

Attachments

Council Meeting

Monday 8 September 2025

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10.1 Graffiti Management

Attachment 1 Graffiti Management Background Report

Attachment 2 Graffiti Management Policy 2025

10.1 – ATTACHMENT 1. Graffiti Management Background ReportCouncil Report Attachment – Graffiti Management Background Report

**Council Report – Graffiti Management - Attachment
Background Report – August 2025****Purpose**

The purpose of this report is to provide background and some examples relevant to the Council Report on graffiti management and the draft Graffiti Management Policy.

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10.1 – ATTACHMENT 1. Graffiti Management Background ReportCouncil Report Attachment – Graffiti Management Background Report**2. Other Councils**

In developing the draft Graffiti Management Policy, a review was undertaken of examples of graffiti plans from other councils. Those with publically available published documents are listed in the table below. Those highlighted are current documents, based on published dates:

Neighbouring councils

1	Knox City Council	Graffiti Management Policy 2018 2021
2	Manningham City Council	Graffiti Management Strategy 2011 2014
3	Monash City Council	Graffiti Removal Policy and Strategy 2012-2015
	Boroondara, Maroondah	No published documents

Other councils

4	Banyule City Council	Graffiti Strategy 2020–2024
5	Bayside City Council	Graffiti Management Policy 2024 2028
6	Brimbank City Council	Graffiti Management Policy 2019 and Framework 2012
7	Casey City Council	Graffiti Management Plan 2020 2023
8	City of Melbourne	Graffiti Management Policy 2021
9	Darebin City Council	Graffiti Management Strategy 2019–2023
10	Frankston	Graffiti Management Plan 2009-2021
11	Glen Eira City Council	Graffiti Management Policy 2015 2017
12	Hume City Council	Graffiti Management Policy (2022–2027)
13	Melton City Council	Graffiti Management Policy 2022
14	Merri-bek City Council	Graffiti Strategy 2017–2021
15	Port Phillip City Council	Graffiti Management Plan 2019–2024
16	Wyndham City Council	Graffiti Management Policy 2022–2027
17	Yarra City Council	Graffiti Management Framework 2024–2030

The documents with a current timeframe are predominately Policies, where the out-of-date examples are strategies or frameworks. For Whitehorse, a Policy is considered to be the relevant document.

10.1 – ATTACHMENT 1. Graffiti Management Background ReportCouncil Report Attachment – Graffiti Management Background Report**3. Current Graffiti Removal Resources**

Council's Cleansing Coordinator has 14 years' experience working at Whitehorse and prior to this worked as a graffiti removal specialist.

There are currently two Infrastructure Cleansing Officers who are dedicated to graffiti removal and pressure cleaning. There are two specialised graffiti removal vehicles that have paint and supplies, and a water pump and cleaning materials for pressure washing. One of the vehicles is shown below:



In addition, there are a further five officers dedicated to township cleaning, who remove smaller scale graffiti with pressure washing or wipes and report larger graffiti to the graffiti removal officers.



10.1 – ATTACHMENT 1. Graffiti Management Background ReportCouncil Report Attachment – Graffiti Management Background Report**4. Graffiti Removal from Council Assets**

Council is responsible for managing graffiti on its assets including:

- Council buildings and signs on local roads (main roads signs are the responsibility of Transport Victoria)
- Street furnishings such as benches and bins
- Public toilets, parks and reserves
- Playgrounds and equipment
- Fire hydrants

Examples of recent work completed are provided below:

- Council buildings – Box Hill Town Hall:

Before



After



- Local road signs:

Before



After



10.1 – ATTACHMENT 1. Graffiti Management Background ReportCouncil Report Attachment – Graffiti Management Background Report

- Street furnishings – public seats:

Before



After



- Parks and reserves – Surrey Dive:

Before



After



- Public toilets – Halliday Park:

Before



After



10.1 – ATTACHMENT 1. Graffiti Management Background ReportCouncil Report Attachment – Graffiti Management Background Report**5. Community Correctional Services (CCS)**

There are existing arrangements with the Department of Justice and Community Safety through Community Correctional Services (CCS) for graffiti removal by those with community correctional service orders. A crew can attend either weekly or fortnightly, and the size is subject to the level of supervision that CCS can provide, and the number of participants. Typically, there is between 2 and 8 participants each crew. Council provides on average 15 litres of paint and brushes each crew visit.

Council provides a list of sites to remove graffiti, which are on Council property, or some private property where we have approval, such as the rear of factories abutting Council parks.

If the weather is not suitable for painting, or there are insufficient sites that are accessible for painting, the next priority is litter picking. Typically, larger scale graffiti removal projects are given to the CCS as they have larger crews than Council. An example project may be a wall of a private building that abuts a Council park or open space, where permission has been obtained from the property owner to paint the wall. Unfortunately, it often does not take long for graffiti to return to these large walls.

Following the resolution of Council on 23 June 2025, CCS was contacted seeking additional resources for Whitehorse and a letter was written to the Minister. The CCS team has advised that the fortnightly commitment to Whitehorse can be increased provided Council can supply the required materials.

- Example Gardiners Creek Trail:

Before

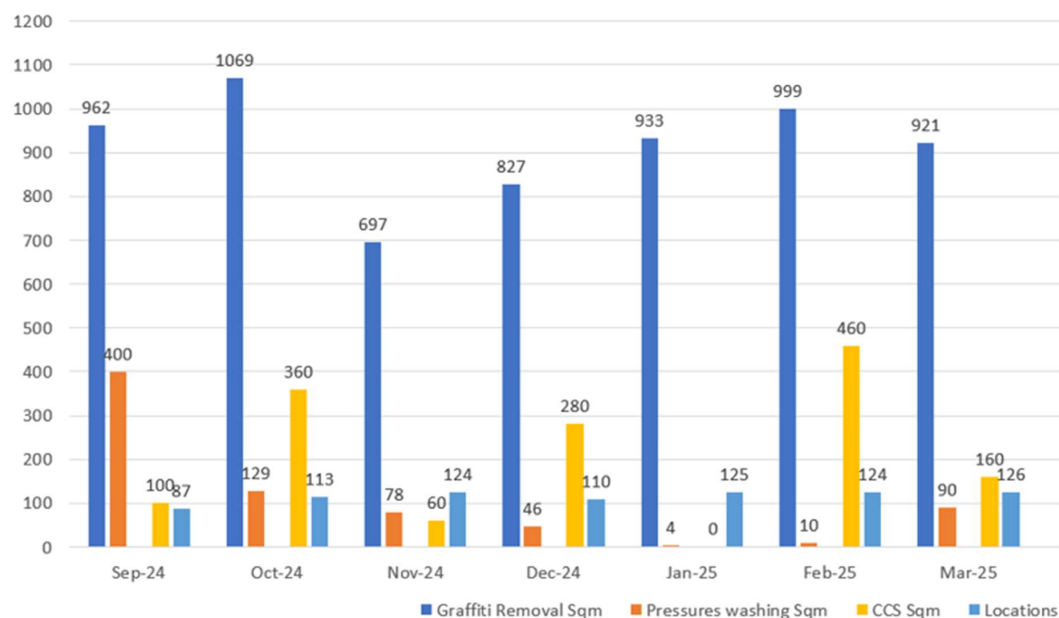


After



10.1 – ATTACHMENT 1. Graffiti Management Background ReportCouncil Report Attachment – Graffiti Management Background Report**6. Graffiti Work Completed**

The table below shows the monthly amount of graffiti removed by Council and CCS, the amount of pressure washing and the locations attended. This shows the considerable work that is done ongoing to support the objective to reduce graffiti:



10.1 – ATTACHMENT 1. Graffiti Management Background ReportCouncil Report Attachment – Graffiti Management Background Report**7. Graffiti Removal Kits and Paint Vouchers**

Council provides graffiti removal kits, and paint vouchers for standard acrylic paint, to support property owners to remove graffiti from their private property where the graffiti is visible from a public space, for example, a front fence or fence abutting a Council park or open space. 13 removal kits (\$35 each) and 10 x 4 litres paint vouchers (average \$80 each) were issued in the 2024/25 financial year.

A typical graffiti removal kit is shown below, and contains:

- 1 canister of wipes
- 1 bottle graffiti remover
- 1 nylon bristle paint brush
- 1 pair chemical resistant gloves
- 1 pair safety glasses, saline eye rinse, cleaning cloth
- Instruction sheet, safety data sheets



10.1 – ATTACHMENT 1. Graffiti Management Background ReportCouncil Report Attachment – Graffiti Management Background Report**8. Education and Promotion**

There is information on Council's website about graffiti management:

<https://www.whitehorse.vic.gov.au/waste-environment/public-nuisance/graffiti>

Community members can report a private property that is unsightly, with graffiti which is visible to the public, to Council and this will be investigated by our Local Laws team. Further information is available on the Council website at:

<https://www.whitehorse.vic.gov.au/community-local-law/unsightly-properties-and-dilapidated-buildings>

There has been promotion on social media and in Council publications on the topic of graffiti management with examples provided below:



Whitehorse City Council

16 hrs · 🌐

Graffiti be gone! 🍃

Thank you to resident Tony for sending in a [#communitypic](#) of himself and his daughter removing graffiti with a Council graffiti removal kit.



Did you know? Council provides a FREE graffiti removal kit or paint voucher for 4L of standard acrylic paint to assist property owners to remove graffiti. To order, please call customer service on (03) 9262 6333.

*Kits are limited to one per household.



10.1 – ATTACHMENT 1. Graffiti Management Background Report

Council Report Attachment – Graffiti Management Background Report

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April 2021


Working for Whitehorse


No time to rest when removing graffiti

Chris Wiwczaruk's role with Whitehorse Council is to help keep the area clean. But you may not realise how effective he is, because the job is often done before you've hit the snooze button for the first time.

Chris' main role is one that is close to many residents' hearts – removing graffiti. But life as an infrastructure cleansing officer requires early starts.

At work by 5am or 6am most days, Chris and team member Darrin Watson like to have removed graffiti from busy areas before people arrive.

Chris and Darrin try to stay ahead of the taggers by inspecting hotspots after weekends.

Increased use of apps like Snap Send Solve and having requests sent directly to their mobile tablets in the field means that

they are made aware of issues and can resolve them quicker than in the past.

Offensive graffiti is always a priority and is usually removed the same day that Council receives the report.

"Keeping the cleanliness of all the townships is our priority. We act pretty much straight away after being notified by our cleaners or residents," Chris said.

As well as regular infrastructure, the team also cleans and pressure washes shopfronts, footpaths, play equipment and barbecues.

Chris and Darrin take a lot of pride in their work and like to show the community that they are on their game and doing their bit to keep the municipality clean and tidy.

In the past 12 months, Council has attended more than 2000 sites and removed more than 11,000sq m of graffiti thanks to the graffiti removal team.

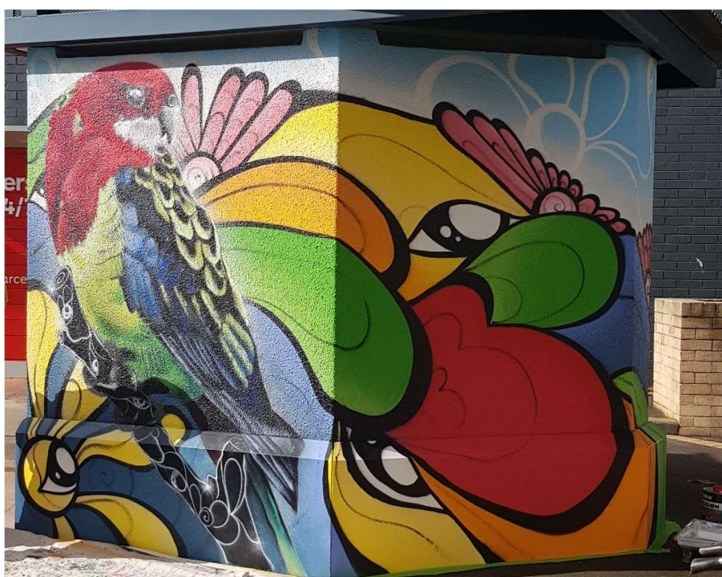


10.1 – ATTACHMENT 1. Graffiti Management Background ReportCouncil Report Attachment – Graffiti Management Background Report**9. Murals**

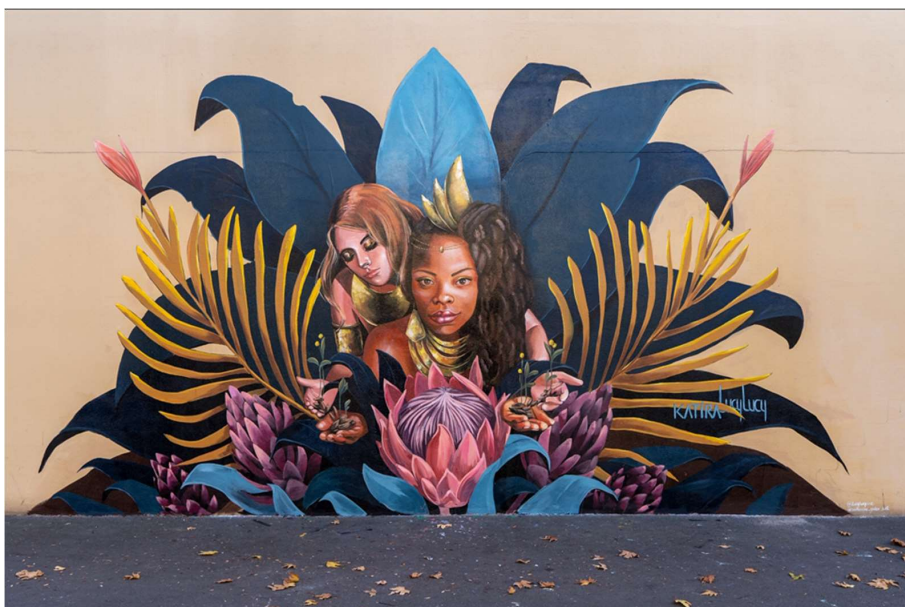
Where there is a suitable location, and funding is available, murals are a good option in locations to improve appearance, and target areas that are prone to graffiti vandalism.

There are many examples throughout Whitehorse of mural projects that have been a combination of placemaking projects, and public art projects, with some examples provided below:

- Brentford Square public toilet building, Forest Hill:



- Main Street, Box Hill Mall:



10.1 – ATTACHMENT 1. Graffiti Management Background ReportCouncil Report Attachment – Graffiti Management Background Report

- Main Street, Box Hill Mall:

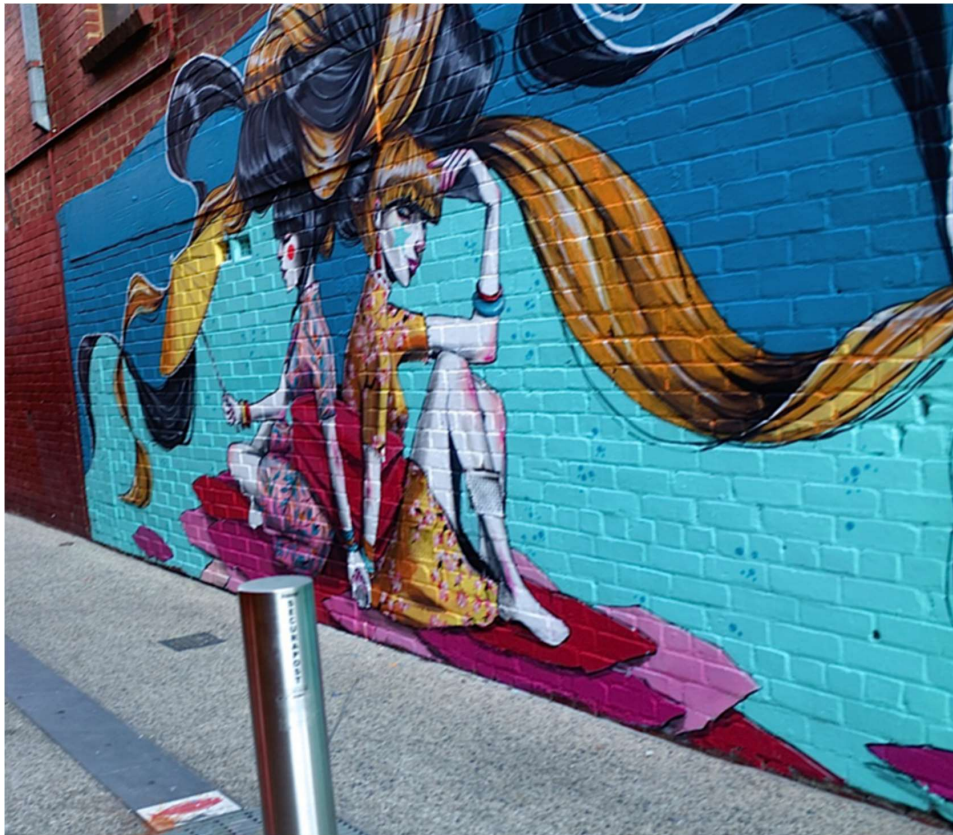


- Retaining walls along Market Street, Box Hill Mall:



10.1 – ATTACHMENT 1. Graffiti Management Background ReportCouncil Report Attachment – Graffiti Management Background Report

- Birds Lane, Box Hill:



- Near Britannia Mall, Mitcham:



10.1 – ATTACHMENT 1. Graffiti Management Background ReportCouncil Report Attachment – Graffiti Management Background Report**10. Graffiti on Private Property**

There are hundreds of properties throughout the municipality where there is graffiti on private property. Examples where graffiti is prevalent are shown below:

Along the railway:



In the railway reserve, along the shared use path:



10.1 – ATTACHMENT 1. Graffiti Management Background ReportCouncil Report Attachment – Graffiti Management Background Report

At the rear of properties that abut laneways, like Brickworks Lane, Blackburn:



10.1 – ATTACHMENT 1. Graffiti Management Background ReportCouncil Report Attachment – Graffiti Management Background Report**11. Council Assistance Managing Graffiti on Private Property**

When there is a request to remove graffiti from a private property, Council officers consider options including:

- Provide a graffiti removal kit or paint voucher.
- Provide advice to the property owner on how they could remove the graffiti.
- Council may assist to remove the graffiti subject to the following criteria:
 - Removal will have a significant public benefit.
 - Available resources and funding to do so.
 - Approval provided by the property owner.
 - It is safe to do so, including not above a height of 3 metres.
 - It does not require entry into private property.
 - Surface is suitable for painting or cleaning and the removal will not cause damage.
 - Surface is a standard colour, if it needs to be painted.

11.1 Example Private Property Graffiti – Britannia Mall

This is an example of a graffiti request that Council often assists with in Britannia Mall:

Before



After



This can be done considering:

- Removal has a significant public benefit being in a high pedestrian area, Britannia Mall.
- The cost is minimal.
- Approval was obtained from the property owner.
- It is safe to do so, being able to be done while standing on the footpath area.
- It does not require entry into private property.
- Surface is suitable for painting or cleaning and the removal will not cause damage.
- Surface is a standard colour.

10.1 – ATTACHMENT 1. Graffiti Management Background ReportCouncil Report Attachment – Graffiti Management Background Report**11.2 Example Private Property Graffiti – Box Hill Mall**

This is an example of a graffiti request that Council could assist with in Box Hill Mall:

Before



After



This could be done considering:

- Removal has a significant public benefit being in a high pedestrian area, Box Hill Mall.
- The cost is minimal.
- Approval was obtained from the property owner.
- It is safe to do so, being able to be done while standing on the footpath area.
- It does not require entry into private property.
- Surface is suitable for painting or cleaning and the removal will not cause damage.
- Surface is a standard colour.

11.3 Example Private Property Graffiti – 17 Blackburn Road

This is an example of a graffiti removal request that Council could not assist with, at 17 Blackburn Road, adjacent to the railway line. The graffiti was more than 3 metres high. Specialist working at heights equipment would be required, and in addition the safe method would have to consider working adjacent to a railway line. In this instance, it is up to the property owner to engage a specialist contractor:



10.1 – ATTACHMENT 1. Graffiti Management Background ReportCouncil Report Attachment – Graffiti Management Background Report***11.1 Example Private Property Graffiti – 106-122 Canterbury Road, Blackburn, Blackburn South Shopping Centre***

This is an example of a graffiti removal request that Council cannot assist with, for private properties part of Blackburn South Shopping Centre. The graffiti is more than 3 metres high. Specialist working at heights equipment would be required, and in addition the safe method would have to consider working adjacent to an arterial road. Council does not have the required equipment or training to remove this graffiti. This would need to be done by a specialist painter or graffiti removal company, which would be a considerable expense. Even if the graffiti is removed, it may return shortly.

There is some public benefit in removing the graffiti, which would improve the appearance of the whole shopping centre. The greater benefit is for the property owner who would have Council and public resources maintain their building. There are many properties in Whitehorse that are well maintained by the property owner at their own expense (including graffiti management) and many in the community may object to public funds being used to maintain select private buildings due to the property owner's neglect:



10.1 – ATTACHMENT 1. Graffiti Management Background ReportCouncil Report Attachment – Graffiti Management Background Report**12. Graffiti on Other Property**

It is not considered a reasonable use of Council funds to manage graffiti on assets that are the responsibility of others. In addition, there is a liability risk associated with potential damage to the asset, and risks to the safety of Council staff if work was to be done on these assets, for example, working near tram lines, railway tracks, arterial roads, or on electrical infrastructure.

The photo below shows graffiti on assets that are the responsibility of Transport Victoria, on the noise wall and traffic signal boxes:



The photo below shows graffiti on an electricity pole that is the responsibility of United Energy:



10.1 – ATTACHMENT 2. Graffiti Management Policy 2025

Draft - GRAFFITI MANAGEMENT POLICY 2025

1. PURPOSE**1.1 Purpose Statement**

The purpose of this Policy is to provide direction how Council manages graffiti in the City of Whitehorse.

1.2 Background

Graffiti is the marking of public or private property without permission. Graffiti vandalism affects the visual appearance of neighbourhoods, it can influence the perceptions of public safety, and it is costly to prevent, remove and enforce.

2. OBJECTIVES

The objectives of this Policy are to reduce the incidence of graffiti and the impact this has on the community. The Policy is to enable delivery of the desired outcomes from the Integrated Council Plan 2025-2029, including:

Strategic Direction 1: Community - Community is about making sure people can easily meet and connect with others and feel they belong.

Objective 1.4: A community where people feel safe

Strategy – Partner with local agencies to improve perceptions of community safety.

Strategic Direction 2: Built - The spaces we create shape how we live, move, and interact. Our built environment reflects our values of accessibility, safety, and sustainability.

Objective 2.4: A desirable and well-presented City

Strategy – Deliver programs and services to the community that support a clean City.

Strategic Direction 3: Economy - A thriving economy creates opportunity, fosters innovation, and builds prosperity.



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Objective 3.1: A thriving local economy

Strategy - Enable and support the creation of clean, safe and welcoming places to shop, access services, do business, exchange and visit, and promote the benefits of shopping and supporting local.

3. SCOPE

The Policy is to document Council's role in the management of graffiti.

Council is responsible for managing graffiti on its assets including:

- Council buildings and signs on local roads (main roads signs are the responsibility of Transport Victoria)
- Street furnishings such as benches and bins
- Public toilets, parks and reserves
- Playgrounds and equipment
- Fire hydrants

Private property owners are responsible for managing graffiti on their property, and Council can provide some guidance and assistance.

Utility service providers, service authorities, and government agencies are responsible for graffiti on their assets utilising their resources and contractors, including:

- Tram poles tram stops and other tram infrastructure - Yarra Trams
- Railway reserve land including shared use path on the land – VicTrack
- Around train stations – Metro Trains
- Telephone boxes and telecommunication assets - Telstra
- Traffic signal boxes, traffic lights and poles, signs and noise walls on arterial roads, highways, freeways and toll roads – Transport Victoria
- Electricity poles, light poles and substations - United Energy
- Post boxes - Australia Post
- Bus and tram shelters – Public Transport Victoria



10.1 – ATTACHMENT 2. Graffiti Management Policy 2025

Draft - GRAFFITI MANAGEMENT POLICY 2025

4. DEFINITIONS

Graffiti is the marking of public or private property without permission. It includes tags, drawings, or writing of any size applied using spray paint, markers, or etching tools, and is considered vandalism when not authorised.

Graffiti – as defined in the Graffiti Prevention Act 2007 means write, draw, mark, scratch or otherwise deface property by any means so that the defacement is not readily removable by wiping with a dry cloth.

5. POLICY**5.1 Policy Statement**

Council acknowledges that it is not possible to entirely prevent the occurrence of graffiti, however, is committed to reducing the overall amount of graffiti throughout the municipality, and encouraging others including private property owners, and other agencies and authorities to better manage graffiti for an improved outcome for the whole community.

This Policy provides details on prevention, removal, enforcement, and partnerships.

5.2 Prevention

Council maintains its property and sites in a way to minimise opportunities for graffiti, including passive surveillance, appropriate lighting, anti-graffiti surfaces and maintaining plantings and gardens adjacent blank walls. A key to prevention is rapid removal of graffiti.

Surveillance and encouraging the reporting of graffiti to those responsible to remove it allows for the prompt removal.



10.1 – ATTACHMENT 2. Graffiti Management Policy 2025**Draft - GRAFFITI MANAGEMENT POLICY 2025**

Where there is a suitable location, and funding is available, murals may be a good option in locations that are prone to graffiti vandalism for Council and private property.

Council can provide advice to property owners on ways to prevent graffiti through design, including using vegetation, lighting or surface material selection.

5.3 Removal**5.3.1 Removal from Council assets**

The preferred approach to graffiti removal is regular surveillance by both Council and the community, and proactive removal.

Any graffiti on Council property can be reported to Council using the Snap Send Solve app on a mobile device, using the website form, calling 9262 6333, or emailing customer.service@whitehorse.vic.gov.au.

Council aims to remove or least obliterate offensive graffiti on Council property within 48 hours of when the report is received. Depending on the extent of the graffiti vandalism, further time may be required to fully reinstate an area.

5.3.2 Removal from private property

As stated in Part 4 Section 22 of the Graffiti Prevention Act 2007, there is no duty on a Council to “remove or obliterate graffiti from private property”.

There are hundreds of instances throughout the municipality where there is graffiti on private property. It is not considered a reasonable use of Council funds to be responsible for all private properties.

Council provides graffiti removal kits, and paint vouchers for standard acrylic paint, to support property owners to remove graffiti from their private property where the graffiti is visible from a public space, for example, a front fence or fence abutting a Council park or open space. In addition, Council officers can provide advice on



10.1 – ATTACHMENT 2. Graffiti Management Policy 2025**Draft - GRAFFITI MANAGEMENT POLICY 2025**

graffiti removal and prevention and direct them to the services of private contractor painters or graffiti removal specialists.

If Council decides to remove graffiti from private property it is to be done in accordance with Part 4 Section 18 of the Act, by either serving notice or the property owner providing consent.

Council removal of graffiti from private properties is discretionary and based on consideration of available resources, funding, safety and other risks. Council may remove graffiti from private properties if the graffiti is visible from a public place and consent is granted by the property owner.

When there is a request to remove graffiti from a private property, Council will consider options including:

- Provide a graffiti removal kit or paint voucher.
- Provide advice to the property owner on how they could remove the graffiti.
- Council may assist to remove the graffiti subject to the following criteria:
 - Removal would have a significant public benefit.
 - Available resources and funding to do so.
 - Approval provided by the property owner.
 - It is safe to do so, including not above a height of 3 metres.
 - It does not require entry into private property.
 - Surface is suitable for painting or cleaning and the removal will not cause damage.
 - Surface is a standard colour, if it needs to be painted.

5.3.3 Removal from other property

Information is provided on Council's website, and other education opportunities can be utilised to direct the community to the relevant entity that is responsible for the asset where there is graffiti, with examples provided in Section 3 'Scope'.

It is not considered a reasonable use of Council funds to manage graffiti on assets that are the responsibility of others. In addition, there is a liability risk associated with potential damage to the asset, and risks to the safety of Council staff if work was to



10.1 – ATTACHMENT 2. Graffiti Management Policy 2025**Draft - GRAFFITI MANAGEMENT POLICY 2025**

be done on these assets, for example, working near tram lines, railway tracks, arterial roads, or on electrical infrastructure.

5.4 Enforcement

Victoria Police enforces the Graffiti Prevention Act 2007 and is responsible for prosecuting graffiti offenders. Advice to the public is if they see a graffiti vandal at work, call the police on 000, and never attempt to confront a graffiti vandal. If graffiti has already been done and there is no sign of the person responsible, they should call their local police station and provide them with the location of the graffiti and photographs.

All graffiti that is removed by Council is uploaded to a database that is used by other councils and the police. If the police arrest an offender, the database can be used to identify previous offences with the same graffiti tag.

The Whitehorse Community Local Law 2024 S3.1 and S3.2 requires property owners/occupiers to maintain their properties and prevent them from becoming unsightly. Community members can report a private property that is unsightly, with graffiti which is visible to the public, to Council and this will be investigated by our Local Laws team. Further information is available on the Council website at: <https://www.whitehorse.vic.gov.au/community-local-law/unsightly-properties-and-dilapidated-buildings>

5.5 Partnerships

Council will participate in partnership opportunities that may arise, on any aspect of graffiti management including prevention, education, sharing of resources, funding for murals or other street art projects. The collaboration may be with other councils, other authorities or agencies, or the police.

Council has arrangements with the Department of Justice and Community Safety through Community Correctional Services (CCS) to provide crews for graffiti removal from council assets.



10.1 – ATTACHMENT 2. Graffiti Management Policy 2025

Draft - GRAFFITI MANAGEMENT POLICY 2025

6. RESPONSIBILITIES

Council's City Services Department is responsible for the management of graffiti.

7. RELATED POLICIES & LEGISLATION

- Graffiti Prevention Act 2007
- Whitehorse Community Local Law 2024

8. REVIEW

Document: 25/156523

Responsible Manager: Director Infrastructure and Manager City Services

Date Adopted:

Date of Next Review: Remains the Policy until reviewed or updated

This policy has been reviewed for Human Rights Charter compliance.



10.2 Art & Civic Collections Policy

Attachment 1 Art & Civic Collection Policy 2025-2032

10.2 – ATTACHMENT 1. Art & Civic Collection Policy 2025-2032**Art and Civic Collections Policy****2025 – 2032****1. PURPOSE**

To ensure sound management, conservation and curatorial development of the Whitehorse Art Collection and the Whitehorse Civic Collection, together with the provision of guidelines for visual art exhibitions in Council venues.

1.1 Mission Statement

Council holds the Whitehorse Art Collection and Civic Collection in trust for the community. The Art Collection and Civic Collection reflects, engages, and inspires our diverse community. Council exhibits, develops and preserves these public Collections for the benefit of residents and visitors into perpetuity.

1.2 Background

The Whitehorse Art Collection was established by the former City of Box Hill in 1927 and was developed from a core of artworks created by artists who attended the famous Box Hill Artists' Camp in the 1880s. The main subject of the early artworks is the landscape and included are artworks by Frederick McCubbin, Tom Roberts and Arthur Streeton. The Art Collection is a notable public collection, with a wealth of historic and contemporary art. In recent years, the Art Collection has developed through the acquisition of contemporary landscapes, the urban and suburban landscape, and a large number of ceramics as the region is renowned for tile manufacturing, potteries and brickworks.

The Whitehorse Art Collection currently comprises over 2100 items. Generous donations and an acquisitions budget have ensured the longevity of this significant Art Collection for the benefit of the community and for future generations.

The Civic Collection contains historical items and memorabilia that is associated with the civic history of Whitehorse City Council. This includes official gifts, objects that commemorate civic events and sporting achievements, and Japanese decorative arts that honour Whitehorse City Council's Sister City relationship with Matsudo, Japan. There are over 850 items held in the Civic Collection.

2. OBJECTIVES

The objectives of the Art and Civic Collections Policy are:

- To implement the Mission Statement of this policy.
- To ensure effective stewardship of the Art Collection and Civic Collection, safeguarding their accessibility for present and future generations.

10.2 – ATTACHMENT 1. Art & Civic Collection Policy 2025-2032

- To conserve, document and develop the Art Collection and Civic Collection in accordance with industry standards and best practice guidelines.
- To facilitate public access to the Art Collection and Civic Collection.
- To curate a diverse exhibition program for the residents of Whitehorse and visitors to the city.

3. SCOPE

The Art and Civic Collections Policy applies to all artworks, including public art, in Council's Art Collection and items within the Civic Collection. In relation to the display of works from the Art Collection, this policy applies to the following locations:

- Whitehorse Artspace and within the Box Hill Town Hall
- Box Hill Community Art Centre
- Schwerkolt Cottage and Museum Complex
- Box Hill and Nunawading branches of the Whitehorse Manningham Library Corporation
- Whitehorse Civic and Operations Centres
- The Round
- Any other Council facilities where adequate conditions and security permits.

4. POLICY**4.1 Role of the Collection**

Council holds the Art Collection and Civic Collection in trust for the community. Council is responsible for the proper stewardship of these valuable assets and will provide maximum public access for community and Council benefit. Council respects the International Council of Museums (ICOM) Code of Ethics in the management and display of Council's Collections, and endeavours to follow internationally recognised best practice.

4.2 Benefits of the Whitehorse Art and Civic Collections

The Art Collection:

- Identifies the City's heritage and honours creative work in all media represented in the Art Collection, including First Peoples' art, and recognises the area as the genesis of Australian Impressionism.
- Assists in building community identity.



10.2 – ATTACHMENT 1. Art & Civic Collection Policy 2025-2032

- Integrates works of art into public spaces so the community is regularly exposed to inspiring art.
- Reflects the cultural diversity and interests of the community.
- Increases the knowledge and appreciation of visual art within the community, providing opportunities for educational and creative enrichment.
- Provides access to key aspects of the development of fine arts in Australia.
- Has an ambassadorial role for the City and creates opportunities for cultural tourism.
- Is a valuable resource for schools and tertiary education institutions.
- Sustains the tradition established by the foresight of former Councils and Councillors.

The Civic Collection:

- Celebrates the work of current and former Councillors and Council (but does not seek to replicate the administrative archives held by Council) and commemorates important civic events and achievements (this is known as the Civic Theme).
- Respects the Sister City relationship Whitehorse City Council has maintained with Matsudo, Japan, since 1971 (the Sister City Theme).
- Applauds and commemorates sporting accomplishments in our City (the Sporting Theme), excluding merchandise.
- Includes gifts to Council and Councillors from visiting dignitaries.
- Includes gifts and cultural items that are exchanged as part of Council's Friendship Agreement with Shaoxing City, China.
- Honours those from the community who have served our Country in campaigns overseas by maintaining war memorials and conserves the historic integrity of the Box Hill Town Hall, specifically the original Council Chambers and Main Hall facility, including the fittings and artefacts contained therein (the Heritage Theme).

4.3 Conservation and Management

The Collections will be managed and documented by appropriately qualified staff and Council will endeavour to keep the Collections housed at museum industry national standards. A professional valuation of the Art Collection, for insurance purposes, is to be undertaken every 3 years as per Council's insurance requirements.



10.2 – ATTACHMENT 1. Art & Civic Collection Policy 2025-2032

Council will seek industry expertise on the sound management, conservation and curatorial development of the Art Collection. This expertise will be harnessed through professional art conservators, and other recognised museum, education and arts sector organisations.

Council will endeavour to secure a non-exclusive copyright licence from the artist when new works are acquired for the Art Collection. This will allow for reproductions of works for educational, promotional and research purposes. All artists with works currently in the Art Collection will be approached in an endeavour to secure a non-exclusive copyright licence for those artworks. This is a long-term project.

4.4 Acquisition and Development

The development of the Art Collection is supported by an acquisitions budget and in accordance with Policy. Donations and gifts to the Collections will not be accepted if they do not accord with this Policy.

Civic Collection acquisitions will be made to align with the collecting themes – namely the Civic, Sister City, Sporting and Heritage themes.

The Whitehorse Art Collection

New acquisitions will consolidate the existing Art Collection, strengthening its long-established holdings in the media of works-on-paper, ceramics, paintings, sculpture, and textiles. Works of art will be sought for acquisition that:

- Are made by professional artists and are of the highest affordable quality.
- Contain a high degree of artistic excellence.
- Align with the collection areas identified for development.

Acquisitions will be made taking into account the strengths and holdings of neighbouring collections.

In assessing potential art acquisitions, consideration will be given to requirements for presentation, display, conservation, and storage, ensuring that Council has capacity to manage these effectively and safeguard the preservation of individual works of art and the Art Collection overall.

Council will not be bound to acquire work from any exhibitions held within a Council venue.

Acquisitions by purchase will be sought primarily by emerging and established artists who live and/or work within Victoria.

Donations of works of art made by artists who live and/or work outside of Victoria will be considered for acquisition.

Art that embraces multicultural perspectives across the collection areas will be sought to engage and inspire the culturally diverse local community.



10.2 – ATTACHMENT 1. Art & Civic Collection Policy 2025-2032

In addressing the historical gender gap in representation of women artists in the Art Collection, acquisitions by women artists are actively sought. Works that align with the collection areas below, particularly from the Impressionist period and throughout the twentieth and twenty-first centuries will build greater representation of women artists in the Art Collection. Such historical works of art may offer alternative perspectives on long established themes and narratives within Australian art history.

The following collection areas will be the focus for the future development of the Art Collection within the scope of this policy:

- **Australian Impressionism**

Builds on the core of valuable nineteenth century *en plein air* Australian Impressionist works in the Art Collection. Ideally works by all significant artists of this period, with works relating specifically to the Box Hill Artists' Camp, or surrounding district, would be included with a particular focus on women artists. Development of this collection area is a long-term goal.

- **Ceramics**

Builds on the foundation of the Ceramics Victoria Collection gifted to the City in 2015, this collection area includes exemplary ceramic works that display innovation in technique and expression, and highly skilled works in established forms of ceramic art that builds upon the Art Collection's comprehensive holdings.

- **Environment**

Australia's unique and varied natural environment and the built urban and suburban environment form the basis of this collection area. Works that employ established conventions of landscape art, along with contemporary interpretations of the natural world are encompassed. Observations of the local environment including the changing face of suburban streetscapes and developing urban identity reflects residents' lived experience of the City of Whitehorse and beyond.

- **First Peoples**

Acquisitions by artists who identify as Aboriginal and Torres Strait Islander build upon Council's existing holdings of First Peoples' art. Art that engenders a greater appreciation and understanding of the art and culture of Wurundjeri woi-Wurrung people of the Kulin Nation, the Traditional Owners of the land will be sought, along with art by Aboriginal and Torres Strait Islander artists who live and/or work within Victoria.

- **Portraits**

The Art Collection holds notable portraits including its founding artwork, a portrait of Box Hill Shire Secretary and Town Clerk, John Richard Kefford by Ernest Buckmaster, a commission that was funded by the community through citizen's tribute in 1927. This collection area honours a genre that remains popular with contemporary artists and audiences and holds special importance to the Whitehorse



10.2 – ATTACHMENT 1. Art & Civic Collection Policy 2025-2032

Art Collection, which will celebrate the 100th anniversary of this founding portrait in 2027. Included are works by artists and/or of subjects with a connection to the municipality, reflecting the lives and stories of the diverse community.

All artwork purchases for the Art Collection will align with Council's Procurement Policy.

4.5 Public Art

Artwork commissioned or acquired for the public realm will be included as an integral part of the Whitehorse Art Collection. Public art has the capacity to enhance the environment and to engender a great sense of community pride.

Sites for public art should be significant or strategically important public places, with high visibility and/or accessibility. In addition, sites must be in public ownership.

Sites for public art may be selected because they are:

- Highly visible to the community generally.
- Places of high pedestrian and/or recreational activity.
- Places of civic importance and/or cultural significance.

Public land within key shopping precincts, transport interchanges, major intersections, key capital works projects, recreation sites and Civic Centres are all considered as appropriate sites for public art.

Public art will be acquired either by acquisition, commission or bequest. Council may seek corporate sponsorship, or partner with other organisations to commission and deliver new art in the public realm. In these instances, ownership of the artwork must be retained by Council for it to be included in the Art Collection.

Council will maintain a commitment to public art with specific projects being identified as appropriate for recommendation for inclusion in Council's budget.

Public artworks are to be designed and created by an accomplished artist or artists and be of a robust nature, needing minimal maintenance over the first ten-year period, except where a temporary installation work is specifically commissioned.

Developers are encouraged to contribute to public art in Whitehorse. If changes to the planning scheme occur, requiring a mandatory financial developer contribution, then Council staffing resources would be required to further administer municipal art in the public realm.

4.6 Donations and Bequests to the Art Collection

Every effort should be made to encourage gifts of works and monetary funds to enhance the City's Art Collection, consistent with this Policy through the Federal Government's Cultural Gifts Program. Council has had 'deductible gift recipient



10.2 – ATTACHMENT 1. Art & Civic Collection Policy 2025-2032

status' (DGR Status) since 2000 for donations of artworks and funds to the Whitehorse Art Collection.

At the time of acquisition, the costs associated with conservation, preparation, presentation, valuation, and storage will be considered as part of the cost of acquiring the work.

Conditional gifts and funds will be discouraged, other than in exceptional circumstances. Donors of artworks will relinquish all rights, except copyright if the donor is the creator and copyright holder.

4.7 Deaccessions and Disposals

Works from the Collections which are in poor condition or damaged beyond reasonable repair, or do not meet with the requirements of Acquisition and Development, will be considered for removal from the Collections.

Where a work has been nominated for removal from the Art Collection it will be fully documented before disposal. A report of intent to deaccession any work is to be prepared for the organisation. In line with the International Council of Museums (ICOM) Code of Ethics for Museums (2017), undamaged works to be deaccessioned will either be offered to the artist in the first instance, offered to another non-profit organisation that manages a similar collection, or be put up for public auction.

Similarly, where a work has been nominated for removal from the Civic Collection it will be fully documented before disposal. A report of intent to deaccession any work is to be prepared for the organisation. Undamaged works due to be deaccessioned may be offered to another non-profit organisation that manages a similar collection, be put up for public auction, or otherwise disposed of.

Where works are recommended for deaccession because of irreparable damage a similar work by the artist of the damaged work could be selected at the discretion of the Curator if such a work is still available and affordable.

In the event that proceeds have been collected from the sale of deaccessioned works, funds will be used to conserve works in the Collections or acquire new work for the Art Collection that meets the criteria for acquisition and development set out in this Policy.

Deaccessioned works will not be made available for acquisition by Councillors, staff or their connections.

Gifts made under the Cultural Gifts Program will not be returned to the donor as the donor has already received the benefit of a tax deduction for the gift.

4.8 Public Access and Display

10.2 – ATTACHMENT 1. Art & Civic Collection Policy 2025-2032

The Whitehorse Art Collection will be documented and information for research made available to the public. Aspects of the Civic Collection may be made available to public as appropriate.

The Collections will be exposed to as wide an audience as possible, and this may encompass the use of temporary displays in appropriate public places, including, but not limited to, Council buildings and facilities.

Display conditions at Whitehorse Artspace will be maintained in accordance with national standards for museums and galleries. This will facilitate loans to the City of significant works, which will complement the City's Collections.

The possibility of work from the Collections being included in external exhibitions and displays will be considered subject to appropriate loan agreements being negotiated that satisfy Council's insurance, conservation, transport, and fee (if applicable) requirements

Display of artworks, or Civic Collection works, is at the discretion of the Curator, taking into consideration their conservation and display requirements.

5. EXHIBITIONS

The exhibition program at Council's Gallery will focus on providing access to the Art Collection through exhibitions that present the Collection in innovative ways, and will showcase leading contemporary art to inspire and engage the community

The exhibition program will endeavour to include an application-based program for individual artists and/or art groups to exhibit. This will be based on an open call for submissions, with applicants who 'live, work or play' in the City of Whitehorse eligible to apply. This program will be on a biennial basis. If Council does not attract sufficient applications, it may choose to withdraw this program from the exhibition calendar.

The exhibition program will provide for occasional exhibitions by education groups such as art departments in education institutions following submission of an exhibition proposal. Such submissions will be assessed according to the policy objective, the quality of the items to be displayed, and the interpretation of the items.

The exhibition program may occasionally include travelling exhibitions and exhibitions arranged with other institutions. All such exhibitions are to be of a high professional standard and must support the Policy objectives. No more than four external exhibitions will be included in the annual exhibition calendar in the Gallery.

The exhibition program will:

- Integrate works of art into the community so the community is regularly exposed to high quality exhibitions.
- Provide opportunities for education and research on contemporary art and artworks from the Whitehorse Art Collection.



10.2 – ATTACHMENT 1. Art & Civic Collection Policy 2025-2032

- Assist in building a community identity to reflect people's experience of life and the culture and interests of the community, responding to the multicultural nature of the community.
- Represent the environment and encompass a sense of history, people, place and identity, that speaks to the dynamic nature of the community.
- Provide for special focus exhibitions, where possible, acknowledging national and international festivals and days of significance including but not limited to Lunar New Year, Heritage Week, NAIDOC Week, Cultural Diversity Week, and International Women's Day.

The aim of the exhibition program is to enhance the appreciation of visual art through providing public access to high quality contemporary and historical art.

There is a community expectation that the venue does not charge for admission to an exhibition of a community-owned asset.

The exhibition program will target the following audiences:

- Residents – to encourage a sense of ownership of the City's Art Collection and its wider visual arts programs.
- Education institutions – to provide a high level of exposure to the Art Collection and further education opportunities within the City.
- Visitors – to encourage visitors to the City of Whitehorse with inspiring, quality exhibitions.
- National, state and regional art museums and public galleries - the Whitehorse Art Collection is identified as an important part of Australia's national collection. Works from the Art Collection have been and will continue to be exhibited in major exhibitions staged by other institutions.

The exhibition program will be subject to ongoing evaluation. The following information will be considered in this process.

- Records of visitor numbers.
- Public perception and experience outcomes via surveys.
- The number of visiting education-based groups requests from teachers and lecturers
- Wider recognition of the Art Collection measured by requests for loans and reproductions.

6. INDUSTRY STANDARDS AND GUIDELINES

The policy adheres to the following documents in guiding best practice in the public collections sector:

- International Council of Museums (ICOM) Code of Ethics for Museums, 2017



10.2 – ATTACHMENT 1. Art & Civic Collection Policy 2025-2032

- National Standards for Australian Museums and Galleries, 2023

The policy adheres to ethical and legislative requirements related to Aboriginal and Torres Strait Islander culture, content and artefacts as follows:

- Protocols for using First Nations cultural and intellectual property in the arts, 2019, Creative Australia, Australian Government
- Indigenous Cultural Protocols and the Arts 2015 by Terri Janke

RELATED POLICIES & LEGISLATION

Local Government Act 2020

Whitehorse City Council Procurement Policy

Whitehorse City Council Staff Conflict of Interest Policy

Internal Use Only**REVIEW**

Responsible: Director Community Services and Manager Arts & Cultural Services

Date Adopted: Month and Year

Date of Next Review: Month and Year

This policy has been reviewed for Human Rights Charter compliance.



10.3 **S5 Instrument of Delegation from Council to the
Chief Executive Officer and S6 Instrument of
Delegation from Council to Members of Council
Staff**

Attachment 1 DRAFT - S5 Instrument of Delegation - Council to Chief
Executive Officer

Attachment 2 DRAFT - S6 Instrument of Delegation - Members of Staff

10.3 – ATTACHMENT 1. DRAFT - S5 Instrument of Delegation - Council to Chief Executive Officer



**WHITEHORSE
CITY COUNCIL**

**S5 Instrument of Delegation
Council to Chief Executive Officer**

Date of Council Resolution

10.3 – ATTACHMENT 1. DRAFT - S5 Instrument of Delegation - Council to Chief Executive Officer

Instrument of Delegation

In exercise of the power conferred by s 11(1) of the *Local Government Act 2020* (the Act) and all other powers enabling it, Whitehorse City Council delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on DD MM YYYY
2. the delegation
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2 is subject to any conditions and limitations set out in the Schedule;
 - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.4 remains in force until Council resolves to vary or revoke it.

Signed by the Chief Executive Officer of Council

in the presence of:

Witness:

Date:

Signed by the Mayor in the presence of:

Witness:

Date:

10.3 – ATTACHMENT 1. DRAFT - S5 Instrument of Delegation - Council to Chief Executive Officer

The power to

1. determine any issue;
 2. take any action; or
 3. do any act or thing
- arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

Conditions and Limitations

The delegate must not determine the issue, take the action or do the act or thing

1. if the issue, action, act or thing is an issue, action, act or thing which involves:
 - 1.1 awarding a contract or making expenditure exceeding the value of \$1,000,000 (excluding GST);
 - 1.2 appointing an Acting Chief Executive Officer for a period exceeding 28 days;
 - 1.3 electing a Mayor or Deputy Mayor;
 - 1.4 granting a reasonable request for leave under s 35 of the Act;
 - 1.5 making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer;
 - 1.6 approving or amending the Council Plan;
 - 1.7 adoption or amendment any policy that Council is required to adopt under the Act;
 - 1.8 adoption or amendment the Governance Rules;
 - 1.9 appointing the chair or the members to a delegated committee;
 - 1.10 making, amending or revoking a local law;
 - 1.11 approving the Budget or Revised Budget;
 - 1.12 approving the borrowing of money;
 - 1.13 subject to section 181H(1)(b) of the Local Government Act 1989, declaring general rates, municipal charges, service rates and charges and specified rates and charges;
2. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;
3. 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;
4. 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
 - 4.1 policy; or
 - 4.2 strategyadopted by Council;
5. 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, whether on account of s 11(2)(a)-(n) (inclusive) of the Act or otherwise; or
6. 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.

10.3 – ATTACHMENT 2. DRAFT - S6 Instrument of Delegation - Members of Staff



**WHITEHORSE
CITY COUNCIL**

S6 Instrument of Delegation Members of Council Staff

Date of Council Resolution

10.3 – ATTACHMENT 2. DRAFT - S6 Instrument of Delegation - Members of Staff**Preamble****Instrument of Sub-Delegation**

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

1. Delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. Declares that:
 - 2.1 This Instrument of Delegation is authorised by resolution passed on 9 September 2024 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 28 March 2024;
 - 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:
 - any application 'called in' by a Councillor, whereby a Councillor advises that the planning application must be reported to Council for determination;
 - any major development proposal or any other application where considered to be warranted by the delegate;
 - 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;
 - 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;
 - 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. 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.

Statutory Planning Consultation Forums

A planning consultation forum must be convened for:

- an application for non-residential use and/or development where there are 20 or more objector properties; or
- an application for residential use and/or development where there are 5 (five) or more objector properties.

10.3 – ATTACHMENT 2. DRAFT - S6 Intrument of Delegation - Members of Staff

Preamble

Instrument of Sub-Delegation

SIMON MCMILLAN
Chief Executive Officer
Whitehorse City Council
Date

In the presence of

Witness
Date

10.3 – ATTACHMENT 2. DRAFT - S6 Instrument of Delegation - Members of Staff

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Delegation Sources

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

Positions Groups

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

10.3 – ATTACHMENT 2. DRAFT - S6 Instrument of Delegation - Members of Staff

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

S6 Instrument of Delegation - Members of Staff

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 14(1)	Function of receiving notice of transfer of ownership.	Not delegated	Not applicable at Whitehorse City Council

Domestic Animals Act 1994			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41A(1)	Power to declare a dog to be a menacing dog	Manager Community Safety	Council may delegate this power to a Council authorised officer

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	Environmental Health Officer, Coordinator Environmental Health	If s 19(1) applies
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	Environmental Health Officer, Coordinator Environmental Health	If s 19(1) applies
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	Chief Executive Officer	If s 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, (ia) displayed at any point of sale, (ib) be published on the food business's Internet site and (ii) inform the public by notice in a published	Chief Executive Officer	If s 19(1) applies

10.3 – ATTACHMENT 2. DRAFT - S6 Instrument of Delegation - Members of Staff

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	newspaper, on the Internet site or otherwise		
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	Environmental Health Officer, Coordinator Environmental Health	If s 19(1) applies
s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	Environmental Health Officer, Coordinator Environmental Health	If s 19(1) applies
s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	Not delegated	Note: the power to direct the matters under s 19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution Only in relation to temporary food premises or mobile food premises
s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	Not delegated	Where Council is the registration authority
s 19CB(4)(b)	Power to request copy of records	Coordinator Environmental Health	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	Coordinator Environmental Health	Where Council is the registration authority
s 19EA(3)	Function of receiving copy of revised food safety program	Environmental Health Officer, Coordinator Environmental Health, Environmental Health Administration Officer	Where Council is the registration authority
s 19FA(1)	Power to direct a proprietor of a food premises to revise the	Environmental Health Officer,	Where Council is the registration

10.3 – ATTACHMENT 2. DRAFT - S6 Instrument of Delegation - Members of Staff

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	food safety program for the premises or comply with any requirements specified in the food safety program	Coordinator Environmental Health	authority Subject to s 19FA(2), which requires a time limit for compliance to be specified
s 19FA(3)(a)	Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	Manager Health & Family Services, Coordinator Environmental Health	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 19FA(3)(b)	Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	Manager Health & Family Services, Coordinator Environmental Health	Where Council is the registration authority
s 19FA(3)(c)	Power to suspend the registration of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	Manager Health & Family Services, Coordinator Environmental Health	Where Council is the registration authority
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority

10.3 – ATTACHMENT 2. DRAFT - S6 Instrument of Delegation - Members of Staff

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			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, Coordinator Environmental Health	Where Council is the registration authority
s 19N(2)	Function of receiving notice from the auditor	Environmental Health Officer, Coordinator Environmental Health, Environmental Health Administration Officer	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	Not delegated	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	Not delegated	Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39.
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority

10.3 – ATTACHMENT 2. DRAFT - S6 Instrument of Delegation - Members of Staff

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
	Power to register or renew the registration of a food premises	Environmental Health Officer, Coordinator Environmental Health, Environmental Health Administration Officer	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 36A	Power to accept an application for registration or notification using online portal	Environmental Health Officer, Coordinator Environmental Health, Environmental Health Administration Officer	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	Environmental Health Officer, Coordinator Environmental Health, Environmental Health Administration Officer	Where Council is the registration authority
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 38AB(4)	Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	Not delegated	Where Council is the registration authority
s 38A(4)	Power to request a copy of a completed food safety program	Environmental Health Officer,	Where Council is the registration

10.3 – ATTACHMENT 2. DRAFT - S6 Instrument of Delegation - Members of Staff

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	template	Coordinator Environmental Health	authority
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under s 19C the food premises belongs	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of s 38A	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 38B(2)	Duty to be satisfied of the matters in s 38B(2)(a)-(b)	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 38D(1)	Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in s 38D(2)(a)-(d)	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 38D(3)	Power to request copies of any audit reports	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority not exceeding the prescribed time limit defined under s 38E(5)
s 38E(4)	Duty to register the food premises when conditions are satisfied	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority

10.3 – ATTACHMENT 2. DRAFT - S6 Instrument of Delegation - Members of Staff

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority
s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	Environmental Health Officer, Coordinator Environmental Health, Environmental Health 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, Coordinator Environmental Health	Where Council is the registration authority
s 39(2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	Environmental Health Officer, Coordinator Environmental Health, Environmental Health Technical Officer	
s 39A	Power to register, or renew the registration of a food premises despite minor defects	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c)
s 39A (6)	Duty to comply with a direction of the Secretary	Environmental Health Officer, Coordinator Environmental Health, Environmental Health Technical Officer	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	Environmental Health Officer, Coordinator Environmental Health, Environmental Health Administration Officer	Where Council is the registration authority

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Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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 Health & Family Services	Where Council is the registration authority
s 40E	Duty to comply with direction of the Secretary	Environmental Health Officer, Coordinator Environmental Health, Environmental Health Technical Officer	
s 40F	Power to cancel registration of food premises	Coordinator Environmental Health	Where Council is the registration authority
s 43	Duty to maintain records of registration	Environmental Health Officer, Coordinator Environmental Health, Environmental Health Administration Officer, Environmental Health Technical Officer	Where Council is the registration authority
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering or renewing	Environmental Health Officer,	Where Council is the registration

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	registration of a component of a food business	Coordinator Environmental Health	authority
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 45AC	Power to bring proceedings	Environmental Health Officer, Coordinator Environmental Health	
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	Environmental Health Officer, Coordinator Environmental Health	Where Council is the registration authority

Heritage Act 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 116	Power to sub-delegate Executive Director's functions, duties or powers	Director City Development	Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation

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Local Government Act 1989			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 185L(4)	Power to declare and levy a cladding rectification charge	Chief Executive Officer	

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	Manager City Planning & Development, Director City Development	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 4I(2)	Duty to make and copy of the Victorian Planning Provisions and other documents available in accordance with public availability requirements	All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	Manager City Planning & Development, Director City Development	
s 8A(3)	Power to apply to Minister to prepare an amendment to	Manager City Planning & Development,	

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Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	the planning scheme	Director City Development	
s 8A(5)	Function of receiving notice of the Minister's decision	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	Not delegated	
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 12B(1)	Duty to review planning scheme	Manager City Planning & Development, Director City Development	
s 12B(2)	Duty to review planning scheme at direction of Minister	Manager City Planning & Development, Director City Development	
s.12B(5)	duty to report findings of review of planning scheme to	Manager City Planning & Development,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Minister without delay	Director City Development	
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 17(1)	Duty of giving copy amendment to the planning scheme	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 17(2)	Duty of giving copy s 173 agreement	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	Assistant Manager Statutory Planning, Coordinator Strategic Planning,	Until the proposed amendment is approved or lapsed

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Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Chief Executive Officer, Manager City Planning & Development, Director City Development	May give notice to the Minister. May give notice to a public authority or a Council.
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	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, Manager City Planning & Development, Director City Development	Where Council is a planning authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	Until the end of 2 months after the amendment comes into operation or lapses
s 21A(4)	Duty to publish notice	Coordinator Strategic Planning, Manager City Planning & Development, Director City Development	

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S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 22(1)	Duty to consider all submissions received before the date specified in the notice	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Chief Executive Officer, Manager City Planning & Development, Director City Development, Development Contributions Officer	Except submissions which request a change to the items in s 22(5)(a) and (b)
s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	Assistant Manager Statutory Planning, Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	Coordinator Strategic Planning, Manager City Planning & Development, Director City Development	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner,	Only applicable for the development contributions officer in matters that require the development contributions officer

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Whitehorse City Council

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer, Development Contributions Administration Officer	
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer, Development Contributions Administration Officer	During the inspection period
s 27(2)	Power to apply for exemption if panel's report not received	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Chief Executive Officer, Manager City Planning & Development, Director City Development,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Development Contributions Officer	
s 28(1)	Duty to notify the Minister if abandoning an amendment	Chief Executive Officer, Director City Development	Note: the power to make a decision to abandon an amendment cannot be delegated
s 28(2)	Duty to publish notice of the decision on Internet site	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 28(4)	Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 30(4)(a)	Duty to say if amendment has lapsed	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Chief Executive Officer, Manager City Planning & Development, Director City Development, Development Contributions Officer	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 30(4)(b)	Duty to provide information in writing upon request	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Chief Executive Officer, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 32(2)	Duty to give more notice if required	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Chief Executive Officer, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 33(1)	Duty to give more notice of changes to an amendment	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Chief Executive Officer, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 36(2)	Duty to give notice of approval of amendment	Assistant Manager Statutory Planning,	

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

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer, Development Contributions Administration Officer	
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	Not applicable	
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development	
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development,	

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

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

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	accordance with the public available requirements		
s 46Y	Duty to carry out works in conformity with the approved strategy plan	Not delegated	
s 47	Power to decide that an application for a planning permit does not comply with that Act	Assistant Manager Statutory Planning, Team Leader Statutory Planning, Principal Planner, Manager City Planning & Development, Director City Development	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 50(4)	Duty to amend application	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 50(5)	Power to refuse to amend application	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only

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

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only. In case of a decision not to give notice of an application, this delegation must only be exercised by the Director City Development, Manager City Planning and Development, Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Strategic Planning and Principal Planner.
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer,	The Subdivision Officer is authorised to exercise this for subdivision applications only

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

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

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54(1B)	Duty to specify the lapse date for an application	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only. A decision to refuse to extend time in response to any request pursuant to Section 54A(1) must only be exercised by the Director City Development, Manager City Planning and Development, Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Strategic Planning and Principal Planner.
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority	Assistant Manager Statutory Planning, City Planning and Development	The Subdivision Officer is authorised to exercise this for subdivision applications only

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S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	specified in the planning scheme	Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Manager City Planning & Development, Director City Development, Planning Officers Group	
s 57A(5)	Power to refuse to amend application	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 57A(6)	Duty to note amendments to application in register	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 57B(1)	Duty to determine whether and to whom notice should be given	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 57C(1)	Duty to give copy of amended application to referral authority	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 58	Duty to consider every application for a permit	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 58A	Power to request advice from the Planning Application Committee	Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 60	Duty to consider certain matters	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 60(1A)	Duty to consider certain matters	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 60(1B)	Duty to consider number of objectors in considering	Assistant Manager Statutory Planning,	The Subdivision Officer is authorised to

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

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

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

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

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	grant an amendment to a permit - see s 75A The Subdivision Officer is authorised to exercise this for subdivision applications only.
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, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority The Subdivision Officer is authorised to exercise this for subdivision applications only.
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Assistant Manager Statutory Planning, City Planning and Development	If the recommending referral authority

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit The Subdivision Officer is authorised to exercise this for subdivision applications only.
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit The Subdivision Officer is authorised to exercise this for subdivision applications only.
s 69(1)	Function of receiving application for extension of time of permit	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 69(1A)	Function of receiving application for extension of time to complete development	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development,	The Subdivision Officer is authorised to exercise this for subdivision applications only

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Director City Development, Subdivision Officer, Planning Officers Group	
s 69(2)	Power to extend time	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Senior Planner, Team Leader Statutory Planning, Principal Planner, Manager City Planning & Development, Director City Development, Subdivision Officer	<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, Manager City Planning & Development, Assistant Manager Statutory Planning, Coordinator Strategic Planning, 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, City Planning and Development Administration Officer, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 71(1)	Power to correct certain mistakes	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning, Principal Planner, Manager City Planning & Development, Director City Development	The decision must be dual signed by the responsible officer and delegate and must be in accordance with the delegation policy.

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 71(2)	Duty to note corrections in register	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	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, Coordinator Strategic Planning, Senior Planner, Team Leader Statutory Planning, Principal Planner, Manager City Planning & Development, Director City Development, Subdivision Officer	Decisions must be consistent with point 3 of the Preamble in this instrument. The decision must be dual signed by the responsible officer and delegate and be in accordance with Delegation Policy. The Subdivision Officer is authorised to exercise this for subdivision applications only.
s 74	Duty to issue amended permit to applicant if no objectors	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	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 The Subdivision Officer is authorised to exercise this for subdivision applications only.
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit The Subdivision Officer is authorised to exercise this for subdivision applications only.
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development,	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Subdivision Officer, Planning Officers Group	recommend a condition be included on the amended permit The Subdivision Officer is authorised to exercise this for subdivision applications only.
s 76D	Duty to comply with direction of Minister to issue amended permit	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 83	Function of being respondent to an appeal	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 83B	Duty to give or publish notice of application for review	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	Decisions must be consistent with point 3 of the Preamble in this instrument. In addition, the decision to refuse in this instance can be exercised over all applications despite the exemptions in

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<p>condition 3.4, 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, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer,	The Subdivision Officer is authorised to exercise this for subdivision applications only

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Officers Group	
s 84AB	Power to agree to confining a review by the Tribunal	Assistant Manager Statutory Planning, Team Leader Statutory Planning, Manager City Planning & Development, Director City Development	
s 86	Duty to issue a permit at order of Tribunal within 3 business days	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	Manager City Planning & Development, Director City Development	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 91(2)	Duty to comply with the directions of VCAT	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer,	The Subdivision Officer is authorised to exercise this for subdivision applications only

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

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	develop its land	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, Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development	
s 96F	Duty to consider the panel's report under s 96E	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development	Decisions must be consistent with point 3 of the Preamble in this instrument. In addition: a) in deciding an amendment, the Delegate must not exercise his or her delegation without first conferring with his or her immediate superior; and b) the decision to refuse in this instance can be exercised over all applications despite the exemptions above, with the exception of any application

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			"called in" by a Councillor. This does not apply if there is insufficient time for the matter to be reported to Council whereby the decision will be discussed with the Ward Councillors prior to it being made.
s 96H(3)	Power to give notice in compliance with Minister's direction	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development	
s 96J	Duty to issue permit as directed by the Minister	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 96Z	Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Planning Officers Group, All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 97C	Power to request Minister to decide the application	Not delegated	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	Planning Officers Group, All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	Planning Officers Group, All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 97G(6)	Duty to make a copy of permits issued under s 97F available in accordance with the public availability requirements	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	Planning Officers Group, All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	Manager City Planning & Development, Director City Development	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning,	

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Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Principal Planner, Manager City Planning & Development, Director City Development	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning, Principal Planner, Manager City Planning & Development, Director City Development	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning, Chief Executive Officer, Principal Planner, Manager City Planning & Development, Director City Development	
s 97Q(4)	Duty to comply with directions of VCAT	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning, Chief Executive Officer, Principal Planner, Manager City Planning & Development, Director City Development	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	

10.3 – ATTACHMENT 2. DRAFT - S6 Instrument of Delegation - Members of Staff

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	Chief Executive Officer, Director City Development	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	Chief Executive Officer, Planning Officers Group, All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 101	Function of receiving claim for expenses in conjunction with claim	Planning Officers Group, All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 103	Power to reject a claim for compensation in certain circumstances	Chief Executive Officer, Director City Development	
s.107(1)	Function of receiving claim for compensation	Planning Officers Group, All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 107(3)	Power to agree to extend time for making claim	Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes	Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 114(1)	Power to apply to the VCAT for an enforcement order	Assistant Manager Statutory Planning, Chief Executive Officer, Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development	Ward Councillor to be advised of the decision.
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Planning Enforcement Officer,	

10.3 – ATTACHMENT 2. DRAFT - S6 Instrument of Delegation - Members of Staff

Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development, Liaison Officer Construction Management Plans, Planning Officers Group	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	Assistant Manager Statutory Planning, Chief Executive Officer, Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development	
s 123(1)	Power to carry out work required by enforcement order and recover costs	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	Chief Executive Officer	Except Crown Land
s 129	Function of recovering penalties	Assistant Manager Statutory Planning, Planning Enforcement Officer, Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development, Liaison Officer Construction Management Plans	
s 130(5)	Power to allow person served with an infringement notice	Assistant Manager Statutory Planning,	

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Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	further time	Planning Enforcement Officer, Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development, Liaison Officer Construction Management Plans	
s 149A(1)	Power to refer a matter to the VCAT for determination	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 149B	Power to apply to the Tribunal for a declaration.	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B) power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Manager City Planning & Development, Director City Development	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	Assistant Manager Statutory Planning,	

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S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Coordinator Strategic Planning, Strategic Planner, Senior Strategic Planner, Chief Executive Officer, Manager City Planning & Development, Director City Development, Development Contributions Officer	
s 171(2)(g)	Power to grant and reserve easements	Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 173(1)	Power to enter into agreement covering matters set out in s 174	Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	Chief Executive Officer, Manager City Planning & Development, Director City Development	Where Council is the relevant responsible authority
	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Planning Enforcement Officer, Chief Executive Officer, Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
	Power to give consent on behalf of Council, where an agreement made under s 173 of the Planning and	Assistant Manager Statutory Planning, Coordinator Strategic Planning,	

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Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	Planning Enforcement Officer, Chief Executive Officer, Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 178	power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 178A(1)	Function of receiving application to amend or end an agreement	Chief Executive Officer, Development Contributions Officer, All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only. Only applicable for the development contributions officer in matters that require the development contributions officer.
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Development Contributions Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only. Only applicable for the development contributions officer in matters that require the development contributions officer.

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S6 Instrument of Delegation – Members of Staff

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

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Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

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

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Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Assistant Manager Statutory Planning, Team Leader Statutory Planning, Chief Executive Officer, Manager City Planning & Development, Director City Development	After considering objections, submissions and matters in s 178B
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	Assistant Manager Statutory Planning, Team Leader Statutory Planning, Chief Executive Officer, Manager City Planning & Development, Director City Development	After considering objections, submissions and matters in s.178B
s 178E(3)(d)	Power to refuse to amend or end the agreement	Assistant Manager Statutory Planning, Team Leader Statutory Planning, Chief Executive Officer, Manager City Planning & Development, Director City Development	After considering objections, submissions and matters in s 178B
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 178F(4)	Duty not to proceed to amend or end an agreement	Assistant Manager Statutory Planning,	

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Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	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	City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning, Manager City Planning & Development, Director City Development	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 179(2)	Duty to make copy of each agreement available in accordance with the public availability requirements	All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 181	Duty to apply to the Registrar of Titles to record the agreement	Assistant Manager Statutory Planning, City Planning and Development Administration Officer, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development,	

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Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Planning Officers Group	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Subdivision Officer, Planning Officers Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 182	Power to enforce an agreement	Assistant Manager Statutory Planning, Planning Enforcement Officer, Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development, Liaison Officer Construction Management Plans, Planning Officers Group	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	Chief Executive Officer, Manager City Planning & Development, Director City Development	

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S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	Chief Executive Officer, Manager City Planning & Development, Director City Development	
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 184G(2)	Duty to comply with a direction of the Tribunal	All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only
s 184G(3)	Duty to give notice as directed by the Tribunal	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
s 198(1)	Function to receive application for planning certificate	Not delegated	
s 199(1)	Duty to give planning certificate to applicant	Not delegated	

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

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Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Senior Strategic Planner, Manager City Planning & Development, Director City Development, Liaison Officer Construction Management Plans, Planning Officers Group	
	Power to give written authorisation in accordance with a provision of a planning scheme	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Planning Enforcement Officer, Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development, Team Leader Trees Team, Senior Arborist, Planning Arborist, Planning Officers Group	
	Power to decide, in relation to any planning scheme or permit, that a specified thing may be altered or modified with Council's consent	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Planning Enforcement Officer, Team Leader Statutory Planning, Team Leader Statutory Planning Enforcement, Manager City Planning & Development, Director City Development, Subdivision Officer, Liaison Officer Construction Management Plans, Planning Officers Group	
	Power to decide, in relation to any planning scheme or	Assistant Manager Statutory Planning,	

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S6 Instrument of Delegation – Members of Staff

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

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 11(1)	Power to declare a road by publishing a notice in the Government Gazette	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development,	Obtain consent in circumstances specified in s 11(2)

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S6 Instrument of Delegation – Members of Staff

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

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S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Victoria	Manager Project Delivery & Assets, Manager City Services	
s 14(7)	Power to appeal against decision of the Head, Transport for Victoria	Not delegated	
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	Not delegated	
s 15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	Not delegated	
s 15(2)	Duty to include details of arrangement in public roads register	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	
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, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	Where Council is the coordinating road authority
s 17(2)	Duty to register public road in public roads register	Manager Engineering, Manager Project Delivery & Assets,	Where Council is the coordinating road authority

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

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 18(3)	Duty to record designation in public roads register	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	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, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	
s 19(4)	Duty to specify details of discontinuance in public roads register	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	Where Council is the coordinating road authority
s 19(5)	Duty to ensure public roads register is available for public inspection	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	
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, Manager Project Delivery & Assets, Manager Finance, Manager City Services, Director City Development, Director Corporate Services,	

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Director Infrastructure	
s 22(5)	Duty to give effect to a direction under s 22	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	
s 40(1)	Duty to inspect, maintain and repair a public road.	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	Manager Engineering, Manager City Services, Director City Development, Director Infrastructure	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	
s 42(1)	Power to declare a public road as a controlled access road	Not delegated	Power of coordinating road authority and sch 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in Government Gazette	Not delegated	Power of coordinating road authority and sch 2 also applies
s 42A(3)	Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	Not delegated	Where Council is the coordinating road authority

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Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			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, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	Where Council is the responsible road authority, infrastructure manager or works manager
s 48M(3)	Function of consulting with the relevant authority for purposes of developing guidelines under s 48M	Manager Engineering, Manager Project Delivery & Assets, Manager City Services	
s 49	Power to develop and publish a road management plan	Manager Engineering, Manager City Services	
s 51	Power to determine standards by incorporating the standards in a road management plan	Manager City Services	
s 53(2)	Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	Chief Executive Officer	
s 54(2)	Duty to give notice of proposal to make a road management plan	Manager City Services	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	Chief Executive Officer	

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Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54(6)	Power to amend road management plan	Manager City Services	
s 54(7)	Duty to incorporate the amendments into the road management plan	Manager Engineering, Manager Project Delivery & Assets, Manager City Services	
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	Manager Engineering, Manager Project Delivery & Assets, Civil Works Inspector, Coordinator Engineering Works, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure	Where Council is the coordinating road authority
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	Manager Engineering, Manager Project Delivery & Assets, Civil Works Inspector, Coordinator Engineering Works, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure	Where Council is the infrastructure manager
s 64(1)	Duty to comply with cl 13 of sch 7	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	Where Council is the infrastructure manager or works manager

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 66(1)	Power to consent to structure etc	Manager Engineering, Manager Project Delivery & Assets, Manager Community Safety, Manager City Services, Director City Development, Director Corporate Services, Director Infrastructure	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, Manager Engineering, Manager Project Delivery & Assets, Coordinator Parking Services, Coordinator Community Laws, Team Leader Parking Services, Parking Services Officer, Manager Community Safety, Manager City Services, Director City Development, Director Corporate Services, Director Infrastructure, Team Leader Community Laws	Where Council is the coordinating road authority
s 68(2)	Power to request information	Community Laws Officer, Manager Engineering, Manager Project Delivery & Assets, Coordinator Parking Services, Coordinator Community Laws, Team Leader Parking Services, Parking Services Officer, Manager Community Safety, Manager City Services,	Where Council is the coordinating road authority

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Whitehorse City Council

S6 Instrument of Delegation – Members of Staff

Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Director City Development, Director Corporate Services, Director Infrastructure, Team Leader Community Laws	
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	
s 85	Function of receiving report from authorised officer	Manager Engineering, Manager Project Delivery & Assets, Manager Community Safety, Manager City Services	
s 86	Duty to keep register re s 85 matters	Manager Community Safety	
s 87(1)	Function of receiving complaints	Chief Executive Officer	
s 87(2)	Duty to investigate complaint and provide report	Community Laws Officer, Manager Engineering, Manager Project Delivery & Assets, Coordinator Parking Services, Coordinator Community Laws, Team Leader Parking Services, Parking Services Officer, Manager Community Safety, Manager City Services, Director City Development, Director Corporate Services, Director Infrastructure, Team Leader Community Laws	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	Director City Development, Director Infrastructure	
s 112(2)	Power to recover damages in court	Community Laws Officer, Coordinator Community Laws,	

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

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Director City Development, Director Infrastructure	
s 122(1)	Power to charge and recover fees	Manager Engineering, Manager Community Safety	
s 123(1)	Power to charge for any service	Manager Engineering, Manager Community Safety	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	Not delegated	
sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	Not delegated	
sch 2 cl 4	Function of receiving details of proposal from the Head, Transport for Victoria	Chief Executive Officer	
sch 2 cl 5	Duty to publish notice of declaration	Not delegated	
sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	Where Council is the infrastructure manager or works manager
sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development,	Where Council is the infrastructure manager or works manager

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	a road or road reserve of any road	Director Infrastructure	
sch 7 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure
sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	Where Council is the infrastructure manager or works manager
sch 7 cl 10(2)	Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	Where Council is the infrastructure manager or works manager
sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	Manager Engineering, Manager Project Delivery & Assets, Coordinator Engineering Approvals, Manager Community Safety, Manager City Services, Director City Development, Director Infrastructure	Where Council is the coordinating road authority
sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	Manager Engineering, Manager Project Delivery & Assets, Coordinator Engineering Approvals,	Where Council is the coordinating road authority

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

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Director Infrastructure	
sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1)	Manager Engineering, Manager Project Delivery & Assets, Coordinator Engineering Works, Manager City Services, Director City Development, Director Infrastructure	Where Council is the infrastructure manager
sch 7 cl 16(1)	Power to consent to proposed works	Manager Engineering, Manager Project Delivery & Assets, Civil Works Inspector, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure	Where Council is the coordinating road authority
sch 7 cl 16(4)	Duty to consult	Manager Engineering, Manager Project Delivery & Assets, Manager City Services	Where Council is the coordinating road authority, responsible authority or infrastructure manager
sch 7 cl 16(5)	Power to consent to proposed works	Manager Engineering, Manager Project Delivery & Assets, Coordinator Engineering Approvals, Manager City Services	Where Council is the coordinating road authority
sch 7 cl 16(6)	Power to set reasonable conditions on consent	Manager Engineering, Manager Project Delivery & Assets, Coordinator Engineering Approvals, Manager City Services	Where Council is the coordinating road authority
sch 7 cl 16(8)	Power to include consents and conditions	Manager Engineering, Manager Project Delivery & Assets, Coordinator Engineering Approvals, Manager City Services	Where Council is the coordinating road authority

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	Manager Engineering, Manager Project Delivery & Assets, Civil Works Inspector, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure	Where Council is the coordinating road authority
sch 7 cl18(1)	Power to enter into an agreement	Manager Engineering, Manager Project Delivery & Assets, Civil Works Inspector, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure	Where Council is the coordinating road authority
sch7 cl 19(1)	Power to give notice requiring rectification of works	Manager Engineering, Manager Project Delivery & Assets, Civil Works Inspector, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure	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	Manager Engineering, Manager Project Delivery & Assets, Coordinator Engineering Approvals, Manager City Services	Where Council is the coordinating road authority
sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	Manager Engineering, Manager Project Delivery & Assets, Civil Works Inspector, Coordinator Engineering Approvals, Manager City Services, Director City Development,	Where Council is the coordinating road authority

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Road Management Act 2004			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Director Infrastructure	
sch 7A cl 2	Power to cause street lights to be installed on roads	Manager Engineering, Manager Project Delivery & Assets, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
sch 7 cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	Manager Engineering, Manager Project Delivery & Assets, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure	Where Council is the responsible road authority
sch 7A cl 3(1)(e)	Duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	Manager Engineering, Manager Project Delivery & Assets, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure	Where Council is the responsible 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	Manager Engineering, Manager Project Delivery & Assets, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure	Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs)

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Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r.6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	Development Contributions Officer, All Planning Group	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority. The Subdivision Officer is authorised to exercise this for subdivision applications only
r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development, Planning Officers Group	
r.25(a)	Duty to make copy of matter considered under section 60(1A)(g) in accordance with the public availability requirements	Development Contributions Officer, All Planning Group	Where Council is the responsible authority The Subdivision Officer is authorised to exercise this for subdivision applications only.
r.25(b)	Function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available in accordance with the public availability requirements	Development Contributions Officer, All Planning Group	Where Council is not the responsible authority but the relevant land is within Council's municipal district The Subdivision Officer is authorised to exercise this for subdivision applications only.
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	Development Contributions Officer, All Planning Group	Where Council is not the planning authority, and the amendment affects land within Council's municipal district; or

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Planning and Environment Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<p>Where the amendment will amend the planning scheme to designate Council as an acquiring authority.</p> <p>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, Manager City Planning & Development, Director City Development	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	Assistant Manager Statutory Planning, Coordinator Strategic Planning, Manager City Planning & Development, Director City Development	
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r 19 or 20	All Planning Group	The Subdivision Officer is authorised to exercise this for subdivision applications only

Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 8(1)	Duty to conduct reviews of road management plan	Chief Executive Officer	

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Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 9(2)	Duty to produce written report of review of road management plan and make report available	Manager Engineering, Manager Project Delivery & Assets, Manager City Services	
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	Not delegated	Where Council is the coordinating road authority
r.10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	Not delegated	
r 13(1)	Duty to publish notice of amendments to road management plan	Not delegated	where Council is the coordinating road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	Not delegated	
r 16(3)	Power to issue permit	Manager Engineering, Coordinator Engineering Approvals, Manager Community Safety, Director City Development	Where Council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	Manager Engineering, Manager Project Delivery & Assets, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure	Where Council is the coordinating road authority
r 23(2)	Power to make submission to Tribunal	Manager Engineering, Manager Project Delivery & Assets, Manager City Services, Director City Development, Director Infrastructure	Where Council is the coordinating road authority

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Road Management (General) Regulations 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 23(4)	Power to charge a fee for application under s 66(1) Road Management Act	Not delegated	Where Council is the coordinating road authority
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	Community Laws Officer, Coordinator Parking Services, Coordinator Community Safety Support, Coordinator Community Laws, Parking Services Officer, Manager Community Safety, Manager City Services	Where Council is the responsible road authority
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	Coordinator Parking Services, Coordinator Community Safety Support, Coordinator Community Laws, Manager Community Safety	Where Council is the responsible road authority
r 25(5)	Power to recover in the Magistrates' Court, expenses from person responsible	Coordinator Parking Services, Coordinator Community Safety Support, Coordinator Community Laws, Manager Community Safety, Team Leader Community Laws	

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

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Road Management (Works and Infrastructure) Regulations 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	circumstances	Manager Project Delivery & Assets, Coordinator Engineering Approvals, Manager City Services, Director City Development, Director Infrastructure	authority