/11/2013	CEO to Staff
s.206(3)	Duty to prevent land uses that are inconsistent with any identified flood hazards			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MIAG - Manager Investment, Attractions & Growth		24/08/2020	CEO to Staff
s.208(2)	Duty to notify Authority of intention to undertake or erect any regulated works or structure before undertaking or erecting the works or structure			
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
s.214(2)(b)	Duty to be represented on a committee to carry out investigations in relation to water management if the Council is affected			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	DI - Director Infrastructure		4/11/2013	CEO to Staff
s.217	Power to apply for an order for removal or modification of works			
	DI - Director Infrastructure		4/11/2013	CEO to Staff
s.218(10)	Duty to comply with any request by another public statutory body within 1 month			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

WATER ACT 1989

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.218(14)	Power to enter into and remain on the drainage course for the purpose of doing anything that an owner or occupier failed to do			
	DI - Director Infrastructure		15/02/2016	CEO to Staff
	MI - Manager Engineering Services		15/02/2016	CEO to Staff
	MO - Manager Operations		4/11/2013	CEO to Staff
s.218(2)(b)(ii)	Function of receiving notice of proposed declaration that an area of land will be a drainage course			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.218(7)	Duty to act in accordance with a management plan approved by the Minister if the Council has management and control of a drainage course			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
	MI - Manager Engineering Services		4/11/2013	CEO to Staff
s.218(8)	Power to require an owner occupier or other public statutory body to remove any interferences carry out any works and maintain any structures if the Council has the management and control of a drainage course			subject to the limitations set out in s.218
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.244(7)	Function of receiving a copy of a community agreement if land in the area is affected			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.245(8)(b)	Power to consent to community agreement where it involves the construction of a drain across a road reserve			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.246	Power to exercise the powers and perform the functions of the committee if requested by the committee where land is affected by a community drainage or salinity mitigation or community water supply scheme			
	DCW - Director Communities and Place		24/08/2020	CEO to Staff

HORSHAM RURAL CITY COUNCIL

DELEGATION OF DUTIES - ALL DELEGATIONS BY ACTS (Adopted 24 August 2020)

WATER ACT 1989

Provision	Provision Details	Delegate - Initials, Position Name, Current Employee	Date Adopted	Delegation Type / Further Info.
s.263(2)	Function of receiving a request to arrange for a supplementary valuation to be made			
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
s.281A(1)	Power to enter into agreement with Melbourne Water Corporation to collect money owing to Melbourne Water Corporation under the Act			
	N/A -		4/11/2013	CEO to Staff
s.281A(3)	Duty to collect money owing to Melbourne Water Corporation under the Act that relates to Councils municipal district			on the terms and conditions agreed with Melbourne Water Corporation or, in default of agreement, determined by the Essential Services Commission
	N/A -		4/11/2013	CEO to Staff
s.286(1)(a)	Duty to contribute to the revenue of the Authority if requested			conditions set out in s.285 and s.286
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff
s.287(1)(a)	Duty to make a special contribution to the revenue of the Authority if requested			conditions set out in s.285 and s.287
	DCORPS - Director Corporate Services		4/11/2013	CEO to Staff
	DCW - Director Communities and Place		24/08/2020	CEO to Staff