

<Customer Name>

NOTE – This report is based on the Maddocks Subscribers (Portrait) report



<Organisation Name>

DELEGATIONS REGISTER

<Position>

<DATE>

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DELEGATIONS for <POSITION>

Delegation Sources

- Cemeteries and Crematoria Act 2003 - Cemeteries and Crematoria Act 2003
- Housing Act 1983 (Instrument of Sub Delegation - CEO to Staff) - Housing Act 1983
- S12 Municipal Building Surveyor Package - Building Act 1993
- S6 Instrument of Delegation - Members of Staff - Cemeteries and Crematoria Act 2003
- S6 Instrument of Delegation - Members of Staff - Food Act 1984
- VIC Food Act 1984 - Food Act 1984

Provision	Item Delegated	Conditions and Limitations
s.8(1)(a)(ii)	Power to manage one or more cemeteries	where appointed to manage cemetery by Governor in Council
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	
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 A cemetery trust special condition # 1
s.12A(1)	function to do the activites set out in paragraphs (a) - (n)	where Council is a Class A cemetery trust
s.12A(2)	duty to have regards to matters set out in paragraphs (a) - (e) in exercising its functions	where Council is a Class A cemetery trust
s.13	duty to do anything necessary or convenient to enable it to carry out its functions	special condition #2
s.14	power to manage multiple public cemeteries as if they are one cemetery	

So the Table will look like this...

Cemeteries and Crematoria Act 2003 - Cemeteries and Crematoria Act 2003 [##The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)		
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	functions	special condition #2
s.14	power to manage multiple public cemeteries as if they are one cemetery	

Housing Act 1983 (Instrument of Sub Delegation - CEO to Staff) - Housing Act 1983

Provision	Item Delegated	Conditions and Limitations
s.34(1)	function of entering into arrangements with the Director whereby Council carries out works	
s.34(3)	power to enter into arrangements with the Director for the purposes of this Act	
s.67(1)(a)	power to do all things to make house comply with regulations or to give effect to direction	
s.67(2)	power to recover expenses	
s.67(3)	power to sell or dispose of material	
s.68(1)	power to order that house (a) be and remain unoccupied; or (b) be vacated by the occupier	condition 6
s.68A	power to revoke declaration	

S12 Municipal Building Surveyor Package - Building Act 1993

Provision	Item Delegated	Conditions and Limitations
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.	
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	
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)	
s.25	Duty to notify applicant for a permit in writing without delay of refusal of permit and reasons refusal	

S6 Instrument of Delegation - Members of Staff - Cemeteries and Crematoria Act 2003

[##The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

Provision	Item Delegated	Conditions and Limitations
s 18l	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 Subject to position authority.

S6 Instrument of Delegation - Members of Staff - Food Act 1984

Provision	Item Delegated	Conditions and Limitations
s.19GB	power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	where council is the registration authority

VIC Food Act 1984 - Food Act 1984

Provision	Item Delegated	Conditions and Limitations
s.19(1) and (2)	Order directing premises be cleaned, or steps taken to ensure food is safe etc, on being satisfied about unsatisfactory nature of the premises or food	
s.19(4)(a)	Direct that a copy of order made under section 19(3)(a) or (3)(b) be affixed to premises, and/or publish a notice in a newspaper or other means,	

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	informing the public about the order	
s.19H(4)(b) and (5)	Specify the range of frequencies and intervals for assessment or audit that may be applied to a specific premises, instead of the default requirements	

I acknowledge that I have received, read and accept the delegation of authority.

Name:

Signature:

<Position>

Date: