



**3. DECLARATIONS OF CONFLICTS OF INTEREST**

**4. PUBLIC QUESTION TIME AND SUBMISSIONS**

**5. COUNCILLOR QUESTION TIME**

**6. SEALING SCHEDULE**

**Item 6.1 Document for Sealing – Instrument of Appointment and Authorisation – Planning and Environment Act 1987**

- 1.1 Section 224 of the Local Government Act 1989 and numerous other Acts and Regulations require that authorised officers be appointed for the purposes of the administration and enforcement of Acts, Regulations or local laws which relate to the functions and powers of the Council.
- 1.2 In most cases, the authorisations are approved by the Chief Executive Officer, but the Planning and Environment Act 1987 specifically requires that authorisations under that Act be issued by resolution of the Council and sealed.
- 1.3 At its meeting of 17 February 2021, Council approved new authorisations pursuant to the Planning and Environment Act 1987 for staff in its Planning and Planning Compliance teams. A copy of that report is attached.
- 1.4 Two new officers have commenced with the Planning Compliance unit on 3 May 2021 and require the proper authorisations to enable them to undertake their responsibilities under the applicable legislation. It is recommended that new authorisations pursuant to the Act be approved, and the attached Instrument of Appointment and Authorisation be signed and sealed by Council.

**Responsible Officer: Kirsty Pearce, Head of Governance**

**RECOMMENDATION**

That the Common Seal of the Port Phillip City Council be affixed to the Instrument of Appointment and Authorisation (Attachment 1).

**TRIM FILE NO:** F21/1  
**ATTACHMENTS**

1. Planning Compliance Staff S11A
2. 17 Feb 21 Report 14.6 Appointment of Authorised Officers