



**WHITEHORSE
CITY COUNCIL**

S6 Instrument of Delegation Members of Council Staff

15th December 2016

Preamble

Instrument of Sub-Delegation

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

1. Delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. Declares that:
 - 2.1 This Instrument of Delegation is authorised by resolution passed on **30 March 2026** and
 - 2.2 The delegation:
 - 2.2.1 comes into force immediately upon the Instrument of Delegation being signed by the Chief Executive Officer;
 - 2.2.2 remains in force until varied or revoked;
 - 2.2.3 revokes the previous Instrument of Delegation signed on **2 February 2026**;
 - 2.2.4 is subject to any conditions and limitations set out in sub-paragraph 2.3 and 2.4, and the Schedule; and
 - 2.2.5 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.3 The delegate must not determine the issue, take the action or do the act or thing:
 - 2.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
 - 2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a policy or strategy adopted by Council;
 - 2.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
 - 2.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.
3. Declares that the powers delegated under sections 61(1), 73, 84(1) and 96G(1) of the Planning and Environment Act 1987 must not be exercised in relation to:
 - 3.1. any application 'called in' by a Councillor, whereby a Councillor advises that the planning application must be reported to Council for determination;
 - 3.2. any major development proposal or any other application where considered to be warranted by the delegate;
 - 3.3. an application where it is considered by the delegate to be significant non-compliance with the relevant Council Policy, the Whitehorse Planning Scheme and/or any incorporated document to the planning scheme;
 - 3.4. an application for a single dwelling, dwelling addition, multiple dwellings, accommodation, or non- residential use and/or development within a residential zone where there are 12 or more objector properties;;
 - 3.5. an application for non-residential use and/or development outside a residential zone where there are 20 or more objector properties.

Any decision must be dual signed by the responsible officer and delegate and must be in accordance with the delegation policy.

4. The provisions of 3.1-3.5 inclusive do not apply to an application which falls within a 'deemed to comply' or similar provision under the Whitehorse Planning Scheme where approval is mandatory.

5. A decision to refuse a permit application must only be exercised by Director City Development, Manager City Planning & Development, Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning, Principal Planner, except any application "called in" by a Councillor.



SIMON MCMILLAN

Chief Executive Officer

Whitehorse City Council

Date: 7 April 2026

In the presence of


Witness Alex Wintle

Date: 7 April 2026

Delegation Sources

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

Positions

Assistant Manager Statutory Planning
Chief Executive Officer
City Planning and Development Administration Officer
Civil Works Inspector
Community Laws Officer
Coordinator Community Laws
Coordinator Community Safety Support
Coordinator Engineering Approvals
Coordinator Engineering Works
Coordinator Environmental Health
Coordinator Governance
Coordinator Parking Services
Coordinator Strategic Planning
Development Contributions Administration Officer
Development Contributions Officer
Director City Development
Director Corporate Services
Director Infrastructure & Sustainability
Environmental Health Administration Officer
Environmental Health Officer
Environmental Health Technical Officer
Geospatial Lead
Liaison Officer Construction Management Plans
Manager City Planning & Development
Manager City Services
Manager Community Safety
Manager Engineering & Integrated Transport
Manager Finance
Manager Project Delivery & Assets
Not applicable
Not delegated
Parking Services Officer
Planning Arborist
Planning Enforcement Officer
Principal Planner
Senior Arborist

Senior Planner
 Senior Strategic Planner
 Strategic Planner
 Subdivision Officer
 Team Leader Community Laws
 Team Leader Parking Services
 Team Leader Statutory Planning
 Team Leader Statutory Planning Enforcement
 Team Leader Trees Team

Positions Groups

Position Group Name	Positions
All Planning Group	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Planning Enforcement Officer, Planning Officer, Strategic Planner, Team Leader Statutory Planning, Senior Strategic Planner, Team Leader Statutory Planning Enforcement, Principal Planner, Manager City Planning & Development, Director City Development, Coordinator City Planning and Development Administration, Subdivision Officer, Team Leader Trees Team
Planning Officers Group	Senior Planner, Team Leader Statutory Planning, Principal Planner

S6 Instrument of Delegation - Members of Staff

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 14(1)	Function of receiving notice of transfer of ownership.	Not delegated	Not applicable at Whitehorse City Council

Domestic Animals Act 1994

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41A(1)	Power to declare a dog to be a menacing dog	Manager Community Safety	Council may delegate this power to a Council authorised officer

Food Act 1984

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	Environmental Health Officer, Coordinator Environmental Health	If s 19(1) applies
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	Environmental Health Officer, Coordinator Environmental Health	If s 19(1) applies
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	Chief Executive Officer	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b),	Chief Executive Officer	If s 19(1) applies

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	(i) be affixed to a conspicuous part of the premises, (ia) displayed at any point of sale, (ib) be published on the food business's Internet site and (ii) inform the public by notice in a published newspaper, on the Internet site or otherwise		
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	Environmental Health Officer, Coordinator Environmental Health	If s 19(1) applies
s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	Environmental Health Officer, Coordinator Environmental Health	If s 19(1) applies
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	Not delegated	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 Only in relation to temporary food premises or mobile food premises
s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	Not delegated	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	Coordinator Environmental Health	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	Coordinator Environmental Health	Where Council is the registration authority
s 19EA(3)	Function of receiving copy of revised food safety program	Environmental Health Officer, Coordinator Environmental Health,	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Environmental Health Administration Officer	
s 19FA(1)	Power to direct a proprietor of a food premises to revise the food safety program for the premises or comply with any requirements specified in the food safety program	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority Subject to s 19FA(2), which requires a time limit for compliance to be specified
s 19FA(3)(a)	Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	Coordinator Environmental Health, Manager Community Safety	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 19FA(3)(b)	Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	Coordinator Environmental Health, Manager Community Safety	Where Council is the registration authority
s 19FA(3)(c)	Power to suspend the registration of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	Coordinator Environmental Health, Manager Community Safety	Where Council is the registration authority
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority Note: Not required if Council has taken

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			other appropriate action in relation to deficiencies (see s 19IA(3))
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	Environmental Health Officer, Coordinator Environmental Health, Environmental Health Administration Officer	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	Not delegated	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	Not delegated	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Power to register or renew the registration of a food premises	Environmental Health Officer, Coordinator Environmental Health, Environmental Health Administration Officer	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 36A	Power to accept an application for registration or notification using online portal	Environmental Health Officer, Coordinator Environmental Health, Environmental Health Administration Officer	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	Environmental Health Officer, Coordinator Environmental Health, Environmental Health Administration Officer	Where Council is the registration authority
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	Not delegated	Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program template	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority not exceeding the prescribed time limit defined under s 38E(5)
s 38E(4)	Duty to register the food premises when conditions are satisfied	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	Environmental Health Officer, Coordinator Environmental Health, Environmental Health	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Administration Officer	
s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 39(2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	Environmental Health Officer, Coordinator Environmental Health, Environmental Health Technical Officer	
s 39A	Power to register, or renew the registration of a food premises despite minor defects	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c)
s 39A (6)	Duty to comply with a direction of the Secretary	Environmental Health Officer, Coordinator Environmental Health, Environmental Health Technical Officer	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	Environmental Health Officer, Coordinator Environmental Health, Environmental Health Administration Officer	Where Council is the registration authority
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	Chief Executive Officer	Only if absolutely necessary
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	Coordinator Environmental Health	Where Council is the registration authority

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 40D(1)	Power to suspend or revoke the registration of food premises	Manager Community Safety	Where Council is the registration authority
s 40E	Duty to comply with direction of the Secretary	Environmental Health Officer, Coordinator Environmental Health, Environmental Health Technical Officer	
s 40F	Power to cancel registration of food premises	Coordinator Environmental Health	Where Council is the registration authority
s 43	Duty to maintain records of registration	Environmental Health Officer, Coordinator Environmental Health, Environmental Health Administration Officer, Environmental Health Technical Officer	Where Council is the registration authority
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering or renewing registration of a component of a food business	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 45AC	Power to bring proceedings	Environmental Health Officer, Coordinator Environmental Health	

Food Act 1984

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

Heritage Act 2017

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 116	Power to sub-delegate Executive Director's functions, duties or powers	Director City Development	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

Local Government Act 1989

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 185L(4)	Power to declare and levy a cladding rectification charge	Chief Executive Officer	

Planning and Environment Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	Manager City Planning & Development, Director City Development	If authorised by the Minister

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 4I(2)	Duty to make and copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements	All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
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	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 12B(1)	Duty to review planning scheme	Manager City Planning & Development, Director City Development	
s 12B(2)	Duty to review planning scheme at direction of Minister	Manager City Planning & Development, Director City Development	
s.12B(5)	duty to report findings of review of planning scheme to	Manager City Planning & Development,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Minister without delay	Director City Development	
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 16B	Duty (upon receiving a request to prepare an amendment to the planning scheme) to decide: - to apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F, or - to refuse the request. Note: see also sections 16A, 16D, 16E and 16K.	Manager City Planning & Development, Director City Development	
s 16C(1)	Duty to give written notice of its decision under section 16B to the person who made the request within 10 business days of making the decision. Note: The notice must contain prescribed information, and reasons if it is a refusal.	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Services, Director City Development	
s 16C(4)	Duty to give a copy of the request and the notice under subsection 16C(1) to the Minister.	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager City Services, Director City Development	
s 16F	Power to apply to the Minister for authorisation to prepare an amendment to the State standard provisions or the local provisions of a planning scheme in force in the municipal district. Note: see also sections 16G and 16K.	Manager City Planning & Development, Director City Development	
s 16F	Power to prepare an amendment to the planning scheme where the Minister has authorised Council to do so under section 16F	Manager City Planning & Development, Director City Development	
s 16H	Power to prepare an amendment specified in an application without the Minister's authorisation if no response received after 10 business days Note: see also section 16K.	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Services, Director City Development, Development Contributions Officer	Does not apply in relation to an application for the preparation of an amendment that will apply to land to which a Suburban Rail Loop planning area declaration applies.
s 16I	Power to apply to the Minister for authorisation to prepare an amendment to any part of the State standard provisions and local provisions of a planning scheme applying to an area adjoining its municipal district.	Not delegated	
s 16I	Power to prepare amendment to the planning scheme applying to an area adjoining Council's municipal district where the Minister has authorised Council to do so under section 16I. Note: see also sections 16D, 16G and 16J.	Not delegated	
s 17(1)	Duty of giving copy amendment to the planning	Assistant Manager Statutory Planning,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	scheme	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 17(2)	Duty of giving copy s 173 agreement	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	Until the proposed amendment is approved or lapsed
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	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Chief Executive Officer, Manager City Planning & Development, Director City Development	May give notice to the Minister. May give notice to a public authority or a Council.
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development,	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Director City Development, Development Contributions Officer	amendment will amend the planning scheme to designate Council as an acquiring authority.
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	Chief Executive Officer, Manager City Planning & Development, Director City Development	Where Council is a planning authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	Until the end of 2 months after the amendment comes into operation or lapses
s 21A(4)	Duty to publish notice	Coordinator Strategic Planning, Manager City Planning & Development, Director City Development	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Chief Executive Officer, Manager City Planning & Development, Director City Development, Development Contributions Officer	Except submissions which request a change to the items in s 22(5)(a) and (b)
s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	Assistant Manager Statutory Planning, Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	Coordinator Strategic Planning, Manager City Planning & Development, Director City Development	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 23A(2)	Power to: - change the amendment in the manner requested; - not change the amendment in the manner requested; or - abandon the amendment or part of the amendment.	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Services, Director City Development, Development Contributions Officer	Where Council is the planning authority. After considering a submission which requests a change to a 'low-impact' amendment (as described in section 16N).
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	Only applicable for the development contributions officer in matters that require the development contributions officer
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer, Development Contributions Administration Officer	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development	During the inspection period

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Contributions Officer, Development Contributions Administration Officer	
s 27(2)	Power to apply for exemption if panel's report not received	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Chief Executive Officer, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 28(1)	Duty to notify the Minister if abandoning an amendment, with a copy of any submission considered, and a statement of reasons for the decision	Chief Executive Officer, Director City Development	Note: the power to make a decision to abandon an amendment cannot be delegated
s 28(2)	Duty to publish notice of the decision on Internet site	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 28C	Duty to comply with directions of the Minister after abandoning the amendment with respect to: - providing relevant documentation; and	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Team Leader Statutory Planning,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	- providing assistance with steps to be taken for the amendment.	Senior Strategic Planner, Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 30(4)(a)	Duty to say if amendment has lapsed	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Chief Executive Officer, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 30(4)(b)	Duty to provide information in writing upon request	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Chief Executive Officer, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 32(2)	Duty to give more notice if required	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Chief Executive Officer, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 33(1)	Duty to give more notice of changes to an amendment	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Chief Executive Officer, Manager City Planning & Development,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Director City Development, Development Contributions Officer	
s 36(2)	Duty to give notice of approval of amendment	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Chief Executive Officer, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 38(5)	Duty to give notice of revocation of an amendment	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Chief Executive Officer, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	Only applicable for the development contributions officer in matters that require the development contributions officer
s 40(1)	Function of lodging copy of approved amendment	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 41(1)	Duty to make a copy of an approved amendment	Assistant Manager Statutory Planning,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	available in accordance with the public availability requirements during inspection period	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer, Development Contributions Administration Officer	
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
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	Not applicable	
s 46LB(3)	Duty to publish,	Assistant Manager Statutory Planning,	

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Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	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)	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development	
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	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	Manager City Planning & Development, Director City Development	
s 46Q(1)	Duty to keep proper accounts of levies paid	Manager City Planning & Development, Director City Development	
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development	
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	Manager City Planning & Development, Director City Development	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	Manager City Planning & Development, Director City Development	Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation	Chief Executive Officer, Manager City Planning & Development, Director City Development	Must be done within six months of the end of the period required by the development contributions plan and with the consent of,

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)		and in the manner approved by, the Minister
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	Manager City Planning & Development, Director City Development	Must be done in accordance with Part 3
s46Q(4)(e)	Duty to expend that amount on other works etc.	Manager City Planning & Development, Director City Development	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	Manager City Planning & Development, Director City Development	
s 46QD	Duty to prepare report and give a report to the Minister	Director City Development	Where Council is a collecting agency or development agency
s 46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with the public availability requirements, during the inspection period	Not delegated	
s 46V(4)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with s 197B of the Act and on payment of the prescribe fee, after the inspection period	Not delegated	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it	Not delegated	
s 46V(6)	Duty to make a copy of the approved strategy plan incorporating all amendments to it available in accordance with the public availability requirements	Not delegated	
s 46Y	Duty to carry out works in conformity with the approved strategy plan	Not delegated	
s 47	Power to decide that an application for a planning permit does not comply with that Act	Assistant Manager Statutory Planning, Team Leader Statutory Planning, Principal Planner, Manager City Planning & Development, Director City Development	
s 48A	Power to notify an applicant that the application is incomplete Note: The notice must set out any required fees or information, the date for payment or production, and the effect of non-compliance set out in section 48B(1).	Assistant Manager Statutory Planning, Team Leader Statutory Planning, Manager City Planning & Development	Where Council is the responsible authority
s 48C	Power to refund a fee paid for an application which is void and of no effect under section 48B(1)	Assistant Manager Statutory Planning, Manager City Services	Where Council is the responsible authority
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			only
s 50(4)	Duty to amend application	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 50(5)	Power to refuse to amend application	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 50(6)	Duty to make note of amendment to application in register	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	
s 50A(1)	Power to make amendment to application	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning	The Subdivision Officer is authorised to exercise this for subdivision applications only

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		& Development, Director City Development, Subdivision Officer, Planning Officers Group	
s 50A(4)	Duty to note amendment to application in register	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
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	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only. In case of a decision not to give notice of an application, this delegation must only be exercised by the Director City Development, Manager City Planning and Development, Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Strategic Planning and Principal Planner.
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision	The Subdivision Officer is authorised to exercise this for subdivision applications only

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer, Planning Officers Group	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
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	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
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	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 52(3)	Power to give any further notice of an application where appropriate	Assistant Manager Statutory Planning, Coordinator Strategic Planning,	The Subdivision Officer is authorised to exercise this for subdivision applications

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	only
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Senior Planner, Team Leader Statutory Planning, Principal Planner, Manager City Planning & Development, Director City Development	
s 53(1A)	Power to require the applicant to give the notice under s 52(1AA)	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Senior Planner, Team Leader Statutory Planning, Principal Planner, Manager City Planning & Development, Director City Development	
s 54(1)	Power to require the applicant to provide more information	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 54(1B)	Duty to specify the lapse date for an application	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager	The Subdivision Officer is authorised to exercise this for subdivision applications

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	only
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only. A decision to refuse to extend time in response to any request pursuant to Section 54A(1) must only be exercised by the Director City Development, Manager City Planning and Development, Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Strategic Planning and Principal Planner.
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	Chief Executive Officer, Manager City Planning & Development, Director City Development	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 57A(5)	Power to refuse to amend application	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 57A(6)	Duty to note amendments to application in register	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		& Development, Director City Development, Planning Officers Group	
s 57B(1)	Duty to determine whether and to whom notice should be given	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 57C(1)	Duty to give copy of amended application to referral authority	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 58	Duty to consider every application for a permit	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 58A	Power to request advice from the Planning Application Committee	Chief Executive Officer, Manager City Planning & Development, Director City Development	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 60	Duty to consider certain matters	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 60(1A)	Duty to consider certain matters	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
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	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Senior Planner, Team Leader Statutory Planning, Principal Planner, Manager City Planning & Development, Director City Development, Subdivision Officer	Decisions must be consistent with point 3 of the Preamble in this instrument. The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i> The Subdivision Officer is authorised to exercise this for subdivision applications only. The decision must be dual signed by the responsible officer and delegate and must be in accordance with the delegation policy
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning, Principal Planner, Manager City Planning &	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Development, Director City Development	
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning, Principal Planner, Manager City Planning & Development, Director City Development	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning, Principal Planner	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning, Principal Planner	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 62(2)	Power to include other conditions	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager	The Subdivision Officer is authorised to exercise this for subdivision applications

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	only
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
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)	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision	The Subdivision Officer is authorised to exercise this for subdivision applications only

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer, Planning Officers Group	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only. This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(3)	Duty not to issue a permit until after the specified period	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only. This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64(5)	Duty to give each objector a copy of an exempt decision	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only. This provision applies also to a decision to grant an amendment to a permit - see s 75
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only. This provision applies also to a decision to grant an amendment to a permit - see s 75
s 65(1)	Duty to give notice of refusal to grant permit to	Assistant Manager Statutory Planning,	The Subdivision Officer is authorised to

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Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	applicant and person who objected under s 57	Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	exercise this for subdivision applications only
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority The Subdivision Officer is authorised to exercise this for subdivision applications only.
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	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 The Subdivision Officer is authorised to exercise this for subdivision applications only. If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			a condition on the permit recommended by the recommending referral authority
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	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	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 The Subdivision Officer is authorised to exercise this for subdivision applications only. If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s 69(1)	Function of receiving application for extension of time of permit	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 69(1A)	Function of receiving application for extension of time to complete development	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 69(2)	Power to extend time	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Senior Planner, Team Leader Statutory Planning, Principal Planner, Manager City Planning & Development, Director City Development, Subdivision Officer	The Subdivision Officer is authorised to exercise this for subdivision applications only. The power to refuse to extend time must only be exercised by Director City Development, Manager City Planning & Development, Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning and Principal Planner. The decision must be dual signed by the responsible officer and delegate and must be in accordance with the delegation policy.
s 70	Duty to make copy permit available for inspection in accordance with the public availability requirements	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 71(1)	Power to correct certain mistakes	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning, Principal Planner, Manager City Planning & Development, Director City Development	The decision must be dual signed by the responsible officer and delegate and must be in accordance with the delegation policy.
s 71(2)	Duty to note corrections in register	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development,	Note – "Register" means a register of Applications pursuant to s 49 of the Act.

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Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Director City Development, Planning Officers Group	
s 73	Power to decide to grant amendment subject to conditions	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Senior Planner, Team Leader Statutory Planning, Principal Planner, Manager City Planning & Development, Director City Development, Subdivision Officer	Decisions must be consistent with point 3 of the Preamble in this instrument. The decision must be dual signed by the responsible officer and delegate and be in accordance with Delegation Policy. The Subdivision Officer is authorised to exercise this for subdivision applications only.
s 74	Duty to issue amended permit to applicant if no objectors	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development,	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Director City Development, Subdivision Officer, Planning Officers Group	include a condition on the amended permit recommended by the recommending referral authority The Subdivision Officer is authorised to exercise this for subdivision applications only.
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	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 The Subdivision Officer is authorised to exercise this for subdivision applications only. If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit The Subdivision Officer is authorised to exercise this for subdivision applications only. If the recommending referral authority objected to the amendment of the permit or

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s 76D	Duty to comply with direction of Minister to issue amended permit	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 83	Function of being respondent to an appeal	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 83B	Duty to give or publish notice of application for review	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	Decisions must be consistent with point 3 of the Preamble in this instrument. In addition, the decision to refuse in this instance can be exercised over all applications despite the exemptions in condition 3.4, with the exception of any application "called in" by a Councillor.

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			This does not apply if there is insufficient time for the matter to be reported to Council whereby the decision will be discussed with the ward Councillors prior to it being made, The decision must be dual signed by the responsible officer and delegate and must be in accordance with the delegation policy. The Subdivision Officer is authorised to exercise this for subdivision applications only.
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	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
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	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 84AB	Power to agree to confining a review by the Tribunal	Assistant Manager Statutory Planning, Team Leader Statutory Planning,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager City Planning & Development, Director City Development	
s 86	Duty to issue a permit at order of Tribunal within 3 business days	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	Manager City Planning & Development, Director City Development	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 91(2)	Duty to comply with the directions of VCAT	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 92	Duty to give notice of cancellation/amendment of	Assistant Manager Statutory Planning,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	permit by VCAT to persons entitled to be heard under s 90	Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 93(2)	Duty to give notice of VCAT order to stop development	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Planning Enforcement Officer, Manager City Planning & Development, Director City Development, Subdivision Officer, Liaison Officer Construction Management Plans, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 95(3)	Function of referring certain applications to the Minister	Assistant Manager Statutory Planning, Team Leader Statutory Planning, Chief Executive Officer, Manager City Planning & Development, Director City Development, Subdivision Officer	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 95(4)	Duty to comply with an order or direction	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	Manager City Planning & Development, Director City Development	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Chief Executive Officer	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	Coordinator Strategic Planning, Chief Executive Officer, Manager City Planning & Development, Director City Development	The request to prepare the amendment must be made under section 16A. Delegate must not agree to consider the application for the permit concurrently with the preparation of the proposed amendment unless it has made a decision under section 16B(a) to apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F.
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development	
s 96F	Duty to consider the panel's report under s 96E	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development	<ul style="list-style-type: none"> • Decisions must be consistent with point 3 of the Preamble in this instrument. • In addition: <ol style="list-style-type: none"> a) in deciding an amendment, the Delegate must not exercise his or her

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			delegation without first conferring with his or her immediate superior; and b) the decision to refuse in this instance can be exercised over all applications despite the exemptions above, with the exception of any application "called in" by a Councillor. This does not apply if there is insufficient time for the matter to be reported to Council whereby the decision will be discussed with the Ward Councillors prior to it being made.
s 96H(3)	Power to give notice in compliance with Minister's direction	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development	
s 96J	Duty to issue permit as directed by the Minister	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Planning Officers Group	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 96Z	Duty to keep levy certificates and levy exemption certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Planning Officers Group, All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 97C	Power to request Minister to decide the application	Not delegated	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	Planning Officers Group, All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
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	Planning Officers Group, All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with the public availability requirements	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 97MH	Duty to provide information or assistance to the	Planning Officers Group,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Planning Application Committee	All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	Manager City Planning & Development, Director City Development	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning, Principal Planner, Manager City Planning & Development, Director City Development	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning, Principal Planner, Manager City Planning & Development, Director City Development	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning, Chief Executive Officer, Principal Planner, Manager City Planning & Development, Director City Development	
s 97Q(4)	Duty to comply with directions of VCAT	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning, Chief Executive Officer, Principal Planner,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager City Planning & Development, Director City Development	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	Chief Executive Officer, Director City Development	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	Chief Executive Officer, Planning Officers Group, All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 101	Function of receiving claim for expenses in conjunction with claim	Planning Officers Group, All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 103	Power to reject a claim for compensation in certain circumstances	Chief Executive Officer, Director City Development	
s.107(1)	Function of receiving claim for compensation	Planning Officers Group, All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 107(3)	Power to agree to extend time for making claim	Chief Executive Officer,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager City Planning & Development, Director City Development	
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 114(1)	Power to apply to the VCAT for an enforcement order	Assistant Manager Statutory Planning, Chief Executive Officer, Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development	Ward Councillor to be advised of the decision.
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Planning Enforcement Officer, Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development, Liaison Officer Construction Management Plans, Planning Officers Group	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	Assistant Manager Statutory Planning, Chief Executive Officer, Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development	
s 123(1)	Power to carry out work required by enforcement order and recover costs	Assistant Manager Statutory Planning, Coordinator Strategic Planning,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	Chief Executive Officer	Except Crown Land
s 129	Function of recovering penalties	Assistant Manager Statutory Planning, Planning Enforcement Officer, Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development, Liaison Officer Construction Management Plans	
s 130(5)	Power to allow person served with an infringement notice further time	Assistant Manager Statutory Planning, Planning Enforcement Officer, Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development, Liaison Officer Construction Management Plans	
s 149A(1)	Power to refer a matter to the VCAT for determination	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 149A(1A)	Power to apply to VCAT for the determination of a	Assistant Manager Statutory Planning,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	matter relating to the interpretation of a s.173 agreement	Coordinator Strategic Planning, Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 149B	Power to apply to the Tribunal for a declaration.	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B)power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development	Where Council is the relevant planning authority
s 158F	Power to make submissions in response to a directions panel	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Team Leader Statutory Planning, Senior Strategic Planner, Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 171(2)(f)	Power to carry out studies and commission reports	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Chief Executive Officer,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 171(2)(g)	Power to grant and reserve easements	Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 173(1)	Power to enter into agreement covering matters set out in s 174	Chief Executive Officer, Manager City Planning & Development, Director City Development	
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	Chief Executive Officer, Manager City Planning & Development, Director City Development	Where Council is the relevant responsible authority
	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Planning Enforcement Officer, Chief Executive Officer, Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
	Power to give consent on behalf of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Planning Enforcement Officer, Chief Executive Officer, Team Leader Statutory Planning Enforcement, Manager City Planning & Development,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Director City Development, Planning Officers Group	
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Chief Executive Officer, Manager City Planning & Development, Director City Development	
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	Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 178A(1)	Function of receiving application to amend or end an agreement	Chief Executive Officer, Development Contributions Officer, All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only. Only applicable for the development contributions officer in matters that require the development contributions officer.
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Development Contributions Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only. Only applicable for the development contributions officer in matters that require the development contributions officer.

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Development Contributions Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only. Only applicable for the development contributions officer in matters that require the development contributions officer.
s 178A(5)	Power to propose to amend or end an agreement	Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer,	The Subdivision Officer is authorised to exercise this for subdivision applications only

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Officers Group	
s 178C(4)	Function of determining how to give notice under s 178C(2)	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	Assistant Manager Statutory Planning, Team Leader Statutory Planning, Chief Executive Officer, Manager City Planning & Development, Director City Development	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Assistant Manager Statutory Planning, Team Leader Statutory Planning, Chief Executive Officer, Manager City Planning & Development, Director City Development	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(c)	Power to refuse to amend or end the agreement	Assistant Manager Statutory Planning, Team Leader Statutory Planning, Chief Executive Officer, Manager City Planning & Development, Director City Development	If no objections are made under s 178D Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	Assistant Manager Statutory Planning, Team Leader Statutory Planning,	After considering objections,

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Chief Executive Officer, Manager City Planning & Development, Director City Development	submissions and matters in s 178B
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Assistant Manager Statutory Planning, Team Leader Statutory Planning, Chief Executive Officer, Manager City Planning & Development, Director City Development	After considering objections, submissions and matters in s 178B
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	Assistant Manager Statutory Planning, Team Leader Statutory Planning, Chief Executive Officer, Manager City Planning & Development, Director City Development	After considering objections, submissions and matters in s.178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	Assistant Manager Statutory Planning, Team Leader Statutory Planning, Chief Executive Officer, Manager City Planning & Development, Director City Development	After considering objections, submissions and matters in s 178B
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	Assistant Manager Statutory Planning, City Planning and Development Administration Officer,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
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	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	Chief Executive Officer, Manager City Planning & Development, Director City Development	
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	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning, Manager City Planning & Development, Director City Development	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 179(2)	Duty to make copy of each agreement available in accordance with the public availability requirements	All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			only
s 181	Duty to apply to the Registrar of Titles to record the agreement	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 182	Power to enforce an agreement	Assistant Manager Statutory Planning, Planning Enforcement Officer, Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development, Liaison Officer Construction Management Plans, Planning Officers Group	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
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	Chief Executive Officer, Manager City Planning & Development, Director City Development	
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	Chief Executive Officer, Manager City Planning & Development, Director City Development	
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	Chief Executive Officer, Manager City Planning & Development, Director City Development	
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	All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 184G(2)	Duty to comply with a direction of the Tribunal	All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 184G(3)	Duty to give notice as directed by the Tribunal	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Director City Development, Planning Officers Group	
s 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 198(1)	Function to receive application for planning certificate	Not delegated	
s 199(1)	Duty to give planning certificate to applicant	Not delegated	
s 201(1)	Function of receiving application for declaration of underlying zoning	Chief Executive Officer, Director City Development, Planning Officers Group	
s 201(3)	Duty to make declaration	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Senior Strategic Planner, Manager City Planning & Development, Director City Development	
-	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	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Planning Enforcement Officer, Senior Strategic Planner, Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development, Subdivision Officer,	The Subdivision Officer is authorised to exercise this for subdivision applications only

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Liaison Officer Construction Management Plans, Planning Officers Group	
-	Power to decide, in relation to any planning scheme or permit, that a specified thing may be altered or modified with Council's consent	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Planning Enforcement Officer, Team Leader Statutory Planning, Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development, Subdivision Officer, Liaison Officer Construction Management Plans, Planning Officers Group	
-	Power to decide, in relation to any planning scheme or permit, that a specified thing may be done subject to Council's prior consent or must not be done without Council's prior consent	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Planning Enforcement Officer, Team Leader Statutory Planning, Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development, Subdivision Officer, Liaison Officer Construction Management Plans, Planning Officers Group	
-	Power to decide, in relation to any planning scheme or permit, that a specified thing is required to be approved and or endorsed by Council	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Planning Enforcement Officer, Team Leader Statutory Planning,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development, Subdivision Officer, Liaison Officer Construction Management Plans, Planning Officers Group	
-	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	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Liaison Officer Construction Management Plans, Planning Officers Group	
-	Power to approve and or endorse any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Liaison Officer Construction Management Plans, Planning Officers Group	
-	Power to give written authorisation in accordance with a provision of a planning scheme	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Planning Enforcement Officer, Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development,	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Team Leader Trees Team, Senior Arborist, Planning Arborist, Planning Officers Group	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure & Sustainability	Obtain consent in circumstances specified in s 11(2)
s 11(8)	Power to name a road or change the name of a road by publishing notice in Government Gazette	Not delegated	
s 11(9)(b)	Duty to advise Registrar	Coordinator Governance	
s 11(10)	Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure & Sustainability	Subject to s 11(10A)
s 11(10A)	Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	Geospatial Lead	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 12(2)(b)	Function of providing consent to the Head, Transport for Victoria for the discontinuance of a road or part of a road	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure & Sustainability	Where Council is the coordinating road authority
s 12(10)	Duty to notify of decision made	Geospatial Lead	Duty of coordinating road authority where it is the discontinuing body Does not apply where an exemption is specified by the regulations or given by the Minister
s 13(1)	Power to fix a boundary of a road by publishing notice in Government Gazette	Not delegated	Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate
s 14(4)	Function of receiving notice from the Head, Transport for Victoria	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Manager City Services	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	Not delegated	
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	Not delegated	
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	Not delegated	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 15(2)	Duty to include details of arrangement in public roads register	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure & Sustainability	
s 16(7)	Power to enter into an arrangement under s 15	Not delegated	
s 16(8)	Duty to enter details of determination in public roads register	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure & Sustainability	Where Council is the coordinating road authority
s 17(2)	Duty to register public road in public roads register	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure & Sustainability, Development Contributions Officer	Where Council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure & Sustainability	Where Council is the coordinating road authority
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Manager City Services, Director City Development,	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Director Infrastructure & Sustainability	
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure & Sustainability	Where Council is the coordinating road authority
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure & Sustainability	Where Council is the coordinating road authority
s 18(1)	Power to designate ancillary area	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure & Sustainability	Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2)
s 18(3)	Duty to record designation in public roads register	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure & Sustainability	Where Council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure & Sustainability	
s 19(4)	Duty to specify details of discontinuance in public roads register	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets,	Where Council is the

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager City Services, Director City Development, Director Infrastructure & Sustainability	coordinating road authority
s 19(5)	Duty to ensure public roads register is available for public inspection	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure & Sustainability	
s 21	Function of replying to request for information or advice	Not delegated	Obtain consent in circumstances specified in s 11(2)
s 22(2)	Function of commenting on proposed direction	Not delegated	
s 22(4)	Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Manager Finance, Manager City Services, Director City Development, Director Corporate Services, Director Infrastructure & Sustainability	
s 22(5)	Duty to give effect to a direction under s 22	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure & Sustainability	
s 40(1)	Duty to inspect, maintain and repair a public road.	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Manager City Services, Director City Development,	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Director Infrastructure & Sustainability	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	Manager Engineering & Integrated Transport, Manager City Services, Director City Development, Director Infrastructure & Sustainability	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure & Sustainability	
s 42(1)	Power to declare a public road as a controlled access road	Not delegated	Power of coordinating road authority and sch 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	Not delegated	Power of coordinating road authority and sch 2 also applies
s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	Not delegated	Where Council is the coordinating road authority If road is a municipal road or part thereof
s 42A(4)	Power to approve Minister's decision to specify a road as a specified freight road	Not delegated	Where Council is the coordinating road authority If road is a municipal road or part thereof and where road is to be specified a freight road
s 48EA	Duty to notify the owner or occupier of land and provider of public	Manager Engineering & Integrated Transport,	Where Council is the

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure & Sustainability	responsible road authority, infrastructure manager or works manager
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Manager City Services	
s 49	Power to develop and publish a road management plan	Manager Engineering & Integrated Transport, Manager City Services	
s 51	Power to determine standards by incorporating the standards in a road management plan	Manager City Services	
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	Chief Executive Officer	
s 54(2)	Duty to give notice of proposal to make a road management plan	Manager City Services	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	Chief Executive Officer	
s 54(6)	Power to amend road management plan	Manager City Services	
s 54(7)	Duty to incorporate the amendments into the road management plan	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Manager City Services	
s 55(1)	Duty to cause notice of road management plan to be published in	Chief Executive Officer	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Government Gazette and newspaper		
s 63(1)	Power to consent to conduct of works on road	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Civil Works Inspector, Coordinator Engineering Works, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure & Sustainability	Where Council is the coordinating road authority
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Civil Works Inspector, Coordinator Engineering Works, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure & Sustainability	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure & Sustainability	Where Council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Manager Community Safety, Manager City Services, Director City Development, Director Corporate Services, Director Infrastructure & Sustainability	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	Manager Community Safety	Where Council is the coordinating road authority
s 67(3)	Power to request information	Community Laws Officer, Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Coordinator Parking Services, Coordinator Community Laws, Team Leader Parking Services, Parking Services Officer, Manager Community Safety, Manager City Services, Director City Development, Director Corporate Services, Director Infrastructure & Sustainability, Team Leader Community Laws	Where Council is the coordinating road authority
s 68(2)	Power to request information	Community Laws Officer, Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Coordinator Parking Services, Coordinator Community Laws, Team Leader Parking Services, Parking Services Officer, Manager Community Safety, Manager City Services, Director City Development, Director Corporate Services, Director Infrastructure & Sustainability, Team Leader Community Laws	Where Council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	Not delegated	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 72	Duty to issue an identity card to each authorised officer	Not delegated	
s 85	Function of receiving report from authorised officer	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Manager Community Safety, Manager City Services	
s 86	Duty to keep register re s 85 matters	Manager Community Safety	
s 87(1)	Function of receiving complaints	Chief Executive Officer	
s 87(2)	Duty to investigate complaint and provide report	Community Laws Officer, Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Coordinator Parking Services, Coordinator Community Laws, Team Leader Parking Services, Parking Services Officer, Manager Community Safety, Manager City Services, Director City Development, Director Corporate Services, Director Infrastructure & Sustainability, Team Leader Community Laws	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	Director City Development, Director Infrastructure & Sustainability	
s 112(2)	Power to recover damages in court	Community Laws Officer, Coordinator Community Laws, Community Laws Officer (Proactive),	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager Community Safety, Team Leader Community Laws	
s 116	Power to cause or carry out inspection	Community Laws Officer, Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Coordinator Parking Services, Coordinator Community Laws, Team Leader Parking Services, Parking Services Officer, Manager Community Safety, Manager City Services, Director City Development, Director Infrastructure & Sustainability, Team Leader Community Laws	
s 119(2)	Function of consulting with the Head, Transport for Victoria	Chief Executive Officer	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure & Sustainability	
s 120(2)	Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure & Sustainability	
s 121(1)	Power to enter into an agreement in respect of works	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets,	

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager City Services, Director City Development, Director Infrastructure & Sustainability	
s 122(1)	Power to charge and recover fees	Manager Engineering & Integrated Transport, Manager Community Safety	
s 123(1)	Power to charge for any service	Manager Engineering & Integrated Transport, Manager Community Safety	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure & Sustainability	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	Not delegated	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	Not delegated	
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	Chief Executive Officer	
sch 2 cl 5	Duty to publish notice of declaration	Not delegated	
sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Manager City Services, Director City Development,	Where Council is the infrastructure manager or works manager

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Director Infrastructure & Sustainability	
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure & Sustainability	Where Council is the infrastructure manager or works manager
sch 7 cla 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure & Sustainability	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure & Sustainability	Where Council is the infrastructure manager or works manager
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure & Sustainability	Where Council is the infrastructure manager or works manager
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Coordinator Engineering Approvals, Manager Community Safety, Manager City Services,	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Director City Development, Director Infrastructure & Sustainability	
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Coordinator Engineering Approvals, Manager Community Safety, Manager City Services, Director City Development, Director Infrastructure & Sustainability	Where Council is the coordinating road authority
sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Coordinator Engineering Works, Coordinator Engineering Approvals, Manager Community Safety, Manager City Services, Director City Development, Director Infrastructure & Sustainability	Where Council is the coordinating road authority
sch 7 cl 12(5)	Power to recover costs	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Coordinator Engineering Approvals, Manager Community Safety, Manager City Services, Director City Development, Director Corporate Services, Director Infrastructure & Sustainability	Where Council is the coordinating road authority
sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2)	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Coordinator Engineering Works, Manager City Services, Director City Development,	Where Council is the works manager

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Director Infrastructure & Sustainability	
sch 7 cl 13(2)	Power to vary notice period	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Coordinator Engineering Works, Manager City Services, Director City Development, Director Infrastructure & Sustainability	Where Council is the coordinating road authority
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Coordinator Engineering Works, Manager City Services, Director City Development, Director Infrastructure & Sustainability	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Civil Works Inspector, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure & Sustainability	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Manager City Services	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Coordinator Engineering Approvals, Manager City Services	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 16(6)	Power to set reasonable conditions on consent	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Coordinator Engineering Approvals, Manager City Services	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Coordinator Engineering Approvals, Manager City Services	Where Council is the coordinating road authority
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Civil Works Inspector, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure & Sustainability	Where Council is the coordinating road authority
sch 7 cl18(1)	Power to enter into an agreement	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Civil Works Inspector, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure & Sustainability	Where Council is the coordinating road authority
sch7 cl 19(1)	Power to give notice requiring rectification of works	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Civil Works Inspector, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure & Sustainability	Where Council is the coordinating road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Coordinator Engineering Approvals, Manager City Services	Where Council is the coordinating road authority
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Civil Works Inspector, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure & Sustainability	Where Council is the coordinating road authority
sch 7A cl 2	Power to cause street lights to be installed on roads	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure & Sustainability	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch 7 cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure & Sustainability	Where Council is the responsible road authority
sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure & Sustainability	Where Council is the responsible road authority

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7A cl (3)(1)(f)	Duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with cls 3(2) and 4	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure & Sustainability	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)

Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r.6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	Development Contributions Officer, All Planning Group	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. The Subdivision Officer is authorised to exercise this for subdivision applications only
r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
r.25(a)	Duty to make copy of matter considered under section 60(1A)(g) in accordance with the public availability requirements	Development Contributions Officer, All Planning Group	Where Council is the responsible authority The Subdivision Officer is authorised to exercise this for subdivision applications only.
r.25(b)	Function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available in accordance with the public availability requirements	Development Contributions Officer, All Planning Group	Where Council is not the responsible authority but the relevant land is within Council's municipal district The Subdivision Officer is authorised to exercise this for subdivision applications only.

Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	Development Contributions Officer, All Planning Group	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. Where Council is not the responsible authority but the relevant land is within Council's municipal district The Subdivision Officer is authorised to exercise this for subdivision applications only.

Planning and Environment (Fees) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	Coordinator Strategic Planning, Manager City Planning & Development, Director City Development	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development	

Planning and Environment (Fees) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 8(1)	Duty to conduct reviews of road management plan	Chief Executive Officer	
r 9(2)	Duty to produce written report of review of road management plan and make report available	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Manager City Services	
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)	Not delegated	Where Council is the coordinating road authority
r.10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	Not delegated	
r 13(1)	Duty to publish notice of amendments to road management plan	Not delegated	Where Council is the coordinating road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	Not delegated	

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 16(3)	Power to issue permit	Manager Engineering & Integrated Transport, Coordinator Engineering Approvals, Manager Community Safety, Director City Development	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure & Sustainability	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure & Sustainability	Where Council is the coordinating road authority
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	Not delegated	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	Community Laws Officer, Coordinator Parking Services, Coordinator Community Safety Support, Coordinator Community Laws, Parking Services Officer, Manager Community Safety, Manager City Services	Where Council is the responsible road authority

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	Coordinator Parking Services, Coordinator Community Safety Support, Coordinator Community Laws, Manager Community Safety	Where Council is the responsible road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	Coordinator Parking Services, Coordinator Community Safety Support, Coordinator Community Laws, Manager Community Safety, Team Leader Community Laws	

Road Management (Works and Infrastructure) Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 15	Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure & Sustainability	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act
r 22(2)	Power to waive whole or part of fee in certain circumstances	Manager Engineering & Integrated Transport, Manager Project Delivery & Assets, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure & Sustainability	Where Council is the coordinating road authority