



**WHITEHORSE  
CITY COUNCIL**

Whitehorse City Council

Instrument of Delegation

S6 Instrument of Delegation - Members of Staff

5 October 2026

## Preamble

### Instrument of Sub-Delegation Whitehorse City Council

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 5 October 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 7 April 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 5 October 2026**

**In the presence of Witness**

**Alex Wintle**

**Date 5 October 2026**

## Delegation Sources

- 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 Interim Regulations 2026
- Planning and Environment (Fees) Regulations 2016
- Road Management (General) Regulations 2026
- Road Management (Works and Infrastructure) Regulations 2026

## Positions Groups

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

## S6 Instrument of Delegation - Members of Staff

| 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 particular food premises be put into a clean and sanitary condition                            | Environmental Health Officer ,<br>Coordinator Environmental Health | If s 19(1) applies Only in relation to temporary food premises or mobile food premises |
| 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 ,<br>Coordinator Environmental Health | If s 19(1) applies Only in relation to temporary food premises or mobile food premises |
| s 19(2)(c)    | Power to direct by written order that any applicable requirement of the Food Safety Standards referred to in s 19(1)(d) is complied with | Environmental Health Officer ,<br>Coordinator Environmental Health | If s 19(1) applies Only in relation to temporary food premises or mobile food premises |
| s 19(3)       | Power to direct by written order that the food premises not be                                                                           | Chief Executive Officer                                            | If s 19(1) applies Only in relation to                                                 |

| Food Act 1984 |                                                                                                                                                                                                                                                                                                                         |                                                                    |                                                                                        |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| Provision     | Power and Functions Delegated                                                                                                                                                                                                                                                                                           | Delegate                                                           | Conditions and Limitations                                                             |
|               | kept or used for the sale,<br>or handling for sale,<br>of any food,<br>or for the preparation of any food,<br>or for any other specified purpose,<br>or for the use of any specified equipment or a specified process                                                                                                   |                                                                    | 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),<br>(i) be affixed to a conspicuous part of the premises,<br>(ia) displayed at any point of sale,<br>(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 | Chief Executive Officer                                            | If s 19(1) applies Only in relation to temporary food premises or mobile food premises |
| s 19(6)(a)    | Duty to revoke any order under section 19 if satisfied that an order has been complied with                                                                                                                                                                                                                             | Environmental Health Officer ,<br>Coordinator Environmental Health | If s 19(1) applies Only in relation to temporary food premises or mobile food premises |
| 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 ,<br>Coordinator Environmental Health | If s 19(1) applies Only in relation to temporary food premises or mobile food premises |
| 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                                                      |

| Food Act 1984   |                                                                                                                                                                                        |                                                                                                                       |                                                                                                                                                                             |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provision       | Power and Functions Delegated                                                                                                                                                          | Delegate                                                                                                              | Conditions and Limitations                                                                                                                                                  |
|                 |                                                                                                                                                                                        |                                                                                                                       | authority                                                                                                                                                                   |
| s 19EA(3)       | Function of receiving copy of revised food safety program                                                                                                                              | Environmental Health Officer ,<br>Coordinator Environmental Health,<br>Environmental Health<br>Administration Officer | Where Council is the registration<br>authority                                                                                                                              |
| 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 ,<br>Coordinator Environmental Health                                                    | Where Council is the registration<br>authority<br>Subject to s 19FA(2),<br>which requires a time limit for compliance<br>to be specified                                    |
| s<br>19FA(3)(a) | Power to refuse to approve an application for registration or renewal of the premises,<br>where a proprietor of a food premises fails to comply with a direction given under s 19FA(1) | Coordinator Environmental Health,<br>Manager Community Safety                                                         | Where Council is the registration<br>authority<br>Refusal to grant or renew the registration<br>of a food premises must be ratified by<br>Council or the CEO (see s 58A(2)) |
| s<br>19FA(3)(b) | Power to revoke a registration granted in respect of premises,<br>where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)                         | Coordinator Environmental Health,<br>Manager Community Safety                                                         | Where Council is the registration<br>authority                                                                                                                              |
| s<br>19FA(3)(c) | Power to suspend the registration of the premises,<br>where a proprietor of a food premises fails to comply with a direction given under                                               | Coordinator Environmental Health,<br>Manager Community Safety                                                         | Where Council is the registration<br>authority                                                                                                                              |

| Food Act 1984     |                                                                                                                                       |                                                                                                                    |                                                                                                                                                             |
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| Provision         | Power and Functions Delegated                                                                                                         | Delegate                                                                                                           | Conditions and Limitations                                                                                                                                  |
|                   | s 19FA(1)                                                                                                                             |                                                                                                                    |                                                                                                                                                             |
| 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 ,<br>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 ,<br>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 ,<br>Coordinator Environmental Health                                                 | Where Council is the registration authority<br>Note: Not required if Council has taken 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 ,<br>Coordinator Environmental Health                                                 | Where Council is the registration authority<br>Where Council is the registration authority                                                                  |
| s 19N(2)          | Function of receiving notice from the auditor                                                                                         | Environmental Health Officer ,<br>Coordinator Environmental Health,<br>Environmental Health Administration Officer | Where Council is the registration authority                                                                                                                 |
| s 19NA(1)         | Power to request food safety audit reports                                                                                            | Environmental Health Officer ,<br>Coordinator Environmental Health                                                 | Where Council is the registration authority                                                                                                                 |

| <b>Food Act 1984</b> |                                                                                                                                                                                                   |                                                                                                                       |                                                                                                                                                                 |
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| <b>Provision</b>     | <b>Power and Functions Delegated</b>                                                                                                                                                              | <b>Delegate</b>                                                                                                       | <b>Conditions and Limitations</b>                                                                                                                               |
| 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 particular food premises to comply with any requirement under Part IIIB                                                                                         | Environmental Health Officer ,<br>Coordinator Environmental Health                                                    | Where Council is the registration authority                                                                                                                     |
| s 19W(3)(a)          | Power to direct a proprietor of a particular food premises to have staff at the premises undertake training or instruction                                                                        | Environmental Health Officer ,<br>Coordinator Environmental Health                                                    | Where Council is the registration authority                                                                                                                     |
| s 19W(3)(b)          | Power to direct a proprietor of a particular 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 ,<br>Coordinator Environmental Health                                                    | Where Council is the registration authority                                                                                                                     |
| --                   | Power to register or renew the registration of a food premises                                                                                                                                    | Environmental Health Officer ,<br>Coordinator Environmental Health,<br>Environmental Health<br>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)) |

| <b>Food Act 1984</b> |                                                                                                                                            |                                                                                                                       |                                                |
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| <b>Provision</b>     | <b>Power and Functions Delegated</b>                                                                                                       | <b>Delegate</b>                                                                                                       | <b>Conditions and Limitations</b>              |
|                      |                                                                                                                                            |                                                                                                                       |                                                |
| s 36A                | Power to accept an application for registration or notification using online portal                                                        | Environmental Health Officer ,<br>Coordinator Environmental Health,<br>Environmental Health<br>Administration Officer | Where Council is the registration<br>authority |
| s 36B                | Duty to pay the charge for use of online portal                                                                                            | Environmental Health Officer ,<br>Coordinator Environmental Health,<br>Environmental Health<br>Administration Officer | Where Council is the registration<br>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 ,<br>Coordinator Environmental Health                                                    | Where Council is the registration<br>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<br>authority |
| s 38A(4)             | Power to request a copy of a completed food safety program template                                                                        | Environmental Health Officer ,<br>Coordinator Environmental Health                                                    | Where Council is the registration<br>authority |
| s 38B(1)(a)          | Duty to assess the application and determine which class of food                                                                           | Environmental Health Officer ,                                                                                        | Where Council is the registration              |

| <b>Food Act 1984</b> |                                                                                                                |                                                                    |                                                                                                            |
|----------------------|----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <b>Provision</b>     | <b>Power and Functions Delegated</b>                                                                           | <b>Delegate</b>                                                    | <b>Conditions and Limitations</b>                                                                          |
|                      | premises under s 19C the food premises belongs                                                                 | Coordinator Environmental Health                                   | authority                                                                                                  |
| s 38B(1)(b)          | Duty to ensure proprietor has complied with requirements of s 38A                                              | Environmental Health Officer ,<br>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 ,<br>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 ,<br>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 ,<br>Coordinator Environmental Health | Where Council is the registration authority                                                                |
| s 38D(3)             | Power to request copies of any audit reports                                                                   | Environmental Health Officer ,<br>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 ,<br>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 ,<br>Coordinator Environmental Health | Where Council is the registration authority                                                                |

| <b>Food Act 1984</b> |                                                                                                                                           |                                                                                                                    |                                                                                                |
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| <b>Provision</b>     | <b>Power and Functions Delegated</b>                                                                                                      | <b>Delegate</b>                                                                                                    | <b>Conditions and Limitations</b>                                                              |
| s 38F(3)(b)          | Power to require proprietor to comply with requirements of this Act                                                                       | Environmental Health Officer ,<br>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 ,<br>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 ,<br>Coordinator Environmental Health,<br>Environmental Health Administration Officer | Where Council is the registration authority                                                    |
| s 38G(4)             | Power to require the proprietor of the food premises to comply with any requirement of the Act                                            | Environmental Health Officer ,<br>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 ,<br>Coordinator Environmental Health,<br>Environmental Health Technical Officer      |                                                                                                |
| s 39A                | Power to register,<br>or renew the registration of a food premises despite minor defects                                                  | Environmental Health Officer ,<br>Coordinator Environmental Health                                                 | Where Council is the registration authority<br>Only if satisfied of matters in s 39A(2)(a)-(c) |

| Food Act 1984 |                                                                                                                                                                    |                                                                                                                    |                                             |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| Provision     | Power and Functions Delegated                                                                                                                                      | Delegate                                                                                                           | Conditions and Limitations                  |
|               |                                                                                                                                                                    |                                                                                                                    |                                             |
| s 39A(6)      | Duty to comply with a direction of Safe Food Victoria under s 39A(4)                                                                                               | Environmental Health Officer ,<br>Coordinator Environmental Health,<br>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 ,<br>Coordinator Environmental Health,<br>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 |
| s 40D(1)      | Power to suspend or revoke the registration of food premises                                                                                                       | Manager Community Safety                                                                                           | Where Council is the registration authority |
| s 40E(4)      | Duty to comply with direction of Safe Food Victoria under s 40E(1)                                                                                                 | Environmental Health Officer ,<br>Coordinator Environmental Health,                                                |                                             |

| Food Act 1984 |                                                                                                                                                                             |                                                                                                                                                                     |                                                                                                                                                                    |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provision     | Power and Functions Delegated                                                                                                                                               | Delegate                                                                                                                                                            | Conditions and Limitations                                                                                                                                         |
|               |                                                                                                                                                                             | 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 ,<br>Coordinator Environmental Health,<br>Environmental Health<br>Administration Officer,<br>Environmental Health Technical<br>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 ,<br>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 ,<br>Coordinator Environmental Health                                                                                                  | Where Council is the registration authority<br>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 ,                                                                                                                                      |                                                                                                                                                                    |

**Food Act 1984**

| Provision | Power and Functions Delegated                                                                                                                                                                                                                                                     | Delegate                                                           | Conditions and Limitations                  |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|---------------------------------------------|
|           |                                                                                                                                                                                                                                                                                   | Coordinator Environmental Health                                   |                                             |
| 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 ,<br>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,<br>Director City Development                                                                                                                             | If authorised by the Minister                                                            |
| s 4G                              | Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister                                 | Coordinator Strategic Planning,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Development Contributions Officer,<br>Manager City Planning & Development,<br>Director City Development |                                                                                          |
| s 4H                              | Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements                         | Coordinator Strategic Planning,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Development Contributions Officer,<br>Manager City Planning & Development,<br>Director City Development |                                                                                          |
| 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                                                       | Assistant Manager Statutory Planning,                                                                                                                                                         |                                                                                          |

| Planning and Environment Act 1987 |                                                                                |                                                                                                                                                                                                                              |                            |
|-----------------------------------|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| Provision                         | Power and Functions Delegated                                                  | Delegate                                                                                                                                                                                                                     | Conditions and Limitations |
|                                   | other persons to ensure co-ordination of planning scheme with these persons    | Coordinator Strategic Planning,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Chief Executive Officer,<br>Manager City Planning & Development,<br>Director City Development                                          |                            |
| s 12B(1)                          | Duty to review planning scheme                                                 | Manager City Planning & Development,<br>Director City Development                                                                                                                                                            |                            |
| s 12B(2)                          | Duty to review planning scheme at direction of Minister                        | Manager City Planning & Development,<br>Director City Development                                                                                                                                                            |                            |
| s.12B(5)                          | duty to report findings of review of planning scheme to Minister without delay | Manager City Planning & Development,<br>Director City Development                                                                                                                                                            |                            |
| s 14                              | Duties of a Responsible Authority as set out in s 14(a) to (d)                 | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Chief Executive Officer,<br>Manager City Planning & Development,<br>Director City Development |                            |

| Planning and Environment Act 1987 |                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                  |                            |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| Provision                         | Power and Functions Delegated                                                                                                                                                                                                                                                                                   | Delegate                                                                                                                                                                                         | Conditions and Limitations |
| s 16B                             | Duty (upon receiving a request to prepare an amendment to the planning scheme) to decide:<br>- to apply to the Minister for authorisation to prepare the amendment,<br>with or without changes,<br>under section 16F,<br>or<br>- to refuse the request.<br>Note: see also sections 16A,<br>16D,<br>16E and 16K. | Manager City Planning & Development,<br>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.<br>Note: The notice must contain prescribed information,<br>and reasons if it is a refusal.                                                                    | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Manager City Planning & Development,<br>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,<br>Coordinator Strategic Planning,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Director City Development                                         |                            |

| Planning and Environment Act 1987 |                                                                                                                                                                                                                                    |                                                                                                                                                       |                                                                                                                                                                           |
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| Provision                         | Power and Functions Delegated                                                                                                                                                                                                      | Delegate                                                                                                                                              | Conditions and Limitations                                                                                                                                                |
| 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.<br>Note: see also sections 16G and 16K. | Manager City Planning & Development,<br>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,<br>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<br>Note: see also section 16K.                                                       | Coordinator Strategic Planning,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Development Contributions Officer,<br>Director City Development | 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<br>where the Minister has authorised Council to                                                                       | Not delegated                                                                                                                                         |                                                                                                                                                                           |

| Planning and Environment Act 1987 |                                                                                                                  |                                                                                                                                                                                                                                        |                            |
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| Provision                         | Power and Functions Delegated                                                                                    | Delegate                                                                                                                                                                                                                               | Conditions and Limitations |
|                                   | do so under section 16I.<br>Note: see also sections 16D, 16G and 16J.                                            |                                                                                                                                                                                                                                        |                            |
| s 17(1)                           | Duty of giving copy amendment to the planning scheme                                                             | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Development Contributions Officer,<br>Manager City Planning & Development,<br>Director City Development |                            |
| s 17(2)                           | Duty of giving copy s 173 agreement                                                                              | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Manager City Planning & Development,<br>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,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Development Contributions Officer,<br>Manager City Planning & Development,<br>Director City Development                                          |                            |

| Planning and Environment Act 1987 |                                                                                                                                                                               |                                                                                                                                                                                                                                        |                                                                                                                                                                                                                       |
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| Provision                         | Power and Functions Delegated                                                                                                                                                 | Delegate                                                                                                                                                                                                                               | Conditions and Limitations                                                                                                                                                                                            |
| s 18                              | Duty to make amendment etc. available in accordance with public availability requirements                                                                                     | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Development Contributions Officer,<br>Manager City Planning & Development,<br>Director City Development | Until the proposed amendment is approved or lapsed                                                                                                                                                                    |
| s 19                              | Power to give notice,<br>to decide not to give notice,<br>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,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Chief Executive Officer,<br>Manager City Planning & Development,<br>Director City Development                                                    | May give notice to the Minister.<br>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,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Development Contributions Officer,<br>Manager City Planning & Development,<br>Director City Development                                          | Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority. |
| s 20(1)                           | Power to apply to Minister for exemption from the requirements of s 19                                                                                                        | Chief Executive Officer,<br>Manager City Planning & Development,<br>Director City Development                                                                                                                                          | Where Council is a planning authority                                                                                                                                                                                 |

| Planning and Environment Act 1987 |                                                                                                        |                                                                                                                                                                                                                                                                    |                                                                              |
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| Provision                         | Power and Functions Delegated                                                                          | Delegate                                                                                                                                                                                                                                                           | Conditions and Limitations                                                   |
| s 21(2)                           | Duty to make submissions available in accordance with public availability requirements                 | Coordinator Strategic Planning,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Development Contributions Officer,<br>Manager City Planning & Development,<br>Director City Development                                                                      | Until the end of 2 months after the amendment comes into operation or lapses |
| s 21A(4)                          | Duty to publish notice                                                                                 | Coordinator Strategic Planning,<br>Manager City Planning & Development,<br>Director City Development                                                                                                                                                               |                                                                              |
| s 22(1)                           | Duty to consider all submissions received before the date specified in the notice                      | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Development Contributions Officer,<br>Chief Executive Officer,<br>Manager City Planning & Development,<br>Director City Development | 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<br>Duty to consider a late submission, if directed by the Minister | Assistant Manager Statutory Planning,<br>Chief Executive Officer,<br>Manager City Planning & Development,<br>Director City Development                                                                                                                             |                                                                              |

| Planning and Environment Act 1987 |                                                                                                                                                                             |                                                                                                                                                                                                                                        |                                                                                                                                                               |
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| Provision                         | Power and Functions Delegated                                                                                                                                               | Delegate                                                                                                                                                                                                                               | Conditions and Limitations                                                                                                                                    |
| s 23(1)(b)                        | Duty to refer submissions which request a change to the amendment to a panel                                                                                                | Coordinator Strategic Planning,<br>Manager City Planning & Development,<br>Director City Development                                                                                                                                   |                                                                                                                                                               |
| s 23(2)                           | Power to refer to a panel submissions which do not require a change to the amendment                                                                                        | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Development Contributions Officer,<br>Manager City Planning & Development,<br>Director City Development |                                                                                                                                                               |
| s 23A(2)                          | Power to:<br>- change the amendment in the manner requested;<br>- not change the amendment in the manner requested; or<br>- abandon the amendment or part of the amendment. | Coordinator Strategic Planning,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Development Contributions Officer,<br>Manager City Services,<br>Director City Development                                                        | Where Council is the planning authority.<br>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,<br>Coordinator Strategic Planning,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Development Contributions Officer,                                                                      | Only applicable for the development contributions officer in matters that require the development contributions officer                                       |

| Planning and Environment Act 1987 |                                                                                                                |                                                                                                                                                                                                                                                                                             |                              |
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| Provision                         | Power and Functions Delegated                                                                                  | Delegate                                                                                                                                                                                                                                                                                    | Conditions and Limitations   |
|                                   |                                                                                                                | Manager City Planning & Development,<br>Director City Development                                                                                                                                                                                                                           |                              |
| 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,<br>Coordinator Strategic Planning,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Development Contributions Officer,<br>Development Contributions Administration Officer,<br>Manager City Planning & Development,<br>Director City Development |                              |
| s 26(2)                           | Duty to keep report of panel available in accordance with public availability requirements                     | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Development Contributions Officer,<br>Development Contributions Administration Officer,<br>Manager City Planning & Development,<br>Director City Development | During the inspection period |
| s 27(2)                           | Power to apply for exemption if panel's report not received                                                    | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,                                                                                                                                                                                                                    |                              |

| Planning and Environment Act 1987 |                                                                                                                                                     |                                                                                                                                                                                                                                        |                                                                                |
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| Provision                         | Power and Functions Delegated                                                                                                                       | Delegate                                                                                                                                                                                                                               | Conditions and Limitations                                                     |
|                                   |                                                                                                                                                     | Strategic Planner,<br>Senior Strategic Planner,<br>Development Contributions Officer,<br>Chief Executive Officer,<br>Manager City Planning & Development,<br>Director City Development                                                 |                                                                                |
| s 28(1)                           | Duty to notify the Minister if abandoning an amendment,<br>with a copy of any submission considered,<br>and a statement of reasons for the decision | Chief Executive Officer,<br>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,<br>Coordinator Strategic Planning,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Development Contributions Officer,<br>Manager City Planning & Development,<br>Director City Development |                                                                                |
| 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,<br>Coordinator Strategic Planning,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Development Contributions Officer,                                                                      |                                                                                |

| Planning and Environment Act 1987 |                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                    |                            |
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| Provision                         | Power and Functions Delegated                                                                                                                                                                                 | Delegate                                                                                                                                                                                                                                                           | Conditions and Limitations |
|                                   |                                                                                                                                                                                                               | Manager City Planning & Development,<br>Director City Development                                                                                                                                                                                                  |                            |
| s 28C                             | Duty to comply with directions of the Minister after abandoning the amendment with respect to:<br>- providing relevant documentation; and<br>- providing assistance with steps to be taken for the amendment. | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Strategic Planner,<br>Team Leader Statutory Planning,<br>Senior Strategic Planner,<br>Chief Executive Officer,<br>Manager City Planning & Development,<br>Director City Development    |                            |
| s 30(4)(a)                        | Duty to say if amendment has lapsed                                                                                                                                                                           | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Development Contributions Officer,<br>Chief Executive Officer,<br>Manager City Planning & Development,<br>Director City Development |                            |
| s 30(4)(b)                        | Duty to provide information in writing upon request                                                                                                                                                           | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Strategic Planner,<br>Senior Strategic Planner,                                                                                                                                        |                            |

| Planning and Environment Act 1987 |                                                     |                                                                                                                                                                                                                                                                    |                            |
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| Provision                         | Power and Functions Delegated                       | Delegate                                                                                                                                                                                                                                                           | Conditions and Limitations |
|                                   |                                                     | Development Contributions Officer,<br>Chief Executive Officer,<br>Manager City Planning & Development,<br>Director City Development                                                                                                                                |                            |
| s 32(2)                           | Duty to give more notice if required                | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Development Contributions Officer,<br>Chief Executive Officer,<br>Manager City Planning & Development,<br>Director City Development |                            |
| s 33(1)                           | Duty to give more notice of changes to an amendment | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Development Contributions Officer,<br>Chief Executive Officer,<br>Manager City Planning & Development,<br>Director City Development |                            |
| s 36(2)                           | Duty to give notice of approval of amendment        | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,                                                                                                                                                                                           |                            |

| Planning and Environment Act 1987 |                                                                                                              |                                                                                                                                                                                                                                                                    |                                                                                                                         |
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| Provision                         | Power and Functions Delegated                                                                                | Delegate                                                                                                                                                                                                                                                           | Conditions and Limitations                                                                                              |
|                                   |                                                                                                              | Strategic Planner,<br>Senior Strategic Planner,<br>Development Contributions Officer,<br>Chief Executive Officer,<br>Manager City Planning & Development,<br>Director City Development                                                                             |                                                                                                                         |
| s 38(5)                           | Duty to give notice of revocation of an amendment                                                            | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Development Contributions Officer,<br>Chief Executive Officer,<br>Manager City Planning & Development,<br>Director City Development |                                                                                                                         |
| 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,<br>Coordinator Strategic Planning,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Development Contributions Officer,<br>Manager City Planning & Development,<br>Director City Development                             | Only applicable for the development contributions officer in matters that require the development contributions officer |
| s 40(1)                           | Function of lodging copy of approved                                                                         | Assistant Manager Statutory Planning,                                                                                                                                                                                                                              |                                                                                                                         |

| Planning and Environment Act 1987 |                                                                                                                                                                                                     |                                                                                                                                                                                                                                        |                            |
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| Provision                         | Power and Functions Delegated                                                                                                                                                                       | Delegate                                                                                                                                                                                                                               | Conditions and Limitations |
|                                   | amendment                                                                                                                                                                                           | Coordinator Strategic Planning,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Development Contributions Officer,<br>Manager City Planning & Development,<br>Director City Development                                          |                            |
| s 41(1)                           | Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period                                                             | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Development Contributions Officer,<br>Manager City Planning & Development,<br>Director City Development |                            |
| 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,<br>Coordinator Strategic Planning,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Development Contributions Officer,<br>Manager City Planning & Development,<br>Director City Development |                            |
| s 42(2)                           | Duty to make copy of planning scheme available in accordance with the public                                                                                                                        | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,                                                                                                                                                               |                            |

| Planning and Environment Act 1987 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                    |                            |
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| Provision                         | Power and Functions Delegated                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Delegate                                                                                                                                                                                                           | Conditions and Limitations |
|                                   | availability requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Strategic Planner,<br>Senior Strategic Planner,<br>Development Contributions Officer,<br>Development Contributions<br>Administration Officer,<br>Manager City Planning & Development,<br>Director City Development |                            |
| s 46GG(1)(d)                      | Power to incorporate into a planning scheme an infrastructure contributions plan that provides for the imposition of infrastructure contributions to fund the reasonable costs and expenses incurred by the planning authority, the collecting agency and a development agency in carrying out their respective functions under this Part in relation to the infrastructure contributions plan and the related precinct structure plan or strategic plan, capped at an annual percentage of the standard levy | Coordinator Strategic Planning,<br>Manager City Planning & Development,<br>Director City Development                                                                                                               |                            |
| s 46GG(1A)                        | Power to incorporate into a planning scheme an infrastructure contributions plan that provides for the monetary component to fund any acquisition of land (other than public purpose land) necessary for the provision of works,                                                                                                                                                                                                                                                                              | Chief Executive Officer                                                                                                                                                                                            |                            |

| Planning and Environment Act 1987 |                                                                                                                                                                                     |                                                                                                                                                                                                                                        |                                                                                                                                            |
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| Provision                         | Power and Functions Delegated                                                                                                                                                       | Delegate                                                                                                                                                                                                                               | Conditions and Limitations                                                                                                                 |
|                                   | services and facilities referred to in s 46GG(1), where the plan does not include a land component                                                                                  |                                                                                                                                                                                                                                        |                                                                                                                                            |
| s 46GJ(1)                         | Function of receiving written directions from the Minister in relation to the preparation, content and administration of infrastructure contributions plans                         | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Development Contributions Officer,<br>Manager City Planning & Development,<br>Director City Development |                                                                                                                                            |
| s 46GJ(2A)(a)                     | Power to specify an infrastructure contributions plan the priority categories of works, services or facilities and relevant land acquisitions to be founded through a standard levy | Chief Executive Officer,<br>Director City Development,<br>Director Community Life,<br>Director Infrastructure & Sustainability                                                                                                         | Where Council is the planning authority and Minister makes a direction under s 46GJ(2A)                                                    |
| s 46GJ(2A)(b)                     | Power to determine from time to time the specific works, services or facilities and relevant land acquisitions to be funded                                                         | Chief Executive Officer,<br>Director City Development,<br>Director Community Life,<br>Director Infrastructure & Sustainability                                                                                                         | Where Council is the development agency specified in the infrastructure contributions plan and Minister makes a direction under s 46GJ(2A) |
| s 46GJ(2C)                        | Duty to make available in accordance with the public availability requirements any document relied on for the determination of specific                                             | Coordinator Strategic Planning,<br>Development Contributions Officer,<br>Development Contributions                                                                                                                                     | Where Council is the development agency specified in the infrastructure contributions plan and Minister makes a direction under s 46GJ(2A) |

| Planning and Environment Act 1987 |                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                           |                                                                                                                                                              |
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| Provision                         | Power and Functions Delegated                                                                                                                                                                                                                                                                                                  | Delegate                                                                                                                                                  | Conditions and Limitations                                                                                                                                   |
|                                   | works,<br>services or facilities or relevant land<br>acquisitions to be funded,<br>and written notice of any such determination                                                                                                                                                                                                | Administration Officer,<br>Chief Executive Officer,<br>Director City Development,<br>Director Community Life,<br>Director Infrastructure & Sustainability |                                                                                                                                                              |
| 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 46GZ(2)(a)                      | Duty to forward any part of the monetary component that is imposed for plan preparation costs or plan administration costs to the planning authority that incurred those costs<br>The forwarding duty does not apply to any monetary component that is imposed for plan administration costs incurred by the collecting agency | Not applicable                                                                                                                                            | Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority |
| s 46GZ(2)(a)                      | Function of receiving the monetary component imposed for plan preparation costs or plan administration costs The monetary component does not include plan administration costs incurred by the collecting agency                                                                                                               | Not applicable                                                                                                                                            | Where the Council is the planning authority This duty does not apply where Council is also the collecting agency                                             |
| s 46GZD(2)                        | Duty,                                                                                                                                                                                                                                                                                                                          | Not applicable                                                                                                                                            | Where Council is the development agency under an                                                                                                             |

| Planning and Environment Act 1987 |                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                        |                                            |
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| Provision                         | Power and Functions Delegated                                                                                                                                                                                                                                                                                                 | Delegate                                                                                                                                                                                                                               | Conditions and Limitations                 |
|                                   | within 6 months after the date on which the approved infrastructure contributions plan expires,<br>to follow the steps set out in s 46GZD(2)(a) and (b),<br>including expenditure of remaining monetary component for the provision of other works, services or facilities or relevant land acquisitions in the ICP plan area |                                                                                                                                                                                                                                        | approved infrastructure contributions plan |
| s 46LB(3)                         | Duty to publish,<br>on Council's Internet site,<br>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)                                                                                                                              | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Development Contributions Officer,<br>Manager City Planning & Development,<br>Director City Development |                                            |
| s 46N(1)                          | Duty to include condition in permit regarding payment of development infrastructure levy                                                                                                                                                                                                                                      | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development           |                                            |

| Planning and Environment Act 1987 |                                                                                                                              |                                                                                                                                                                                     |                            |
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| Provision                         | Power and Functions Delegated                                                                                                | Delegate                                                                                                                                                                            | Conditions and Limitations |
| s 46N(2)(c)                       | Function of determining time and manner for receipt of development contributions levy                                        | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Development Contributions Officer,<br>Manager City Planning & Development,<br>Director City Development |                            |
| s 46N(2)(d)                       | Power to enter into an agreement with the applicant regarding payment of development infrastructure levy                     | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Manager City Planning & Development,<br>Director City Development                                       |                            |
| s 46O(1)(a) & (2)(a)              | Power to ensure that community infrastructure levy is paid,<br>or agreement is in place,<br>prior to issuing building permit | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Manager City Planning & Development,<br>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,<br>Coordinator Strategic Planning,<br>Manager City Planning & Development,<br>Director City Development                                       |                            |
| 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,<br>Coordinator Strategic Planning,<br>Manager City Planning & Development,                                                                    |                            |

| Planning and Environment Act 1987 |                                                                                                                                                                                                       |                                                                                                                                      |                            |
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| Provision                         | Power and Functions Delegated                                                                                                                                                                         | Delegate                                                                                                                             | Conditions and Limitations |
|                                   |                                                                                                                                                                                                       | 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                                                                       |                            |

| Planning and Environment Act 1987 |                                                                                                                                                                                                                                                                                                    |                                                                                               |                                                                                                                                                                                   |
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| Provision                         | Power and Functions Delegated                                                                                                                                                                                                                                                                      | Delegate                                                                                      | Conditions and Limitations                                                                                                                                                        |
| 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,<br>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 costs incurred by the Council or for the provision by the Council of works,<br>services or facilities in an area under s 46Q(4)(a) | Chief Executive Officer,<br>Manager City Planning & Development,<br>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,<br>and in the manner approved by,<br>the Minister |
| s 46Q(4)(d)                       | Duty to submit to the Minister an amendment to the approved development contributions plan                                                                                                                                                                                                         | Manager City Planning & Development,<br>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,<br>Director City Development                             | With the consent of,<br>and in the manner approved by,<br>the Minister                                                                                                            |
| s 46QC                            | Power to recover any amount of levy payable under Part 3B                                                                                                                                                                                                                                          | Manager City Planning & Development,<br>Director City Development                             |                                                                                                                                                                                   |
| s 46QD                            | Duty to prepare report and give a report to the                                                                                                                                                                                                                                                    | Director City Development                                                                     | Where Council is a collecting agency or development                                                                                                                               |

| Planning and Environment Act 1987 |                                                                                                                                                                                                                                                         |               |                            |
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| Provision                         | Power and Functions Delegated                                                                                                                                                                                                                           | Delegate      | Conditions and Limitations |
|                                   | Minister                                                                                                                                                                                                                                                |               | 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 |                            |
| 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 available requirements                                                                                                     | Not delegated |                            |
| s 46Y                             | Duty to carry out works in conformity with the                                                                                                                                                                                                          | Not delegated |                            |

| Planning and Environment Act 1987 |                                                                                                                                                                                                                                          |                                                                                                                                                                     |                                                                                          |
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| Provision                         | Power and Functions Delegated                                                                                                                                                                                                            | Delegate                                                                                                                                                            | Conditions and Limitations                                                               |
|                                   | approved strategy plan                                                                                                                                                                                                                   |                                                                                                                                                                     |                                                                                          |
| s 47                              | Power to decide that an application for a planning permit does not comply with that Act                                                                                                                                                  | Assistant Manager Statutory Planning,<br>Team Leader Statutory Planning,<br>Principal Planner,<br>Manager City Planning & Development,<br>Director City Development |                                                                                          |
| s 48A                             | Power to notify an applicant that the application is incomplete<br>Note: The notice must set out any required fees or information,<br>the date for payment or production,<br>and the effect of non-compliance set out in section 48B(1). | Assistant Manager Statutory Planning,<br>Team Leader Statutory Planning,<br>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                                                                                                                                | 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                                                                                                                                                                                        | All Planning Group                                                                                                                                                  |                                                                                          |

| Planning and Environment Act 1987 |                                                           |                                                                                                                                                                                                                                  |                                                                                          |
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| Provision                         | Power and Functions Delegated                             | Delegate                                                                                                                                                                                                                         | Conditions and Limitations                                                               |
|                                   | accordance with the public availability requirements      |                                                                                                                                                                                                                                  | The Subdivision Officer is authorised to exercise this for subdivision applications only |
| s 50(4)                           | Duty to amend application                                 | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development                                | 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,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development                                | 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,<br>City Planning and Development<br>Administration Officer,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development, |                                                                                          |

| Planning and Environment Act 1987 |                                                                                              |                                                                                                                                                                                                                                                               |                                                                                          |
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| Provision                         | Power and Functions Delegated                                                                | Delegate                                                                                                                                                                                                                                                      | Conditions and Limitations                                                               |
|                                   |                                                                                              | Director City Development                                                                                                                                                                                                                                     |                                                                                          |
| s 50A(1)                          | Power to make amendment to application                                                       | Assistant Manager Statutory Planning,<br>City Planning and Development<br>Administration Officer,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | 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,<br>City Planning and Development<br>Administration Officer,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | The Subdivision Officer is authorised to exercise this for subdivision applications only |
| s 50A(4)                          | Duty to note amendment to application in register                                            | Assistant Manager Statutory Planning,<br>City Planning and Development<br>Administration Officer,<br>Coordinator Strategic Planning,<br>Subdivision Officer,                                                                                                  | The Subdivision Officer is authorised to exercise this for subdivision applications only |

| Planning and Environment Act 1987 |                                                                                                                                                                               |                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| Provision                         | Power and Functions Delegated                                                                                                                                                 | Delegate                                                                                                                                                                                          | Conditions and Limitations                                                                                                                                                                                                                                                                                                                                                                                       |
|                                   |                                                                                                                                                                               | Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 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,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | The Subdivision Officer is authorised to exercise this for subdivision applications only.<br>In case of a decision not to give notice of an application, this delegation must only be exercised by the Director City Development,<br>Manager City Planning and Development,<br>Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>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,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,                              | The Subdivision Officer is authorised to exercise this for subdivision applications only                                                                                                                                                                                                                                                                                                                         |

| Planning and Environment Act 1987 |                                                                                                                                                                        |                                                                                                                                                                                                   |                                                                                          |
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| Provision                         | Power and Functions Delegated                                                                                                                                          | Delegate                                                                                                                                                                                          | Conditions and Limitations                                                               |
|                                   |                                                                                                                                                                        | Director City Development                                                                                                                                                                         |                                                                                          |
| s 52(1)(c)                        | Duty to give notice of the application to all persons required by the planning scheme                                                                                  | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | 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,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | 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,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | 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,<br>Coordinator Strategic Planning,                                                                                                                          | The Subdivision Officer is authorised to exercise this                                   |

| Planning and Environment Act 1987 |                                                                                           |                                                                                                                                                                                                                           |                                                                                          |
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| Provision                         | Power and Functions Delegated                                                             | Delegate                                                                                                                                                                                                                  | Conditions and Limitations                                                               |
|                                   |                                                                                           | Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development                                                                                                     | 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,<br>Coordinator Strategic Planning,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development                                                 |                                                                                          |
| s 52(3)                           | Power to give any further notice of an application where appropriate                      | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development                         | The Subdivision Officer is authorised to exercise this for subdivision applications 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,<br>Coordinator Strategic Planning,<br>Senior Planner,<br>Team Leader Statutory Planning,<br>Principal Planner,<br>Manager City Planning & Development,<br>Director City Development |                                                                                          |

| Planning and Environment Act 1987 |                                                                      |                                                                                                                                                                                                                           |                                                                                          |
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| Provision                         | Power and Functions Delegated                                        | Delegate                                                                                                                                                                                                                  | Conditions and Limitations                                                               |
| s 53(1A)                          | Power to require the applicant to give the notice under s 52(1AA)    | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Senior Planner,<br>Team Leader Statutory Planning,<br>Principal Planner,<br>Manager City Planning & Development,<br>Director City Development |                                                                                          |
| s 54(1)                           | Power to require the applicant to provide more information           | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development                         | 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,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development                         | 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,<br>Coordinator Strategic Planning,<br>Subdivision Officer,                                                                                                                          | The Subdivision Officer is authorised to exercise this                                   |

| Planning and Environment Act 1987 |                                                                                           |                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| Provision                         | Power and Functions Delegated                                                             | Delegate                                                                                                                                                                                          | Conditions and Limitations                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                   |                                                                                           | Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development                                                                                                     | for subdivision applications only                                                                                                                                                                                                                                                                                                                                                                                                                  |
| s 54A(3)                          | Power to decide to extend time or refuse to extend time to give required information      | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | The Subdivision Officer is authorised to exercise this for subdivision applications only.<br><br>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,<br><br>Manager City Planning and Development,<br><br>Assistant Manager Statutory Planning,<br><br>Coordinator Strategic Planning,<br><br>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,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | 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,                  | Assistant Manager Statutory Planning,<br>City Planning and Development                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

| Planning and Environment Act 1987 |                                                                                                         |                                                                                                                                                                                                                                       |                                                                                          |
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| Provision                         | Power and Functions Delegated                                                                           | Delegate                                                                                                                                                                                                                              | Conditions and Limitations                                                               |
|                                   | to every referral authority specified in the planning scheme                                            | Administration Officer,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development                                                   | 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,<br>Manager City Planning & Development,<br>Director City Development                                                                                                                                         |                                                                                          |
| s 57(3)                           | Function of receiving name and address of persons to whom notice of decision is to go                   | Assistant Manager Statutory Planning,<br>City Planning and Development<br>Administration Officer,<br>Coordinator Strategic Planning,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development |                                                                                          |
| s 57(5)                           | Duty to make a copy of all objections available in accordance with the public availability requirements | Assistant Manager Statutory Planning,<br>City Planning and Development<br>Administration Officer,<br>Coordinator Strategic Planning,<br>Planning Officers Group,                                                                      |                                                                                          |

| Planning and Environment Act 1987 |                                                                                       |                                                                                                                                                                                                                                       |                                                                                          |
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| Provision                         | Power and Functions Delegated                                                         | Delegate                                                                                                                                                                                                                              | Conditions and Limitations                                                               |
|                                   |                                                                                       | Manager City Planning & Development,<br>Director City Development                                                                                                                                                                     |                                                                                          |
| s 57A(4)                          | Duty to amend application in accordance with applicant's request, subject to s 57A(5) | Assistant Manager Statutory Planning,<br>City Planning and Development<br>Administration Officer,<br>Coordinator Strategic Planning,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development |                                                                                          |
| s 57A(5)                          | Power to refuse to amend application                                                  | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development                                     | 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,<br>City Planning and Development<br>Administration Officer,<br>Coordinator Strategic Planning,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development |                                                                                          |

| Planning and Environment Act 1987 |                                                                                |                                                                                                                                                                                                                                                               |                                                                                          |
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| Provision                         | Power and Functions Delegated                                                  | Delegate                                                                                                                                                                                                                                                      | Conditions and Limitations                                                               |
| s 57B(1)                          | Duty to determine whether and to whom notice should be given                   | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development                                                             | 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,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development                                                             | 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,<br>City Planning and Development<br>Administration Officer,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | 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,<br>Coordinator Strategic Planning,                                                                                                                                                                                      |                                                                                          |

| Planning and Environment Act 1987 |                                                                                    |                                                                                                                                                                                                   |                                                                                          |
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| Provision                         | Power and Functions Delegated                                                      | Delegate                                                                                                                                                                                          | Conditions and Limitations                                                               |
|                                   |                                                                                    | Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development                                                                             | 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,<br>Manager City Planning & Development,<br>Director City Development                                                                                                     |                                                                                          |
| s 60                              | Duty to consider certain matters                                                   | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | The Subdivision Officer is authorised to exercise this for subdivision applications only |
| s 60(1A)                          | Duty to consider certain matters                                                   | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | 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 | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,                                                                                                                          |                                                                                          |

| Planning and Environment Act 1987 |                                                                                                                                                          |                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| Provision                         | Power and Functions Delegated                                                                                                                            | Delegate                                                                                                                                                                                                                                          | Conditions and Limitations                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                   | have significant social effect                                                                                                                           | Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development                                                                                                                             | 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,<br>Coordinator Strategic Planning,<br>Senior Planner,<br>Team Leader Statutory Planning,<br>Principal Planner,<br>Subdivision Officer,<br>Manager City Planning & Development,<br>Director City Development | Decisions must be consistent with point 3 of the Preamble in this instrument.<br><br>The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006<br><br>The Subdivision Officer is authorised to exercise this for subdivision applications only.<br><br>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,<br>Coordinator Strategic Planning,<br>Team Leader Statutory Planning,<br>Principal Planner,<br>Manager City Planning & Development,<br>Director City Development                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

| Planning and Environment Act 1987 |                                                                                                                          |                                                                                                                                                                                                        |                                                                                          |
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| Provision                         | Power and Functions Delegated                                                                                            | Delegate                                                                                                                                                                                               | Conditions and Limitations                                                               |
| 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,<br>Coordinator Strategic Planning,<br>Team Leader Statutory Planning,<br>Principal Planner,<br>Manager City Planning & Development,<br>Director City Development |                                                                                          |
| s 61(3)(b)                        | Duty to refuse to grant the permit without the Minister's consent                                                        | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Team Leader Statutory Planning,<br>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,<br>Coordinator Strategic Planning,<br>Team Leader Statutory Planning,<br>Principal Planner                                                                       |                                                                                          |
| s 62(1)                           | Duty to include certain conditions in deciding to grant a permit                                                         | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development      | The Subdivision Officer is authorised to exercise this for subdivision applications only |

| Planning and Environment Act 1987 |                                                                                                                                              |                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                              |
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| Provision                         | Power and Functions Delegated                                                                                                                | Delegate                                                                                                                                                                                          | Conditions and Limitations                                                                                                                                                                                                                                                                                                                                   |
| s 62(2)                           | Power to include other conditions                                                                                                            | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | 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,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | The Subdivision Officer is authorised to exercise this for subdivision applications 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,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | Note: The scope of approved infrastructure contributions plans has been expanded by the Planning Amendment (Better Decisions Made Faster) Act 2026 (No. 3 of 2026) to include works outside the ICP plan area,<br><br>plan administration costs,<br><br>and relevant land<br><br>acquisitions.<br><br>The Subdivision Officer is authorised to exercise this |

| Planning and Environment Act 1987 |                                                                                                                                                       |                                                                                                                                                                                                   |                                                                                          |
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| Provision                         | Power and Functions Delegated                                                                                                                         | Delegate                                                                                                                                                                                          | Conditions and Limitations                                                               |
|                                   |                                                                                                                                                       |                                                                                                                                                                                                   | 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,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | 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,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | 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,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | 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                                                       | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,                                                                                                                          |                                                                                          |

| Planning and Environment Act 1987 |                                                                                                      |                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                       |
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| Provision                         | Power and Functions Delegated                                                                        | Delegate                                                                                                                                                                                          | Conditions and Limitations                                                                                                                                                                                                                                                            |
|                                   | except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)       | Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development                                                                             | The Subdivision Officer is authorised to exercise this for subdivision applications only                                                                                                                                                                                              |
| 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,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | 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,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | This provision applies also to a decision to grant an amendment to a permit - see s 75<br><br>The Subdivision Officer is authorised to exercise this for subdivision applications only.<br><br>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,<br>Coordinator Strategic Planning,<br>Subdivision Officer,                                                                                                  | This provision applies also to a decision to grant an amendment to a permit - see s 75<br><br>The Subdivision Officer is authorised to exercise this                                                                                                                                  |

| Planning and Environment Act 1987 |                                                                                                                                                                                                                                                |                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                        |
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| Provision                         | Power and Functions Delegated                                                                                                                                                                                                                  | Delegate                                                                                                                                                                                          | Conditions and Limitations                                                                                                                                                                                                                                                             |
|                                   |                                                                                                                                                                                                                                                | Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development                                                                                                     | for subdivision applications only.<br><br>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,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | This provision applies also to a decision to grant an amendment to a permit - see s 75<br><br>The Subdivision Officer is authorised to exercise this for subdivision applications only.<br><br>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,<br>if a relevant recommending referral authority has objected to the grant of a permit | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | This provision applies also to a decision to grant an amendment to a permit - see s 75A<br><br>The Subdivision Officer is authorised to exercise this for subdivision applications only.<br><br>This provision applies also to a decision to grant an amendment to a permit - see s 75 |

| Planning and Environment Act 1987 |                                                                                                     |                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| Provision                         | Power and Functions Delegated                                                                       | Delegate                                                                                                                                                                                                                                                      | Conditions and Limitations                                                                                                                                                                                                                                                                                                                                                                                                                 |
| s 65(1)                           | Duty to give notice of refusal to grant permit to applicant and person who objected under s 57      | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development                                                             | The Subdivision Officer is authorised to 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,<br>City Planning and Development<br>Administration Officer,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | 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,<br>City Planning and Development<br>Administration Officer,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | <p>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</p> <p>The Subdivision Officer is authorised to exercise this for subdivision applications only.</p> <p>If the recommending referral authority objected to the grant of the permit or the responsible authority decided</p> |

| Planning and Environment Act 1987 |                                                                                                                                                    |                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| Provision                         | Power and Functions Delegated                                                                                                                      | Delegate                                                                                                                                                                                                                                                      | Conditions and Limitations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                   |                                                                                                                                                    |                                                                                                                                                                                                                                                               | not to include a condition on the permit recommended by the recommending referral authority                                                                                                                                                                                                                                                                                                                                                                                                                |
| s 66(4)                           | Duty to give a recommending referral authority notice of its decision to refuse a permit                                                           | Assistant Manager Statutory Planning,<br>City Planning and Development<br>Administration Officer,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | <p>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</p> <p>The Subdivision Officer is authorised to exercise this for subdivision applications only.</p> <p>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</p> |
| 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,<br>City Planning and Development<br>Administration Officer,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,                                                                      | <p>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</p> <p>The Subdivision Officer is authorised to exercise this</p>                                                                                                                                                                                                                                                       |

| Planning and Environment Act 1987 |                                                                                 |                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                       |
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| Provision                         | Power and Functions Delegated                                                   | Delegate                                                                                                                                                                                                                                                      | Conditions and Limitations                                                                                                                                                                                                                            |
|                                   |                                                                                 | Manager City Planning & Development,<br>Director City Development                                                                                                                                                                                             | for subdivision applications only.<br><br>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,<br>City Planning and Development<br>Administration Officer,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | 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,<br>City Planning and Development<br>Administration Officer,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | The Subdivision Officer is authorised to exercise this for subdivision applications only                                                                                                                                                              |

| Planning and Environment Act 1987 |                                                                                                           |                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| Provision                         | Power and Functions Delegated                                                                             | Delegate                                                                                                                                                                                                                                          | Conditions and Limitations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| s 69(2)                           | Power to extend time                                                                                      | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Senior Planner,<br>Team Leader Statutory Planning,<br>Principal Planner,<br>Subdivision Officer,<br>Manager City Planning & Development,<br>Director City Development | <p>The Subdivision Officer is authorised to exercise this for subdivision applications only.</p> <p>The power to refuse to extend time must only be exercised by Director City Development,<br/>Manager City Planning &amp; Development,<br/>Assistant Manager Statutory Planning,<br/>Coordinator Strategic Planning,<br/>Team Leader Statutory Planning and Principal Planner.</p> <p>The decision must be dual signed by the responsible officer and delegate and must be in accordance with the delegation policy.</p> |
| s 70                              | Duty to make copy permit available for inspection in accordance with the public availability requirements | Assistant Manager Statutory Planning,<br>City Planning and Development<br>Administration Officer,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development                        | The Subdivision Officer is authorised to exercise this for subdivision applications only                                                                                                                                                                                                                                                                                                                                                                                                                                   |

| Planning and Environment Act 1987 |                                                          |                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                             |
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| Provision                         | Power and Functions Delegated                            | Delegate                                                                                                                                                                                                                                          | Conditions and Limitations                                                                                                                                                                                                                                                                                  |
| s 71(1)                           | Power to correct certain mistakes                        | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Team Leader Statutory Planning,<br>Principal Planner,<br>Manager City Planning & Development,<br>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,<br>City Planning and Development<br>Administration Officer,<br>Coordinator Strategic Planning,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development             | Note – "Register" means a register of Applications pursuant to s 49 of the Act.                                                                                                                                                                                                                             |
| s 73                              | Power to decide to grant amendment subject to conditions | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Senior Planner,<br>Team Leader Statutory Planning,<br>Principal Planner,<br>Subdivision Officer,<br>Manager City Planning & Development,<br>Director City Development | Decisions must be consistent with point 3 of the Preamble in this instrument.<br><br>The decision must be dual signed by the responsible officer and delegate and be in accordance with Delegation Policy.<br><br>The Subdivision Officer is authorised to exercise this for subdivision applications only. |

| Planning and Environment Act 1987 |                                                                                                  |                                                                                                                                                                                                   |                                                                                          |
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| Provision                         | Power and Functions Delegated                                                                    | Delegate                                                                                                                                                                                          | Conditions and Limitations                                                               |
|                                   |                                                                                                  |                                                                                                                                                                                                   |                                                                                          |
| s 74                              | Duty to issue amended permit to applicant if no objectors                                        | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | 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,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | 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,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | 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   | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,                                                                                                                          | If the recommending referral authority objected to the                                   |

| Planning and Environment Act 1987 |                                                                                          |                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| Provision                         | Power and Functions Delegated                                                            | Delegate                                                                                                                                                                                          | Conditions and Limitations                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                   | a permit                                                                                 | Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development                                                                             | <p>amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority</p> <p>The Subdivision Officer is authorised to exercise this for subdivision applications only.</p> <p>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</p> |
| s 76A(4)                          | Duty to give a recommending referral authority notice of its decision to refuse a permit | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | <p>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</p> <p>The Subdivision Officer is authorised to exercise this for subdivision applications only.</p> <p>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</p>                                |

| Planning and Environment Act 1987 |                                                                                                                                                            |                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| Provision                         | Power and Functions Delegated                                                                                                                              | Delegate                                                                                                                                                                                          | Conditions and Limitations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                   |                                                                                                                                                            |                                                                                                                                                                                                   | 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,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | <p>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</p> <p>The Subdivision Officer is authorised to exercise this for subdivision applications only.</p> <p>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</p> |
| s 76D                             | Duty to comply with direction of Minister to issue amended permit                                                                                          | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,                              | The Subdivision Officer is authorised to exercise this for subdivision applications only                                                                                                                                                                                                                                                                                                                                                                                                                                           |

| Planning and Environment Act 1987 |                                                                                                           |                                                                                                                                                                                                   |                                                                                                                                                                                                                                  |
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| Provision                         | Power and Functions Delegated                                                                             | Delegate                                                                                                                                                                                          | Conditions and Limitations                                                                                                                                                                                                       |
|                                   |                                                                                                           | Director City Development                                                                                                                                                                         |                                                                                                                                                                                                                                  |
| s 83                              | Function of being respondent to an appeal                                                                 | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | 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,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | 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,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | Decisions must be consistent with point 3 of the Preamble in this instrument.<br><br>In addition,<br><br>the decision to refuse in this instance can be exercised over all applications despite the exemptions in condition 3.4, |

| Planning and Environment Act 1987 |                                                                                                                                       |                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| Provision                         | Power and Functions Delegated                                                                                                         | Delegate                                                                                                                                                                                          | Conditions and Limitations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                   |                                                                                                                                       |                                                                                                                                                                                                   | <p>with the exception of any application "called in" by a Councillor.</p> <p>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,</p> <p>The decision must be dual signed by the responsible officer and delegate and must be in accordance with the delegation policy.</p> <p>The Subdivision Officer is authorised to exercise this for subdivision applications only.</p> |
| 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,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | 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,<br>Coordinator Strategic Planning,<br>Subdivision Officer,                                                                                                  | The Subdivision Officer is authorised to exercise this                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

| Planning and Environment Act 1987 |                                                                      |                                                                                                                                                                                                   |                                                                                          |
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| Provision                         | Power and Functions Delegated                                        | Delegate                                                                                                                                                                                          | Conditions and Limitations                                                               |
|                                   |                                                                      | Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development                                                                                                     | for subdivision applications only                                                        |
| s 84(6)                           | Duty to issue permit on receipt of advice within 3 business days     | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | 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,<br>Team Leader Statutory Planning,<br>Manager City Planning & Development,<br>Director City Development                                                     |                                                                                          |
| s 86                              | Duty to issue a permit at order of Tribunal within 3 business days   | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | 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,<br>Director City Development                                                                                                                                 |                                                                                          |

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

| Planning and Environment Act 1987 |                                                            |                                                                                                                                                                                                                                                                                                                                                     |                                                                                          |
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| Provision                         | Power and Functions Delegated                              | Delegate                                                                                                                                                                                                                                                                                                                                            | Conditions and Limitations                                                               |
|                                   |                                                            | Manager City Planning & Development,<br>Director City Development                                                                                                                                                                                                                                                                                   |                                                                                          |
| s 93(2)                           | Duty to give notice of VCAT order to stop development      | Assistant Manager Statutory Planning,<br>City Planning and Development<br>Administration Officer,<br>Coordinator Strategic Planning,<br>Planning Enforcement Officer,<br>Subdivision Officer,<br>Liaison Officer Construction<br>Management Plans,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | 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,<br>Team Leader Statutory Planning,<br>Subdivision Officer,<br>Chief Executive Officer,<br>Manager City Planning & Development,<br>Director City Development                                                                                                                                                   | 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,<br>Coordinator Strategic Planning,<br>Planning Officers Group,                                                                                                                                                                                                                                                |                                                                                          |

| Planning and Environment Act 1987 |                                                                                                                   |                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                |
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| Provision                         | Power and Functions Delegated                                                                                     | Delegate                                                                                                                         | Conditions and Limitations                                                                                                                                                                                                                                                                                                                                                     |
|                                   |                                                                                                                   | Manager City Planning & Development,<br>Director City Development                                                                |                                                                                                                                                                                                                                                                                                                                                                                |
| s 96(1)                           | Duty to obtain a permit from the Minister to use and develop its land                                             | Manager City Planning & Development,<br>Director City Development                                                                |                                                                                                                                                                                                                                                                                                                                                                                |
| 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,<br>Chief Executive Officer,<br>Manager City Planning & Development,<br>Director City Development | The request to prepare the amendment must be made under section 16A.<br><br>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,<br>to decide not to give notice,<br>to publish notice and to exercise any other             | Coordinator Strategic Planning,<br>Strategic Planner,<br>Senior Strategic Planner,                                               |                                                                                                                                                                                                                                                                                                                                                                                |

| Planning and Environment Act 1987 |                                                                                                                                                                                                                                                                       |                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| Provision                         | Power and Functions Delegated                                                                                                                                                                                                                                         | Delegate                                                                                                                                                | Conditions and Limitations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                   | power under s 96C                                                                                                                                                                                                                                                     | Manager City Planning & Development,<br>Director City Development                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| s 96F                             | Duty to consider the panel's report under s 96E                                                                                                                                                                                                                       | Coordinator Strategic Planning,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Manager City Planning & Development,<br>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,<br>Coordinator Strategic Planning,<br>Manager City Planning & Development,<br>Director City Development           | <ul style="list-style-type: none"> <li>• Decisions must be consistent with point 3 of the Preamble in this instrument.</li> <li>• In addition:               <ul style="list-style-type: none"> <li>a) in deciding an amendment,<br/>the Delegate must not exercise his or her delegation without first conferring with his or her immediate superior; and</li> <li>b) the decision to refuse in this instance can be exercised over all applications despite the exemptions above,</li> </ul> </li> </ul> <p>with the exception of any application "called in" by a Councillor. This does not apply if there is insufficient</p> |

| Planning and Environment Act 1987 |                                                                         |                                                                                                                                                                                                                              |                                                                                                                                        |
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| Provision                         | Power and Functions Delegated                                           | Delegate                                                                                                                                                                                                                     | Conditions and Limitations                                                                                                             |
|                                   |                                                                         |                                                                                                                                                                                                                              | 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,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Manager City Planning & Development,<br>Director City Development                                                                      |                                                                                                                                        |
| s 96J                             | Duty to issue permit as directed by the Minister                        | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development |                                                                                                                                        |
| s 96K                             | Duty to comply with direction of the Minister to give notice of refusal | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Planning Officers Group,                                                                      |                                                                                                                                        |

| Planning and Environment Act 1987 |                                                                                                                                                        |                                                                                                                                      |                                                                                          |
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| Provision                         | Power and Functions Delegated                                                                                                                          | Delegate                                                                                                                             | Conditions and Limitations                                                               |
|                                   |                                                                                                                                                        | Manager City Planning & Development,<br>Director City Development                                                                    |                                                                                          |
| 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,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Planning Officers Group,<br>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,<br>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,<br>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,<br>City Planning and Development<br>Administration Officer,<br>Planning Officers Group,        |                                                                                          |

| Planning and Environment Act 1987 |                                                                                       |                                                                                                                                                                                                                                       |                                                                                          |
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| Provision                         | Power and Functions Delegated                                                         | Delegate                                                                                                                                                                                                                              | Conditions and Limitations                                                               |
|                                   |                                                                                       | Manager City Planning & Development,<br>Director City Development                                                                                                                                                                     |                                                                                          |
| s 97L                             | Duty to include Ministerial decisions in a register kept under s 49                   | Assistant Manager Statutory Planning,<br>City Planning and Development<br>Administration Officer,<br>Coordinator Strategic Planning,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development |                                                                                          |
| s 97MH                            | Duty to provide information or assistance to the Planning Application Committee       | Planning Officers Group,<br>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,<br>Director City Development                                                                                                                                                                     |                                                                                          |
| s 97O                             | Duty to consider application and issue or refuse to issue certificate of compliance   | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Team Leader Statutory Planning,<br>Principal Planner,<br>Manager City Planning & Development,<br>Director City Development                                |                                                                                          |

| Planning and Environment Act 1987 |                                                                                                                           |                                                                                                                                                                                                                                    |                            |
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| Provision                         | Power and Functions Delegated                                                                                             | Delegate                                                                                                                                                                                                                           | Conditions and Limitations |
| 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,<br>Coordinator Strategic Planning,<br>Team Leader Statutory Planning,<br>Principal Planner,<br>Manager City Planning & Development,<br>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,<br>Coordinator Strategic Planning,<br>Team Leader Statutory Planning,<br>Principal Planner,<br>Chief Executive Officer,<br>Manager City Planning & Development,<br>Director City Development |                            |
| s 97Q(4)                          | Duty to comply with directions of VCAT                                                                                    | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Team Leader Statutory Planning,<br>Principal Planner,<br>Chief Executive Officer,<br>Manager City Planning & Development,<br>Director City Development |                            |
| s 97R                             | Duty to keep register of all applications for certificate of compliance and related decisions                             | Assistant Manager Statutory Planning,<br>City Planning and Development                                                                                                                                                             |                            |

| Planning and Environment Act 1987 |                                                                                           |                                                                                                                                                             |                                                                                          |
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| Provision                         | Power and Functions Delegated                                                             | Delegate                                                                                                                                                    | Conditions and Limitations                                                               |
|                                   |                                                                                           | Administration Officer,<br>Coordinator Strategic Planning,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development |                                                                                          |
| s 98(1)&(2)                       | Function of receiving claim for compensation in certain circumstances                     | Chief Executive Officer,<br>Director City Development                                                                                                       |                                                                                          |
| s 98(4)                           | Duty to inform any person of the name of the person from whom compensation can be claimed | Planning Officers Group,<br>All Planning Group,<br>Chief Executive Officer                                                                                  | 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,<br>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,<br>Director City Development                                                                                                       |                                                                                          |
| s.107(1)                          | Function of receiving claim for compensation                                              | Planning Officers Group,<br>All Planning Group                                                                                                              | The Subdivision Officer is authorised to exercise this                                   |

| Planning and Environment Act 1987 |                                                                                           |                                                                                                                                                                                                                                        |                                                |
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| Provision                         | Power and Functions Delegated                                                             | Delegate                                                                                                                                                                                                                               | Conditions and Limitations                     |
|                                   |                                                                                           |                                                                                                                                                                                                                                        | for subdivision applications only              |
| s 107(3)                          | Power to agree to extend time for making claim                                            | Chief Executive Officer,<br>Manager City Planning & Development,<br>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,<br>Manager City Planning & Development,<br>Director City Development                                                                                                                                          |                                                |
| s 114(1)                          | Power to apply to the VCAT for an enforcement order                                       | Assistant Manager Statutory Planning,<br>Team Leader Statutory Planning Enforcement,<br>Chief Executive Officer,<br>Manager City Planning & Development,<br>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,<br>Coordinator Strategic Planning,<br>Planning Enforcement Officer,<br>Team Leader Statutory Planning Enforcement,<br>Liaison Officer Construction Management Plans,<br>Planning Officers Group, |                                                |

| Planning and Environment Act 1987 |                                                                                       |                                                                                                                                                                                              |                                                                                                        |
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| Provision                         | Power and Functions Delegated                                                         | Delegate                                                                                                                                                                                     | Conditions and Limitations                                                                             |
|                                   |                                                                                       | Manager City Planning & Development,<br>Director City Development                                                                                                                            |                                                                                                        |
| s 120(1)                          | Power to apply for an interim enforcement order where s 114 application has been made | Assistant Manager Statutory Planning,<br>Team Leader Statutory Planning Enforcement,<br>Chief Executive Officer,<br>Manager City Planning & Development,<br>Director City Development        |                                                                                                        |
| s 123(1)                          | Power to carry out work required by enforcement order and recover costs               | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Team Leader Statutory Planning Enforcement,<br>Manager City Planning & Development,<br>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 126B                            | Power to commence criminal proceedings                                                | Manager City Planning & Development,<br>Director City Development                                                                                                                            | Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026. |

| Planning and Environment Act 1987 |                                                                          |                                                                                                                                                                                                                                                    |                                                                                                           |
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| Provision                         | Power and Functions Delegated                                            | Delegate                                                                                                                                                                                                                                           | Conditions and Limitations                                                                                |
| s 129                             | Function of recovering penalties                                         | Assistant Manager Statutory Planning,<br>Planning Enforcement Officer,<br>Team Leader Statutory Planning<br>Enforcement,<br>Liaison Officer Construction<br>Management Plans,<br>Manager City Planning & Development,<br>Director City Development |                                                                                                           |
| s 130(5)                          | Power to allow person served with an<br>infringement notice further time | Assistant Manager Statutory Planning,<br>Planning Enforcement Officer,<br>Team Leader Statutory Planning<br>Enforcement,<br>Liaison Officer Construction<br>Management Plans,<br>Manager City Planning & Development,<br>Director City Development |                                                                                                           |
| s 132B                            | Power to make application for specific orders                            | Assistant Manager Statutory Planning,<br>Team Leader Statutory Planning,<br>Team Leader Statutory Planning<br>Enforcement,<br>Manager City Planning & Development,<br>Director City Development                                                    | Note: This provision commences on 3 August 2026 as<br>proclaimed by proclamation order dated 2 June 2026. |

| Planning and Environment Act 1987 |                                                        |                                                                                                                                                                                              |                                                                                                        |
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| Provision                         | Power and Functions Delegated                          | Delegate                                                                                                                                                                                     | Conditions and Limitations                                                                             |
| s 132C                            | Power to make application for adverse publicity orders | Assistant Manager Statutory Planning,<br>Team Leader Statutory Planning,<br>Team Leader Statutory Planning Enforcement,<br>Manager City Planning & Development,<br>Director City Development | Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026. |
| s 132D                            | Power to apply for commercial benefits orders          | Assistant Manager Statutory Planning,<br>Team Leader Statutory Planning,<br>Team Leader Statutory Planning Enforcement,<br>Manager City Planning & Development,<br>Director City Development | Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026. |
| s 132E                            | Power to apply for supervisory intervention orders     | Assistant Manager Statutory Planning,<br>Team Leader Statutory Planning,<br>Team Leader Statutory Planning Enforcement,<br>Manager City Planning & Development,<br>Director City Development | Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026. |
| s 132G                            | Power to apply for industry exclusion orders           | Assistant Manager Statutory Planning,<br>Team Leader Statutory Planning,<br>Team Leader Statutory Planning Enforcement,                                                                      | Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026. |

| Planning and Environment Act 1987 |                                                                       |                                                                                                                                                                                                                                                    |                                                                                                           |
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| Provision                         | Power and Functions Delegated                                         | Delegate                                                                                                                                                                                                                                           | Conditions and Limitations                                                                                |
|                                   |                                                                       | Manager City Planning & Development,<br>Director City Development                                                                                                                                                                                  |                                                                                                           |
| s 132J                            | Power to apply for contravention orders                               | Assistant Manager Statutory Planning,<br>Team Leader Statutory Planning,<br>Team Leader Statutory Planning<br>Enforcement,<br>Manager City Planning & Development,<br>Director City Development                                                    | Note: This provision commences on 3 August 2026 as<br>proclaimed by proclamation order dated 2 June 2026. |
| s 133A                            | Power for an authorised person to be assisted<br>by a relevant expert | Assistant Manager Statutory Planning,<br>Planning Enforcement Officer,<br>Team Leader Statutory Planning<br>Enforcement,<br>Liaison Officer Construction<br>Management Plans,<br>Manager City Planning & Development,<br>Director City Development | Note: This provision commences on 3 August 2026 as<br>proclaimed by proclamation order dated 2 June 2026. |
| s 134A                            | Power for immediate entry of land                                     | Assistant Manager Statutory Planning,<br>Planning Enforcement Officer,<br>Team Leader Statutory Planning<br>Enforcement,<br>Liaison Officer Construction<br>Management Plans,<br>Manager City Planning & Development                               | Note: This provision commences on 3 August 2026 as<br>proclaimed by proclamation order dated 2 June 2026. |

| Planning and Environment Act 1987 |                                                                                                                                                                             |                                                                                                                                                                           |                                                                                                        |
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| Provision                         | Power and Functions Delegated                                                                                                                                               | Delegate                                                                                                                                                                  | Conditions and Limitations                                                                             |
| s 147A                            | Power to issue an identity card to each authorised officer                                                                                                                  | Chief Executive Officer                                                                                                                                                   | Note: This provision commences on 3 August 2026 as proclaimed by proclamation order dated 2 June 2026. |
| s 149A(1)                         | Power to refer a matter to the VCAT for determination                                                                                                                       | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Chief Executive Officer,<br>Manager City Planning & Development,<br>Director City Development |                                                                                                        |
| s 149A(1A)                        | Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement                                                                | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Chief Executive Officer,<br>Manager City Planning & Development,<br>Director City Development |                                                                                                        |
| s 149B                            | Power to apply to the Tribunal for a declaration.                                                                                                                           | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Chief Executive Officer,<br>Manager City Planning & Development,<br>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 | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Strategic Planner,                                                                            | Where Council is the relevant planning authority                                                       |

| Planning and Environment Act 1987 |                                                                                                                                                                                          |                                                                                                                                                                                                                                                                    |                            |
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| Provision                         | Power and Functions Delegated                                                                                                                                                            | Delegate                                                                                                                                                                                                                                                           | Conditions and Limitations |
|                                   | 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) | Senior Strategic Planner,<br>Manager City Planning & Development,<br>Director City Development                                                                                                                                                                     |                            |
| s 158F                            | Power to make submissions in response to a directions panel                                                                                                                              | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Strategic Planner,<br>Team Leader Statutory Planning,<br>Senior Strategic Planner,<br>Chief Executive Officer,<br>Manager City Planning & Development,<br>Director City Development    |                            |
| s 171(2)(f)                       | Power to carry out studies and commission reports                                                                                                                                        | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Strategic Planner,<br>Senior Strategic Planner,<br>Development Contributions Officer,<br>Chief Executive Officer,<br>Manager City Planning & Development,<br>Director City Development |                            |
| s 171(2)(g)                       | Power to grant and reserve easements                                                                                                                                                     | Chief Executive Officer,                                                                                                                                                                                                                                           |                            |

| Planning and Environment Act 1987 |                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                               |                                                                                          |
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| Provision                         | Power and Functions Delegated                                                                                                                                                                                                         | Delegate                                                                                                                                                                                                                                                                                                      | Conditions and Limitations                                                               |
|                                   |                                                                                                                                                                                                                                       | Manager City Planning & Development,<br>Director City Development                                                                                                                                                                                                                                             |                                                                                          |
| s 173(1)                          | Power to enter into agreement covering matters set out in s 174                                                                                                                                                                       | Chief Executive Officer,<br>Manager City Planning & Development,<br>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,<br>Manager City Planning & Development,<br>Director City Development                                                                                                                                                                                                                 | Where Council is the relevant responsible authority                                      |
|                                   | Power to decide whether something is to the satisfaction of Council,<br>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,<br>Coordinator Strategic Planning,<br>Planning Enforcement Officer,<br>Team Leader Statutory Planning Enforcement,<br>Subdivision Officer,<br>Planning Officers Group,<br>Chief Executive Officer,<br>Manager City Planning & Development,<br>Director City Development | 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                                                          | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Planning Enforcement Officer,                                                                                                                                                                                                     |                                                                                          |

| Planning and Environment Act 1987 |                                                                                                                                                              |                                                                                                                                                                          |                                                                                                                                                                                                                           |
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| Provision                         | Power and Functions Delegated                                                                                                                                | Delegate                                                                                                                                                                 | Conditions and Limitations                                                                                                                                                                                                |
|                                   | consent of Council or Responsible Authority                                                                                                                  | Team Leader Statutory Planning Enforcement,<br>Planning Officers Group,<br>Chief Executive Officer,<br>Manager City Planning & Development,<br>Director City Development |                                                                                                                                                                                                                           |
| 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,<br>Manager City Planning & Development,<br>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,<br>Manager City Planning & Development,<br>Director City Development                                                                            |                                                                                                                                                                                                                           |
| s 178A(1)                         | Function of receiving application to amend or end an agreement                                                                                               | Development Contributions Officer,<br>All Planning Group,<br>Chief Executive Officer                                                                                     | The Subdivision Officer is authorised to exercise this for subdivision applications only.<br><br>Only applicable for the development contributions officer in matters that require the development contributions officer. |

| Planning and Environment Act 1987 |                                                                                                        |                                                                                                                                                                                                                                         |                                                                                                                                                                                                                           |
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| Provision                         | Power and Functions Delegated                                                                          | Delegate                                                                                                                                                                                                                                | Conditions and Limitations                                                                                                                                                                                                |
| 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,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Development Contributions Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | The Subdivision Officer is authorised to exercise this for subdivision applications only.<br><br>Only applicable for the development contributions officer in matters that require the development contributions officer. |
| 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,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Development Contributions Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | The Subdivision Officer is authorised to exercise this for subdivision applications only.<br><br>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,<br>Manager City Planning & Development,<br>Director City Development                                                                                                                                           |                                                                                                                                                                                                                           |
| s 178B(1)                         | Duty to consider certain matters when considering proposal to amend an agreement                       | Assistant Manager Statutory Planning,                                                                                                                                                                                                   |                                                                                                                                                                                                                           |

| Planning and Environment Act 1987 |                                                                                                                                                     |                                                                                                                                                                                                   |                                                                                          |
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| Provision                         | Power and Functions Delegated                                                                                                                       | Delegate                                                                                                                                                                                          | Conditions and Limitations                                                               |
|                                   |                                                                                                                                                     | Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development                                          | 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,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | 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,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | The Subdivision Officer is authorised to exercise this for subdivision applications only |
| s 178C(4)                         | Function of determining how to give notice under s 178C(2)                                                                                          | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development                         |                                                                                          |

| Planning and Environment Act 1987 |                                                                                                       |                                                                                                                                                                           |                                                                           |
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| Provision                         | Power and Functions Delegated                                                                         | Delegate                                                                                                                                                                  | Conditions and Limitations                                                |
| s 178E(1)                         | Duty not to make decision until after 14 days after notice has been given                             | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development |                                                                           |
| s.178E(2)(a)                      | Power to amend or end the agreement in accordance with the proposal                                   | Assistant Manager Statutory Planning,<br>Team Leader Statutory Planning,<br>Chief Executive Officer,<br>Manager City Planning & Development,<br>Director City Development | If no objections are made under s 178D<br>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,<br>Team Leader Statutory Planning,<br>Chief Executive Officer,<br>Manager City Planning & Development,<br>Director City Development | If no objections are made under s 178D<br>Must consider matters in s 178B |
| s 178E(2)(c)                      | Power to refuse to amend or end the agreement                                                         | Assistant Manager Statutory Planning,<br>Team Leader Statutory Planning,<br>Chief Executive Officer,<br>Manager City Planning & Development,<br>Director City Development | If no objections are made under s 178D<br>Must consider matters in s 178B |

| Planning and Environment Act 1987 |                                                                                                       |                                                                                                                                                                           |                                                                    |
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| Provision                         | Power and Functions Delegated                                                                         | Delegate                                                                                                                                                                  | Conditions and Limitations                                         |
| s 178E(3)(a)                      | Power to amend or end the agreement in accordance with the proposal                                   | Assistant Manager Statutory Planning,<br>Team Leader Statutory Planning,<br>Chief Executive Officer,<br>Manager City Planning & Development,<br>Director City Development | After considering objections,<br>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,<br>Team Leader Statutory Planning,<br>Chief Executive Officer,<br>Manager City Planning & Development,<br>Director City Development | After considering objections,<br>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,<br>Team Leader Statutory Planning,<br>Chief Executive Officer,<br>Manager City Planning & Development,<br>Director City Development | After considering objections,<br>submissions and matters in s.178B |
| s 178E(3)(d)                      | Power to refuse to amend or end the agreement                                                         | Assistant Manager Statutory Planning,<br>Team Leader Statutory Planning,<br>Chief Executive Officer,<br>Manager City Planning & Development,<br>Director City Development | After considering objections,<br>submissions and matters in s 178B |

| Planning and Environment Act 1987 |                                                                                                                                                                                                      |                                                                                                                                                                                                                                       |                            |
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| Provision                         | Power and Functions Delegated                                                                                                                                                                        | Delegate                                                                                                                                                                                                                              | Conditions and Limitations |
| s 178F(1)                         | Duty to give notice of its decision under s 178E(3)(a) or (b)                                                                                                                                        | Assistant Manager Statutory Planning,<br>City Planning and Development<br>Administration Officer,<br>Coordinator Strategic Planning,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development |                            |
| s 178F(2)                         | Duty to give notice of its decision under s 178E(2)(c) or (3)(d)                                                                                                                                     | Assistant Manager Statutory Planning,<br>City Planning and Development<br>Administration Officer,<br>Coordinator Strategic Planning,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development |                            |
| 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,<br>City Planning and Development<br>Administration Officer,<br>Coordinator Strategic Planning,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development |                            |
| s 178G                            | Duty to sign amended agreement and give                                                                                                                                                              | Chief Executive Officer,                                                                                                                                                                                                              |                            |

| Planning and Environment Act 1987 |                                                                                                                                           |                                                                                                                                                                                                                                       |                                                                                          |
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| Provision                         | Power and Functions Delegated                                                                                                             | Delegate                                                                                                                                                                                                                              | Conditions and Limitations                                                               |
|                                   | copy to each other party to the agreement                                                                                                 | Manager City Planning & Development,<br>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,<br>Coordinator Strategic Planning,<br>Team Leader Statutory Planning,<br>Manager City Planning & Development,<br>Director City Development                                                      |                                                                                          |
| s 178I(3)                         | Duty to notify,<br>in writing,<br>each party to the agreement of the ending of the agreement relating to Crown land                       | Assistant Manager Statutory Planning,<br>City Planning and Development<br>Administration Officer,<br>Coordinator Strategic Planning,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development |                                                                                          |
| 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 only |
| s 181                             | Duty to apply to the Registrar of Titles to record the agreement                                                                          | Assistant Manager Statutory Planning,<br>City Planning and Development<br>Administration Officer,                                                                                                                                     |                                                                                          |

| Planning and Environment Act 1987 |                                                                                  |                                                                                                                                                                                                   |                                                                                          |
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| Provision                         | Power and Functions Delegated                                                    | Delegate                                                                                                                                                                                          | Conditions and Limitations                                                               |
|                                   |                                                                                  | Coordinator Strategic Planning,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development                                                                  |                                                                                          |
| s 181(1A)(a)                      | Power to apply to the Registrar of Titles to record the agreement                | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | 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,<br>Coordinator Strategic Planning,<br>Subdivision Officer,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | The Subdivision Officer is authorised to exercise this for subdivision applications only |
| s 182                             | Power to enforce an agreement                                                    | Assistant Manager Statutory Planning,<br>Planning Enforcement Officer,<br>Team Leader Statutory Planning Enforcement,<br>Liaison Officer Construction Management Plans,                           |                                                                                          |

| Planning and Environment Act 1987 |                                                                                                                                                                                                   |                                                                                               |                                                                                          |
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| Provision                         | Power and Functions Delegated                                                                                                                                                                     | Delegate                                                                                      | Conditions and Limitations                                                               |
|                                   |                                                                                                                                                                                                   | Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development |                                                                                          |
| 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,<br>Manager City Planning & Development,<br>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,<br>Manager City Planning & Development,<br>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,<br>Manager City Planning & Development,<br>Director City Development |                                                                                          |

| Planning and Environment Act 1987 |                                                                                                                                                                               |                                                                                                                                                                           |                                                                                          |
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| Provision                         | Power and Functions Delegated                                                                                                                                                 | Delegate                                                                                                                                                                  | Conditions and Limitations                                                               |
| 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,<br>Coordinator Strategic Planning,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development |                                                                                          |
| 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,<br>Coordinator Strategic Planning,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development |                                                                                          |
| s 198(1)                          | Function to receive application for planning certificate                                                                                                                      | Not delegated                                                                                                                                                             |                                                                                          |

| Planning and Environment Act 1987 |                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                        |                                                                                             |
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| Provision                         | Power and Functions Delegated                                                                                                                          | Delegate                                                                                                                                                                                                                                                                                                                                                               | Conditions and Limitations                                                                  |
| s 199(1)                          | Duty to give planning certificate to applicant                                                                                                         | Not delegated                                                                                                                                                                                                                                                                                                                                                          |                                                                                             |
| s 201(1)                          | Function of receiving application for declaration of underlying zoning                                                                                 | Planning Officers Group,<br>Chief Executive Officer,<br>Director City Development                                                                                                                                                                                                                                                                                      |                                                                                             |
| s 201(3)                          | Duty to make declaration                                                                                                                               | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Senior Strategic Planner,<br>Manager City Planning & Development,<br>Director City Development                                                                                                                                                                                             |                                                                                             |
| -                                 | Power to decide,<br>in relation to any planning scheme or permit,<br>that a specified thing has or has not been done<br>to the satisfaction of Council | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Planning Enforcement Officer,<br>Senior Strategic Planner,<br>Team Leader Statutory Planning<br>Enforcement,<br>Subdivision Officer,<br>Liaison Officer Construction<br>Management Plans,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | The Subdivision Officer is authorised to exercise this<br>for subdivision applications only |

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

| Planning and Environment Act 1987 |                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                              |                            |
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| Provision                         | Power and Functions Delegated                                                                                                                                    | Delegate                                                                                                                                                                                                                                                                                                                                                                     | Conditions and Limitations |
| -                                 | Power to decide,<br>in relation to any planning scheme or permit,<br>that a specified thing is required to be<br>approved and or endorsed by Council             | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Planning Enforcement Officer,<br>Team Leader Statutory Planning,<br>Team Leader Statutory Planning<br>Enforcement,<br>Subdivision Officer,<br>Liaison Officer Construction<br>Management Plans,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development |                            |
| -                                 | Power,<br>in relation to any planning scheme or permit,<br>to consent or refuse to consent to any matter<br>which requires the consent or approval of<br>Council | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Senior Strategic Planner,<br>Liaison Officer Construction<br>Management Plans,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development                                                                                                                  |                            |
| -                                 | Power to approve and or endorse any plan or<br>any amendment to a plan or other document in<br>accordance with a provision of a planning                         | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Senior Strategic Planner,                                                                                                                                                                                                                                                                        |                            |

**Planning and Environment Act 1987**

| <b>Provision</b> | <b>Power and Functions Delegated</b>                                                    | <b>Delegate</b>                                                                                                                                                                                                                                                                                                                | <b>Conditions and Limitations</b> |
|------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
|                  | scheme or condition in a permit                                                         | Liaison Officer Construction Management Plans,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development                                                                                                                                                                                |                                   |
| -                | Power to give written authorisation in accordance with a provision of a planning scheme | Assistant Manager Statutory Planning,<br>Coordinator Strategic Planning,<br>Planning Enforcement Officer,<br>Team Leader Statutory Planning Enforcement,<br>Team Leader Trees Team,<br>Senior Arborist,<br>Planning Arborist,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development |                                   |

**Road Management Act 2004**

| <b>Provision</b> | <b>Power and Functions Delegated</b>                                     | <b>Delegate</b>                                                                   | <b>Conditions and Limitations</b>                    |
|------------------|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------|
| s 11(1)          | Power to declare a road by publishing a notice in the Government Gazette | Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets, | Obtain consent in circumstances specified in s 11(2) |

| Road Management Act 2004 |                                                                                                                      |                                                                                                                                                                                       |                                                  |
|--------------------------|----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| Provision                | Power and Functions Delegated                                                                                        | Delegate                                                                                                                                                                              | Conditions and Limitations                       |
|                          |                                                                                                                      | Manager City Services,<br>Director City Development,<br>Director Infrastructure & Sustainability                                                                                      |                                                  |
| 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,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>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 |
| 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,<br>Manager Project Delivery & Assets,<br>Manager City Services,                                                                           | Where Council is the coordinating                |

| Road Management Act 2004 |                                                                                                                                                                                       |                                                                                                                                                         |                                                                                                                                                                      |
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| Provision                | Power and Functions Delegated                                                                                                                                                         | Delegate                                                                                                                                                | Conditions and Limitations                                                                                                                                           |
|                          |                                                                                                                                                                                       | Director City Development,<br>Director Infrastructure & Sustainability                                                                                  | road authority                                                                                                                                                       |
| s 12(10)                 | Duty to notify of decision made                                                                                                                                                       | Geospatial Lead                                                                                                                                         | Duty of coordinating road authority where it is the discontinuing body<br>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,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director Infrastructure & Sustainability |                                                                                                                                                                      |
| 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 | Not delegated                                                                                                                                           |                                                                                                                                                                      |

| Road Management Act 2004 |                                                                                                                            |                                                                                                                                                                                       |                                                  |
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| Provision                | Power and Functions Delegated                                                                                              | Delegate                                                                                                                                                                              | Conditions and Limitations                       |
|                          | authority,<br>utility or provider of public transport                                                                      |                                                                                                                                                                                       |                                                  |
| 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                                                                                                                                                                         |                                                  |
| s 15(2)                  | Duty to include details of arrangement in public roads register                                                            | Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>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,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>Director Infrastructure & Sustainability | Where Council is the coordinating road authority |

| Road Management Act 2004 |                                                                                             |                                                                                                                                                                                                                             |                                                  |
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| Provision                | Power and Functions Delegated                                                               | Delegate                                                                                                                                                                                                                    | Conditions and Limitations                       |
| s 17(2)                  | Duty to register public road in public roads register                                       | Development Contributions Officer,<br>Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>Director Infrastructure & Sustainability | 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,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>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,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>Director Infrastructure & Sustainability                                       | Where Council is the coordinating road authority |
| s 17(4)                  | Power to decide that a road is no longer reasonably required for general public use         | Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>Director Infrastructure & Sustainability                                       | Where Council is the coordinating road authority |

| Road Management Act 2004 |                                                                                                     |                                                                                                                                                                                       |                                                                                                               |
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| Provision                | Power and Functions Delegated                                                                       | Delegate                                                                                                                                                                              | Conditions and Limitations                                                                                    |
| s 17(4)                  | Duty to remove road no longer reasonably required for general public use from public roads register | Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>Director Infrastructure & Sustainability | Where Council is the coordinating road authority                                                              |
| s 18(1)                  | Power to designate ancillary area                                                                   | Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>Director Infrastructure & Sustainability | Where Council is the coordinating road authority,<br>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,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>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,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>Director Infrastructure & Sustainability |                                                                                                               |
| s 19(4)                  | Duty to specify details of discontinuance in public roads                                           | Manager Engineering & Integrated Transport,                                                                                                                                           |                                                                                                               |

| Road Management Act 2004 |                                                                                                          |                                                                                                                                                                                                                                           |                                                      |
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| Provision                | Power and Functions Delegated                                                                            | Delegate                                                                                                                                                                                                                                  | Conditions and Limitations                           |
|                          | register                                                                                                 | Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>Director Infrastructure & Sustainability                                                                                                    | Where Council is the coordinating road authority     |
| s 19(5)                  | Duty to ensure public roads register is available for public inspection                                  | Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>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,<br>Manager Project Delivery & Assets,<br>Manager Finance,<br>Manager City Services,<br>Director City Development,<br>Director Corporate Services,<br>Director Infrastructure & Sustainability |                                                      |
| s 22(5)                  | Duty to give effect to a direction under s 22                                                            | Manager Engineering & Integrated Transport,                                                                                                                                                                                               |                                                      |

| Road Management Act 2004 |                                                                                           |                                                                                                                                                                                       |                                                                |
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| Provision                | Power and Functions Delegated                                                             | Delegate                                                                                                                                                                              | Conditions and Limitations                                     |
|                          |                                                                                           | Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>Director Infrastructure & Sustainability                                                |                                                                |
| s 40(1)                  | Duty to inspect,<br>maintain and repair a public road.                                    | Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>Director Infrastructure & Sustainability |                                                                |
| s 40(5)                  | Power to inspect,<br>maintain and repair a road which is not a public road                | Manager Engineering & Integrated Transport,<br>Manager City Services,<br>Director City Development,<br>Director Infrastructure & Sustainability                                       |                                                                |
| s 41(1)                  | Power to determine the standard of construction,<br>inspection,<br>maintenance and repair | Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>Director Infrastructure & Sustainability |                                                                |
| s 42(1)                  | Power to declare a public road as a controlled access road                                | Not delegated                                                                                                                                                                         | Power of coordinating road<br>authority and sch 2 also applies |

| Road Management Act 2004 |                                                                                                                                                                                        |                                                                                                                                                                                       |                                                                                                                                               |
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| Provision                | Power and Functions Delegated                                                                                                                                                          | Delegate                                                                                                                                                                              | Conditions and Limitations                                                                                                                    |
| 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 transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport) | Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>Director Infrastructure & Sustainability | Where Council is the responsible road authority,<br>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,<br>Manager Project Delivery & Assets,<br>Manager City Services                                                                            |                                                                                                                                               |
| s 49                     | Power to develop and publish a road management plan                                                                                                                                    | Manager Engineering & Integrated Transport,                                                                                                                                           |                                                                                                                                               |

| Road Management Act 2004 |                                                                                                                  |                                                                                                          |                            |
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| Provision                | Power and Functions Delegated                                                                                    | Delegate                                                                                                 | Conditions and Limitations |
|                          |                                                                                                                  | Manager Project Delivery & Assets,<br>Manager City Services,<br>Director Infrastructure & Sustainability |                            |
| s 51                     | Power to determine standards by incorporating the standards in a road management plan                            | Manager Project Delivery & Assets,<br>Manager City Services,<br>Director Infrastructure & Sustainability |                            |
| 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,<br>Director Infrastructure & Sustainability                                       |                            |
| 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 Project Delivery & Assets,<br>Manager City Services,<br>Director Infrastructure & Sustainability |                            |
| s 54(7)                  | Duty to incorporate the amendments into the road                                                                 | Manager Engineering & Integrated Transport,                                                              |                            |

| Road Management Act 2004 |                                                                                                       |                                                                                                                                                                                                                                                                                         |                                                  |
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| Provision                | Power and Functions Delegated                                                                         | Delegate                                                                                                                                                                                                                                                                                | Conditions and Limitations                       |
|                          | management plan                                                                                       | Manager Project Delivery & Assets,<br>Manager City Services,<br>Director Infrastructure & Sustainability                                                                                                                                                                                |                                                  |
| s 55(1)                  | Duty to cause notice of road management plan to be published in Government Gazette and newspaper      | Chief Executive Officer                                                                                                                                                                                                                                                                 |                                                  |
| s 63(1)                  | Power to consent to conduct of works on road                                                          | Civil Works Inspector,<br>Coordinator Engineering Works,<br>Coordinator Engineering Approvals,<br>Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>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,<br>under or over a road in an emergency | Civil Works Inspector,<br>Coordinator Engineering Works,<br>Coordinator Engineering Approvals,<br>Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>Director Infrastructure & Sustainability | Where Council is the infrastructure manager      |

| Road Management Act 2004 |                                                                                                      |                                                                                                                                                                                                                                                    |                                                              |
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| Provision                | Power and Functions Delegated                                                                        | Delegate                                                                                                                                                                                                                                           | Conditions and Limitations                                   |
| s 64(1)                  | Duty to comply with cl 13 of sch 7                                                                   | Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>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,<br>Manager Project Delivery & Assets,<br>Manager Community Safety,<br>Manager City Services,<br>Director City Development,<br>Director Corporate Services,<br>Director Infrastructure & Sustainability | Where Council is the coordinating road authority             |
| s 67(2)                  | Function of receiving the name & address of the person responsible for distributing the sign or bill | Manager Community Safety                                                                                                                                                                                                                           | Where Council is the coordinating road authority             |
| s 67(3)                  | Power to request information                                                                         | Community Laws Officer,<br>Coordinator Parking Services,<br>Coordinator Community Laws,<br>Team Leader Parking Services,<br>Parking Services Officer,<br>Team Leader Community Laws,<br>Manager Engineering & Integrated Transport,                | Where Council is the coordinating road authority             |

| Road Management Act 2004 |                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                  |
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| Provision                | Power and Functions Delegated                             | Delegate                                                                                                                                                                                                                                                                                                                                                                                                                                   | Conditions and Limitations                       |
|                          |                                                           | Manager Project Delivery & Assets,<br>Manager Community Safety,<br>Manager City Services,<br>Director City Development,<br>Director Corporate Services,<br>Director Infrastructure & Sustainability                                                                                                                                                                                                                                        |                                                  |
| s 68(2)                  | Power to request information                              | Community Laws Officer,<br>Coordinator Parking Services,<br>Coordinator Community Laws,<br>Team Leader Parking Services,<br>Parking Services Officer,<br>Team Leader Community Laws,<br>Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager Community Safety,<br>Manager City Services,<br>Director City Development,<br>Director Corporate Services,<br>Director Infrastructure & Sustainability | Where Council is the coordinating road authority |
| s 71(3)                  | Power to appoint an authorised officer                    | Not delegated                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                  |
| s 72                     | Duty to issue an identity card to each authorised officer | Not delegated                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                  |

| Road Management Act 2004 |                                                      |                                                                                                                                                                                                                                                                                                                                                                |                            |
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| Provision                | Power and Functions Delegated                        | Delegate                                                                                                                                                                                                                                                                                                                                                       | Conditions and Limitations |
|                          |                                                      |                                                                                                                                                                                                                                                                                                                                                                |                            |
| s 85                     | Function of receiving report from authorised officer | Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager Community Safety,<br>Manager City Services,<br>Director Infrastructure & Sustainability                                                                                                                                                                           |                            |
| 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,<br>Coordinator Parking Services,<br>Coordinator Community Laws,<br>Team Leader Parking Services,<br>Parking Services Officer,<br>Team Leader Community Laws,<br>Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager Community Safety,<br>Manager City Services,<br>Director City Development, |                            |

| Road Management Act 2004 |                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                            |                            |
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| Provision                | Power and Functions Delegated                                                | Delegate                                                                                                                                                                                                                                                                                                                                                                                                   | Conditions and Limitations |
|                          |                                                                              | Director Corporate Services,<br>Director Infrastructure & Sustainability                                                                                                                                                                                                                                                                                                                                   |                            |
| s 96                     | Power to authorise a person for the purpose of instituting legal proceedings | Director City Development,<br>Director Infrastructure & Sustainability                                                                                                                                                                                                                                                                                                                                     |                            |
| s 112(2)                 | Power to recover damages in court                                            | Community Laws Officer,<br>Coordinator Community Laws,<br>Team Leader Community Laws,<br>Manager Community Safety                                                                                                                                                                                                                                                                                          |                            |
| s 116                    | Power to cause or carry out inspection                                       | Community Laws Officer,<br>Coordinator Parking Services,<br>Coordinator Community Laws,<br>Team Leader Parking Services,<br>Parking Services Officer,<br>Team Leader Community Laws,<br>Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager Community Safety,<br>Manager City Services,<br>Director City Development,<br>Director Infrastructure & Sustainability |                            |
| s 119(2)                 | Function of consulting with the Head,                                        | Chief Executive Officer                                                                                                                                                                                                                                                                                                                                                                                    |                            |

| Road Management Act 2004 |                                                                                                                                    |                                                                                                                                                                                       |                            |
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| Provision                | Power and Functions Delegated                                                                                                      | Delegate                                                                                                                                                                              | Conditions and Limitations |
|                          | Transport for Victoria                                                                                                             |                                                                                                                                                                                       |                            |
| 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,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>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,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>Director Infrastructure & Sustainability |                            |
| s 121(1)                 | Power to enter into an agreement in respect of works                                                                               | Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>Director Infrastructure & Sustainability |                            |
| s 122(1)                 | Power to charge and recover fees                                                                                                   | Manager Engineering & Integrated Transport,<br>Manager Community Safety                                                                                                               |                            |
| s 123(1)                 | Power to charge for any service                                                                                                    | Manager Engineering & Integrated Transport,                                                                                                                                           |                            |

| Road Management Act 2004 |                                                                                                                                                    |                                                                                                                                                                                       |                                                              |
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| Provision                | Power and Functions Delegated                                                                                                                      | Delegate                                                                                                                                                                              | Conditions and Limitations                                   |
|                          |                                                                                                                                                    | Manager Community Safety                                                                                                                                                              |                                                              |
| sch 2 cl 2(1)            | Power to make a decision in respect of controlled access roads                                                                                     | Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>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,<br>revoke or substitute policy about controlled access roads                                                                       | Not delegated                                                                                                                                                                         |                                                              |
| sch 2 cl 4               | Function of receiving details of proposal from the Head,<br>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,<br>Manager Project Delivery & Assets,<br>Manager City Services,                                                                           | Where Council is the infrastructure manager or works manager |

| Road Management Act 2004 |                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                       |                                                                                                      |
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| Provision                | Power and Functions Delegated                                                                                                                                                                                                                                                                         | Delegate                                                                                                                                                                              | Conditions and Limitations                                                                           |
|                          |                                                                                                                                                                                                                                                                                                       | Director City Development,<br>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,<br>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,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>Director Infrastructure & Sustainability | Where Council is the infrastructure manager or works manager                                         |
| sch 7 cl 9(1)            | Duty to comply with request for information from a coordinating road authority,<br>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,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>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,<br>appear to be in an unsafe condition or appear to need maintenance                                                            | Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>Director Infrastructure & Sustainability | Where Council is the infrastructure manager or works manager                                         |
| sch 7 cl                 | Where Sch 7 cl 10(1) applies,                                                                                                                                                                                                                                                                         | Manager Engineering & Integrated Transport,                                                                                                                                           | Where Council is the                                                                                 |

| Road Management Act 2004 |                                                                                                                  |                                                                                                                                                                                                                                                          |                                                  |
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| Provision                | Power and Functions Delegated                                                                                    | Delegate                                                                                                                                                                                                                                                 | Conditions and Limitations                       |
| 10(2)                    | duty to,<br>where possible,<br>conduct appropriate consultation with persons likely to be significantly affected | Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>Director Infrastructure & Sustainability                                                                                                                   | infrastructure manager or works manager          |
| sch 7 cl 12(2)           | Power to direct infrastructure manager or works manager to conduct reinstatement works                           | Coordinator Engineering Approvals,<br>Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager Community Safety,<br>Manager City Services,<br>Director City Development,<br>Director Infrastructure & Sustainability | Where Council is the coordinating road authority |
| sch 7 cl 12(3)           | Power to take measures to ensure reinstatement works are completed                                               | Coordinator Engineering Approvals,<br>Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager Community Safety,<br>Manager City Services,<br>Director City Development,<br>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                                     | Coordinator Engineering Works,<br>Coordinator Engineering Approvals,<br>Manager Engineering & Integrated Transport,                                                                                                                                      | Where Council is the coordinating road authority |

| Road Management Act 2004 |                                                                                                                             |                                                                                                                                                                                                                                                                                          |                                                  |
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| Provision                | Power and Functions Delegated                                                                                               | Delegate                                                                                                                                                                                                                                                                                 | Conditions and Limitations                       |
|                          |                                                                                                                             | Manager Project Delivery & Assets,<br>Manager Community Safety,<br>Manager City Services,<br>Director City Development,<br>Director Infrastructure & Sustainability                                                                                                                      |                                                  |
| sch 7 cl 12(5)           | Power to recover costs                                                                                                      | Coordinator Engineering Approvals,<br>Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager Community Safety,<br>Manager City Services,<br>Director City Development,<br>Director Corporate Services,<br>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) | Coordinator Engineering Works,<br>Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>Director Infrastructure & Sustainability                                                                  | Where Council is the works manager               |
| sch 7 cl 13(2)           | Power to vary notice period                                                                                                 | Coordinator Engineering Works,<br>Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,                                                                                                                                                                      | Where Council is the coordinating road authority |

| Road Management Act 2004 |                                                                                                                              |                                                                                                                                                                                                                                                       |                                                  |
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| Provision                | Power and Functions Delegated                                                                                                | Delegate                                                                                                                                                                                                                                              | Conditions and Limitations                       |
|                          |                                                                                                                              | Manager City Services,<br>Director City Development,<br>Director Infrastructure & Sustainability                                                                                                                                                      |                                                  |
| sch 7 cl 13(3)           | Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)                                | Coordinator Engineering Works,<br>Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>Director Infrastructure & Sustainability                               | Where Council is the infrastructure manager      |
| sch 7 cl 16(1)           | Power to consent to proposed works                                                                                           | Civil Works Inspector,<br>Coordinator Engineering Approvals,<br>Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>Director Infrastructure & Sustainability | Where Council is the coordinating road authority |
| sch 7 cl 16(2B)          | Power to refuse to consider an application made under sch 7 cl 16(1) if the application does not comply with sch 7 cl 16(2A) | Manager Engineering & Integrated Transport,<br>Director City Development                                                                                                                                                                              | Where Council is the coordinating road authority |
| sch 7 cl 16(2C)          | Power to request further information in relation to an application made under sch 7 cl 16(1)                                 | Manager Engineering & Integrated Transport,<br>Director City Development                                                                                                                                                                              | Where Council is the coordinating road authority |

| Road Management Act 2004 |                                                                      |                                                                                                                                                                                               |                                                                                                   |
|--------------------------|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Provision                | Power and Functions Delegated                                        | Delegate                                                                                                                                                                                      | Conditions and Limitations                                                                        |
| sch 7 cl 16(4)           | Duty to consult                                                      | Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director Infrastructure & Sustainability                                       | Where Council is the coordinating road authority, responsible authority or infrastructure manager |
| sch 7 cl 16(5)           | Power to consent to proposed works                                   | Coordinator Engineering Approvals,<br>Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director Infrastructure & Sustainability | Where Council is the coordinating road authority                                                  |
| sch 7 cl 16(6)           | Power to set reasonable conditions on consent                        | Coordinator Engineering Approvals,<br>Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager City Services                                              | Where Council is the coordinating road authority                                                  |
| sch 7 cl 16(8)           | Power to include consents and conditions                             | Coordinator Engineering Approvals,<br>Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director Infrastructure & Sustainability | 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 | Civil Works Inspector,<br>Coordinator Engineering Approvals,<br>Manager Engineering & Integrated Transport,                                                                                   | Where Council is the coordinating road authority                                                  |

| Road Management Act 2004 |                                                                                                                                    |                                                                                                                                                                                                                                                       |                                                  |
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| Provision                | Power and Functions Delegated                                                                                                      | Delegate                                                                                                                                                                                                                                              | Conditions and Limitations                       |
|                          |                                                                                                                                    | Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>Director Infrastructure & Sustainability                                                                                                                |                                                  |
| sch 7 cl18(1)            | Power to enter into an agreement                                                                                                   | Civil Works Inspector,<br>Coordinator Engineering Approvals,<br>Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>Director Infrastructure & Sustainability | Where Council is the coordinating road authority |
| sch7 cl 19(1)            | Power to give notice requiring rectification of works                                                                              | Civil Works Inspector,<br>Coordinator Engineering Approvals,<br>Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>Director Infrastructure & Sustainability | Where Council is the coordinating road authority |
| sch 7 cl 19(2) & (3)     | Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred | Coordinator Engineering Approvals,<br>Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager City Services,                                                                                                     | Where Council is the coordinating road authority |

| Road Management Act 2004 |                                                                                                      |                                                                                                                                                                                                                                                       |                                                                                                                                      |
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| Provision                | Power and Functions Delegated                                                                        | Delegate                                                                                                                                                                                                                                              | Conditions and Limitations                                                                                                           |
|                          |                                                                                                      | Director Infrastructure & Sustainability                                                                                                                                                                                                              |                                                                                                                                      |
| sch 7 cl 20(1)           | Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure     | Civil Works Inspector,<br>Coordinator Engineering Approvals,<br>Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>Director Infrastructure & Sustainability | Where Council is the coordinating road authority                                                                                     |
| sch 7A cl 2              | Power to cause street lights to be installed on roads                                                | Coordinator Engineering Approvals,<br>Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>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 | Coordinator Engineering Approvals,<br>Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>Director Infrastructure & Sustainability                           | Where Council is the responsible road authority                                                                                      |
| sch 7A cl                | Duty to pay installation and operation costs of street lighting                                      | Coordinator Engineering Approvals,                                                                                                                                                                                                                    | Where Council is the responsible                                                                                                     |

| Road Management Act 2004 |                                                                                                                                      |                                                                                                                                                                                                                             |                                                                                                                                                                       |
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| Provision                | Power and Functions Delegated                                                                                                        | Delegate                                                                                                                                                                                                                    | Conditions and Limitations                                                                                                                                            |
| 3(1)(e)                  | - where road is a service road on an arterial road and adjacent areas                                                                | Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>Director Infrastructure & Sustainability                                       | road authority                                                                                                                                                        |
| sch 7A cl (3)(1)(f)      | Duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with cls 3(2) and 4 | Coordinator Engineering Approvals,<br>Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>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 Interim Regulations 2026 |                                                                                                                                                    |                                                          |                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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,<br>All Planning Group | Where Council is not the planning authority and the amendment affects land within Council's municipal district; or<br>Where the amendment will amend the planning scheme to designate Council as an acquiring authority.<br>Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence |

| Planning and Environment Interim Regulations 2026 |                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provision                                         | Power and Functions Delegated                                                                                                                                                                                                                                                                     | Delegate                                                                                                                                                                  | Conditions and Limitations                                                                                                                                                                                                                                                                                                                                                      |
|                                                   |                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                           | <p>prior to this date.</p> <p>Where Council is not the planning authority and the amendment affects land within Council's municipal district; or</p> <p>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</p>                         |
| 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,<br>Coordinator Strategic Planning,<br>Planning Officers Group,<br>Manager City Planning & Development,<br>Director City Development | Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.                                                                                                                                                                                                             |
| 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,<br>All Planning Group                                                                                                                  | <p>Where Council is the responsible authority</p> <p>Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.</p> <p>Where Council is the responsible authority</p> <p>The Subdivision Officer is authorised to exercise this for subdivision applications only.</p> |

| Planning and Environment Interim Regulations 2026 |                                                                                                                                                                                                                 |                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provision                                         | Power and Functions Delegated                                                                                                                                                                                   | Delegate                                                 | Conditions and Limitations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 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,<br>All Planning Group | <p>Where Council is not the responsible authority but the relevant land is within Council's municipal district<br/>Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.</p> <p>Where Council is not the responsible authority but the relevant land is within Council's municipal district<br/>The Subdivision Officer is authorised to exercise this for subdivision applications only.</p>                                                                                                                  |
| 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,<br>All Planning Group | <p>Where Council is not the planning authority and the amendment affects land within Council's municipal district; or</p> <p>Where the amendment will amend the planning scheme to designate Council as an acquiring authority.<br/>Note: the Planning and Environment Interim Regulations 2026 will be revoked on 8 May 2027, it is anticipated that new regulations will commence prior to this date.</p> <p>Where Council is not the responsible authority but the relevant land is within Council's municipal district<br/>The Subdivision Officer is authorised to exercise this for subdivision applications only.</p> |

| 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,<br>Manager City Planning & Development,<br>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,<br>Coordinator Strategic Planning,<br>Manager City Planning & Development,<br>Director City Development |                                                                                          |
| 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 2026 |                                                                                                                                                          |                                                                                                                                                         |                                     |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Provision                                  | Power and Functions Delegated                                                                                                                            | Delegate                                                                                                                                                | Conditions and Limitations          |
| r 8(3)                                     | Duty to conduct reviews of road management plan within the period specified in s 90(3) of the Local Government Act 2020.                                 | Chief Executive Officer                                                                                                                                 | Where Council is the road authority |
| r 9(2)                                     | Duty to produce written report of review of road management plan and make report available                                                               | Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director Infrastructure & Sustainability | Where Council is the road authority |
| 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 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 Road Management Act 2024 | Not delegated                                                                                                                                           | Where Council is the road authority |
| r 13(1)                                    | Duty to publish notice of amendments to road management plan                                                                                             | Not delegated                                                                                                                                           | where Council is the road authority |

| Road Management (General) Regulations 2026 |                                                                                                                       |                                                                                                                                                                                                                             |                                                                                       |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Provision                                  | Power and Functions Delegated                                                                                         | Delegate                                                                                                                                                                                                                    | Conditions and Limitations                                                            |
| r 13(3)                                    | Duty to record on road management plan the substance and date of effect of amendment                                  | Not delegated                                                                                                                                                                                                               | Where Council is the road authority                                                   |
| r 16(6)                                    | Power to issue permit                                                                                                 | Coordinator Engineering Approvals,<br>Manager Engineering & Integrated Transport,<br>Manager Community Safety,<br>Director City Development                                                                                 | Where Council is the coordinating road authority                                      |
| r 18(1)                                    | Power to give written consent re damage to road                                                                       | Coordinator Engineering Approvals,<br>Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>Director Infrastructure & Sustainability | Where Council is the coordinating road authority                                      |
| r 20(2)                                    | Function of being consulted with by the Head, Transport for Victoria prior to it granting authorisation under r 20(1) | Manager Engineering & Integrated Transport,<br>Director City Development                                                                                                                                                    | Where Council is the road authority                                                   |
| r 23(1)                                    | Function of receiving application for written consent for the purpose of s 66(1) of the Road Management Act 2004      | Manager Engineering & Integrated Transport,<br>Director City Development                                                                                                                                                    | Where Council is the coordinating road authority Must consider the matters in r 23(4) |
| r 23(3)                                    | Power to charge a fee for application made under r 23(1)                                                              | Not delegated                                                                                                                                                                                                               | Where Council is the coordinating road authority                                      |

**Road Management (General) Regulations 2026**

| <b>Provision</b> | <b>Power and Functions Delegated</b>                                                                              | <b>Delegate</b>                                                                                                                                                                                                     | <b>Conditions and Limitations</b>               |
|------------------|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| r 25(1)          | Power to remove objects, refuse, rubbish, substance or other material deposited or left on road or part of a road | Community Laws Officer,<br>Coordinator Parking Services,<br>Coordinator Community Safety Support,<br>Coordinator Community Laws,<br>Parking Services Officer,<br>Manager Community Safety,<br>Manager City Services | Where Council is the appropriate road authority |
| r 25(2)          | Power to sell or dispose of things removed from road under r 25 (after first complying with regulation 25(3))     | Coordinator Parking Services,<br>Coordinator Community Safety Support,<br>Coordinator Community Laws,<br>Manager Community Safety                                                                                   | Where Council is the appropriate road authority |
| r 25(5)          | Power to recover in the Magistrates' Court, expenses from person responsible                                      | Coordinator Parking Services,<br>Coordinator Community Safety Support,<br>Coordinator Community Laws,<br>Team Leader Community Laws,<br>Manager Community Safety                                                    | Where Council is the appropriate road authority |

**Road Management (Works and Infrastructure) Regulations 2026**

| <b>Provision</b> | <b>Power and Functions Delegated</b> | <b>Delegate</b>                             | <b>Conditions and Limitations</b>                          |
|------------------|--------------------------------------|---------------------------------------------|------------------------------------------------------------|
| r 16             | Power to exempt a person from        | Manager Engineering & Integrated Transport, | Where Council is the coordinating road authority and where |

| Road Management (Works and Infrastructure) Regulations 2026 |                                                                                                   |                                                                                                                                                                                                                             |                                                                                |
|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Provision                                                   | Power and Functions Delegated                                                                     | Delegate                                                                                                                                                                                                                    | Conditions and Limitations                                                     |
|                                                             | requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works | Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>Director Infrastructure & Sustainability                                                                                      | consent given under clause 16(5) of Schedule 7 to the Road Management Act 2004 |
| r 24(2)                                                     | Power to waive whole or part of fee in certain circumstances                                      | Coordinator Engineering Approvals,<br>Manager Engineering & Integrated Transport,<br>Manager Project Delivery & Assets,<br>Manager City Services,<br>Director City Development,<br>Director Infrastructure & Sustainability | Where Council is the coordinating road authority                               |