

## 1. Delegations

### 1.1 Delegations

In accordance with Clause 73 of the City of Port Phillip Local Law No.1 (Community Amenity) the following delegations apply to the following members of Council staff who hold (or are acting) in the following positions:

Clause	Power delegated	Delegate	Conditions and limitations
10(2) Footpath Activities Permit	Power to grant permit	<ul style="list-style-type: none"> <li>- Coordinator City Permits</li> <li><del>- Footpath Trading Administrator</del></li> <li><del>- Team Leader Footpath Trading</del></li> <li>- City Permits Authorised Officer</li> <li><del>- Operations Coordinator South Melbourne Market</del></li> <li><del>- Head of Retail &amp; Business Development South Melbourne Market</del></li> </ul>	<p>Subject to the requirements of Clause 9 (3)</p> <p>Operations Coordinator South Melbourne Market for the footpaths of York Street, Cecil Street and Coventry Street to the extent that they adjoin the South Melbourne Market</p>
10(3) Footpath Activities	Requirement to provide registration sticker	<ul style="list-style-type: none"> <li>- Coordinator City Permits</li> <li><del>- Footpath Trading Administrator</del></li> <li><del>- Team Leader Footpath Trading</del></li> <li>- City Permits Authorised Officer</li> <li><del>- Operations Coordinator South Melbourne Market</del></li> <li><del>- Head of Retail &amp; Business Development South Melbourne Market</del></li> </ul>	<p>Subject to the requirements of Clause 9 (3)</p> <p>Operations Coordinator South Melbourne Market for the footpaths of York Street, Cecil Street and Coventry Street to the extent that they adjoin the South Melbourne Market</p>
11(1) Advertising Sign Permit	Power to grant a permit	<p>Real Estate Pointer Boards:</p> <ul style="list-style-type: none"> <li>- <del>Coordinator City Permits</del></li> </ul>	<p>Subject to the requirements of Clause 9 (3)</p>

		<ul style="list-style-type: none"> <li>- Team Leader <u>City Development</u> Permits</li> <li>- City Permits Authorised Officer</li>   <li>Other:</li> <li><del>-Coordinator Events</del></li> <li><del>-Event Adviser</del></li> <li><del>-Event Support Officer</del></li> <li>- <u>Coordinator Events, Partnership and Industry Development</u></li> <li><del>-Senior Event Manager</del></li> <li><del>-Event Manager</del></li> </ul>	
11(3) Community Advertising	Power to grant approval for advertising signage	<ul style="list-style-type: none"> <li><del>- Coordinator Events</del></li> <li><del>-Event Adviser</del></li> <li><del>-Event Support Officer</del></li> <li>- <u>Coordinator Events, Partnership and Industry Development</u></li> <li><del>-Senior Event Manager</del></li> <li><del>-Event Manager</del></li>   <li><del>Was Coordinator Recreation</del></li> </ul>	Subject to the requirements of Clause 9 (3)
11(6) Advertising & Community Advertising Signage	Power to designate exemptions for certain advertising signs or areas where advertising signs are permitted or limited	<ul style="list-style-type: none"> <li><del>-Coordinator Events</del></li> <li><del>-Event Adviser</del></li> <li><del>-Event Support Officer</del></li> <li>- <u>Coordinator Events, Partnership and Industry Development</u></li> <li><del>-Senior Event Manager</del></li> <li><del>-Event Manager</del></li> </ul>	<p>Subject to the requirements of Clause 9 (3)</p> <p>Designated areas to be advertised in government gazette.</p>

		Was <del>Coordinator City Permits and Coordinator Recreation</del>	
12(1) Itinerant Trading	Power to grant permit	<p>Annual Mobile Food Vehicle Permits</p> <ul style="list-style-type: none"> <li>- <del>Coordinator City Permits</del></li> <li>- <del>Footpath Trading Administrator</del></li> <li>- <del>Team Leader Footpath Trading</del></li> <li>- <del>City Permit Authorised Officer</del></li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>- Coordinator <u>Sports &amp; Recreation</u></li> </ul>	<p>Subject to the requirements of Clause 9 (3)</p> <p>Implement a communication campaign to advise the community of the changes.</p>
12(2) Itinerant Trading	Power to designate trading sites	<ul style="list-style-type: none"> <li>- Coordinator Major Events &amp; Activations for markets (excluding South Melbourne Market) or Acland Street Plaza</li> <li>- <del>Footpath Trading Administrator</del></li> <li>- <del>Team Leader Footpath Trading</del></li> </ul>	<p>Subject to the requirements of Clause 9 (3)</p> <p>Implement a communication campaign to advise the community of the changes.</p>
13(1) Itinerant trading from house to house	Power to grant a permit	<ul style="list-style-type: none"> <li>- <del>Footpath Trading Administrator</del> <u>Team Leader Footpath Trading</u></li> <li>- <del>Coordinator Economic Development</del></li> </ul>	<p>Subject to the requirements of Clause 9 (3)</p> <p>Implement a communication campaign to advise the community of the changes.</p>

14(1)Occupation of roads	Power to grant a permit	<ul style="list-style-type: none"> <li>- Coordinator City Permits</li> <li>- Team Leader <u>City Development</u> -Permits</li> <li>-<u>Team Leader Business Parklets</u></li> <li>- City Permits Authorised Officer</li> </ul>	Subject to the requirements of Clause 9 (3)
15(1) – Special events	Power to grant a permit	<ul style="list-style-type: none"> <li><del>-Coordinator Events</del></li> <li><del>-Event Adviser</del></li> <li><del>-Event Support Officer</del></li> <li><del>-Coordinator Meetings and Events</del></li> <li>- <u>Coordinator Events, Partnership and Industry Development</u></li> <li><del>-Senior Event Manager</del></li> <li><del>-Event Manager</del></li> </ul>	Subject to the requirements of Clause 9 (3)
15(3)(a)&(b) – Special Events	Power to require additional applications for permits for extended street trading and liquor licenses	<ul style="list-style-type: none"> <li><del>-Coordinator Events</del></li> <li><del>-Event Adviser</del></li> <li><del>-Event Support Officer</del></li> <li><del>Was Coordinator Recreation-</del></li> <li><u>Coordinator Events, Partnership and Industry Development</u></li> <li><del>-Senior Event Manager</del></li> <li><del>-Event Manager</del></li> </ul>	Subject to the requirements of Clause 9 (3)
15(5) – Special Events	Power to apply revised parking restrictions for period of special event	<ul style="list-style-type: none"> <li>- Coordinator Transport Safety <u>Engineering</u>-(where TMP is required)</li> <li>- <del>Events Coordinator</del></li> <li><u>Coordinator Events, Partnership and Industry Development</u> (where no TMP is required)</li> </ul>	Subject to the requirements of Clause 9 (3)

16(1)- Street Parties	Power to provide written consent required to hold a street party	- Coordinator Community <u>Impact &amp; housing Development</u> Was Coordinator Transport, Safety and Engineering	Subject to the requirements of Clause 9 (3)
16(2) –Street Parties	Power to impose conditions for street party	- Coordinator Community <u>Development Impact &amp; Housing</u> Was Coordinator Transport, Safety <del>and Engineering</del>	Subject to the requirements of Clause 9 (3)
17(1) – St Kilda Festival Activities	Power to grant permit for activities in the St Kilda precinct during the St Kilda Festival	- <del>Coordinator of Festivals</del> <u>- Head of Arts, Festivals and Events</u> <u>- St Kilda Festival Production Manager</u> <u>-Coordinator Programming &amp; Curatorial</u> <u>-St Kilda Festival Lead</u>	Subject to the requirements of Clause 9 (3)
18(1) – Filming on Council controlled land	Power to grant a permit	- <del>Coordinator of Arts</del> <del>- Arts Team Leader</del> <del>-Arts Administrator</del> <del>-Art Development Officer</del> <u>- Coordinator Events, Partnership and Industry Development</u> <u>-Senior Event Manager</u> <u>-Event Manager</u> <u>- Film and Development Officer</u>	Subject to the requirements of Clause 9 (3)
19(1) – Busking, Fundraising and Promotional Activities	Power to grant a permit	<del>-Coordinator Events</del> <del>-Event Adviser</del> <del>-Event Support Officer</del>	Subject to the requirements of Clause 9 (3)

		<p><u>- Coordinator Events, Partnership and Industry Development</u></p> <p><u>-Senior Event Manager</u></p> <p><u>-Event Manager</u></p> <p><del>Was Coordinator Events</del></p>	
19(3) – Busking, Fundraising and Promotional Activities	Power to designate area for busking, fund raising activity or promotional activity	<p><del>- Coordinator Events</del></p> <p><del>-Event Adviser</del></p> <p><del>-Event Support Officer</del></p> <p><u>- Coordinator Events, Partnership and Industry Development</u></p> <p><u>-Senior Event Manager</u></p> <p><u>-Event Manager</u></p> <p><del>Was Coordinator Recreation</del></p>	<p>Subject to the requirements of Clause 9 (3)</p> <p>Designated areas must be signed and changes to areas advertised in government gazette.</p>
20(2)- Bulk Rubbish Containers	Power to grant permit for bulk rubbish containers skip bins	<p><u>- Team leader Development Permits</u></p> <p>City Permits Authorised Officer</p> <p><del>Was Coordinator City Permits</del></p>	Subject to the requirements of Clause 9 (3)
21(2)-Market Sites	Power to allocate market sites	<p><del>- Manager Arts &amp; Culture</del></p> <p>- St Kilda Esplanade Market Manager</p> <p><del>- Manager Public Space</del></p> <p><del>- Coordinator Festivals</del></p> <p><u>- Head of Arts, Festivals and Events</u></p> <p><del>-Coordinator Events</del></p> <p><del>-Events Adviser</del></p> <p><u>- Coordinator Events, Partnership and Industry Development</u></p>	Subject to the requirements of Clause 9 (3)

		<p><u>-Senior Event Manager</u></p> <p><u>-Event Manager</u></p> <p><del>Was Coordinator of Recreation</del></p>	
22(1) – connecting into Council drains	Power to grant a permit	<p><del>Coordinator City Permits</del></p> <p><u>-Team Leader Development Permits</u></p> <p><u>- City Permits Authorised Officer</u></p>	Subject to the requirements of Clause 9 (3)
23(1) – Keeping excess animals	Power to grant a permit	Coordinator Local Laws and Animal Management	Subject to the requirements of Clause 9 (3)
24(1)- Asset Protection	Power to grant a permit for Asset Protection	<p><u>- Team Leader Development Permits</u></p> <p>City Permits Authorised Officer</p>	Subject to the requirements of Clause 9 (3)
24(3)-Asset Protection	Power to set security bond	<p>- Asset Protection Officer</p> <p><u>-Team Leader Asset Protection &amp; Inspection</u></p> <p>- Coordinator City Permits</p>	Subject to the requirements of Clause 9 (3)
24(4)(a)-Asset Protection	Power to retain security bond to carry out repairs to public assets	- Asset Protection Officer	Subject to the requirements of Clause 9 (3)
24(4)(b)- Asset Protection	Power to determine damage caused or repaired to council satisfaction	<p>- Asset Protection Officer</p> <p><u>- Team Leader Asset Protection &amp; Inspection</u></p> <p><u>- Senior Asset Inspection Officer</u></p>	<p>Subject to the requirements of Clause 9 (3)</p> <p>Only after consultation with Asset Management</p>
24(5)- Asset Protection	Power to accept alternative form of security bond	<p><del>-Asset Protection Officer</del></p> <p><u>- Team Leader Development Permits</u></p>	Subject to the requirements of Clause 9 (3)

		- City Permits Authorised Officer	
25(1)- Clothing Recycle Bins	Power to grant permit	- Coordinator City Permits - Team Leader <u>Development City Permits</u>	Subject to the requirements of Clause 9 (3)
26(1) – Outdoor commercial recreational activities	Power to grant a permit	- Coordinator <u>Sports &amp; Recreation</u>  - Sport and Recreation Participation Officer  Was Events Adviser	Subject to the requirements of Clause 9 (3)
27(1)(2) – Hot air balloons and skydiving	Power to grant a permit	- Sport & Recreation Liaison Officer	Subject to the requirements of Clause 9 (3)
28(1) – Inflatable displays on foreshore or beaches	Power to grant a permit	<del>-Coordinator Events</del> <del>-Events Adviser</del> <del>-Events Support Officer</del>  - <u>Coordinator Events, Partnership and Industry Development</u>  <u>-Senior Event Manager</u>  <u>-Event Manager</u>	Subject to the requirements of Clause 9 (3)
29 - Fireworks	Power to grant a permit	<del>-Coordinator Events</del>  <del>-Events Adviser- <u>Coordinator Events, Partnership and Industry Development</u></del>  <u>-Senior Event Manager</u>  <u>-Event Manager</u>	Subject to the requirements of Clause 9 (3)
29A – Heavy Vehicles	Power to grant a permit	- Coordinator Parking <u>Enforcement Services</u> - Team Leader People and Process	Subject to the requirements of Clause 9 (3)



31(6) –Building Sites	Power to grant a permit	- Coordinator City Permits	Subject to the requirements of Clause 9 (3)
31(12)-Building Sites	Power to inspect a building site at any reasonable time	- Local Laws Authorised Officer	Subject to the requirements of Clause 9 (3)
31(15)(a)-Building Sites	Power to approve the provision of a refuse facility	- Local Laws Authorised Officer	Subject to the requirements of Clause 9 (3)
31(19)-Building Sites	Power to inspect for damage	- Local Laws Authorised Officer	Subject to the requirements of Clause 9 (3)
33(2)- Council Assets	Power to inspect council assets	- Asset Protection Officer  <u>- Team Leader Asset Protection &amp; Inspection</u>  - Local Laws Authorised Officer  <del>- Asset Inspection Officer</del>	Subject to the requirements of Clause 9 (3)
33(3)- Council Assets	Power to determine satisfactory standard of repair	- Asset Protection Officer  <del>- Asset Inspection Officer</del>  <u>- Team Leader Asset Protection &amp; Inspection</u>  <u>- Senior Asset Inspection Officer</u>  Was Local Laws Officer	Subject to the requirements of Clause 9 (3)
33(4)-Council Assets	Power to repair damage to council assets and deduct from security bond	- Asset Protection Officer  <del>- Asset Inspection Officer</del>  <u>- Team Leader Asset Protection &amp; Inspection</u>  Was Local Laws Officer	Subject to the requirements of Clause 9 (3)
34(2)- Industrial Trade and Commercial Waste	Power to designate areas to restrict commercial waste collection	- Manager Safety & Amenity  - Coordinator Local Laws & Animal Management	Subject to the requirements of Clause 9 (3)

			Designated areas must be signed and changes to areas advertised in government gazette.
34(4)(a)- Industrial Trade and Commercial Waste	Power to approve placement of a commercial bin on Council land in accordance with the Procedures Manual	- Coordinator Local Laws & Animal Management	Subject to the requirements of Clause 9 (3)  Approval must be in writing
35(2)- Commercial Premises Requirements	Power to determine whether amenity of neighbourhood affected	- Local Laws Authorised Officer	Subject to the requirements of Clause 9 (3)
35(9)- Commercial Premises Requirements	Power to require waste management plan	- Local Laws Authorised Officer	Subject to the requirements of Clause 9 (3)
36(1)(a)- Domestic Waste	Power to determine collection days of domestic waste	- Coordinator Waste Management Services	Subject to the requirements of Clause 9 (3)
36(1)(c)- Domestic Waste	Power to authorise alternative location for collection of bins	- Coordinator Waste Management Services	Subject to the requirements of Clause 9 (3)  Approval must be in writing
36(1)(e)- Domestic Waste	Power to determine method of collection of green waste or hard garbage	- Coordinator Waste Management Services	Subject to the requirements of Clause 9 (3)
40(1)- Vehicle Crossings	Power to grant a permit	- Coordinator City Permits	Subject to the requirements of Clause 9 (3)
40(2)- Vehicle Crossings	Power to require construction or repair of vehicle crossing	- Local Laws Authorised Officer - Asset Protection Officer - Asset Inspection Officer	Subject to the requirements of Clause 9 (3)

		<ul style="list-style-type: none"> <li>- <u>Team Leader Asset Protection &amp; Inspection</u></li> <li>- <u>Senior Asset Inspection Officer</u></li> </ul>	
40(4)- Vehicle Crossings	Power to direct removal, reinstatement or repair of vehicle crossing	<ul style="list-style-type: none"> <li>- Local Laws Authorised Officer</li> <li>- Asset Protection Officer</li> <li>- Asset Inspection Officer</li> <li>- <u>Team Leader Asset Protection &amp; Inspection</u></li> <li>- <u>Senior Asset Inspection Officer</u></li> </ul>	Subject to the requirements of Clause 9 (3)
40(6)- Vehicle Crossings	Power to inspect work related to vehicle crossing	<ul style="list-style-type: none"> <li>- Local Laws Authorised Officer</li> <li>- Asset Protection Officer</li> <li>- Asset Inspection Officer</li> <li>- <u>Team Leader Asset Protection &amp; Inspection</u></li> <li>- <u>Senior Asset Inspection Officer</u></li> </ul>	Subject to the requirements of Clause 9 (3)
42(8)- Grand Prix Parking	Power to exempt persons	<ul style="list-style-type: none"> <li>- Manager <u>Sustainability Partnerships &amp; Transport</u></li> <li>- Coordinator Transport Safety <u>Engineering</u></li> </ul>	Subject to the requirements of Clause 9 (3)
44(4)- Significant Trees	Power to issue a permit	<ul style="list-style-type: none"> <li>- Coordinator City Permits</li> </ul>	Subject to the requirements of Clause 9 (3)
54(1)(2) – Consumption of Alcohol	Power to designate ‘alcohol designated areas’	<ul style="list-style-type: none"> <li>- Chief Executive Officer</li> <li>- General Manager <u>Development, Transport and City Amenity</u><del><u>Infrastructure and Amenity</u></del></li> </ul>	<p>Subject to the requirements of Clause 9 (3)</p> <p>Implement a communication campaign to advise the community of the changes.</p>

			Changes to areas advertised in government gazette.
55(4)- Smoke Free Areas	Power to designate smoke free area	<ul style="list-style-type: none"> <li>- Chief Executive Officer</li> <li>- General Manager <u>Development, Transport and City Amenity</u><del>Infrastructure and Amenity</del></li> </ul> <p>By Council Resolution</p>	<p>Subject to the requirements of Clause 9 (3)</p> <p>Implement a communication campaign to advise the community of the changes.</p> <p>Changes to areas advertised in government gazette.</p>
55(6)- Smoke Free Areas	Power to erect no smoking signage in designated smoke free area	<ul style="list-style-type: none"> <li>- Manager Safety &amp; Amenity</li> <li>- Coordinator Local Laws &amp; Animal Management</li> </ul>	Subject to the requirements of Clause 9 (3)
56(3)- Boats & Other Watercraft	Power to designate areas for launch or transfer of personal watercraft	- Manager <u>Public Space Open Space, Recreation and Community Resilience</u>	<p>Subject to the requirements of Clause 9 (3)</p> <p>Designated areas must be signed and changes to areas advertised in government gazette.</p>
60(2)- Shopping Trolleys	Power to agree on process for the handling and collection of shopping trolleys	- Coordinator Local Laws & Animal Management	Subject to the requirements of Clause 9 (3)
61 – Horse riding on Council land	Power to issue a permit	<ul style="list-style-type: none"> <li><del>-Coordinator Events</del></li> <li><del>-Events Adviser</del></li> <li><del>-Events Support Officer;</del> <u>Coordinator Events, Partnership and Industry Development</u></li> <li><u>-Senior Event Manager</u></li> </ul>	Subject to the requirements of Clause 9 (3)

		<u>-Event Manager</u>	
62A (1) – further designated glass free areas	Power to designate glass free area	<ul style="list-style-type: none"> <li>- Chief Executive Officer</li> <li>- General Manager <u>Development, Transport and City Amenity Infrastructure and Amenity</u></li> </ul>	<p>Subject to the requirements of Clause 9 (3)</p> <p>Designated areas must be signed and changes to areas advertised in government gazette.</p>
63(3) –General Permits	Power to require a person making an application for a permit to give public notice	<ul style="list-style-type: none"> <li>- City Permits Authorised Officer</li> <li><del>-Coordinator Events</del></li> <li><del>-Events Adviser</del></li> <li><del>-Events Support Officer</del></li> <li>- <u>Coordinator Events, Partnership and Industry Development</u></li> <li><del>-Senior Event Manager</del></li> <li><del>-Event Manager</del></li> <li><del>Was General Manager, Place, Strategy and Development;</del></li> <li><del>Manager City Development;</del></li> <li><del>General Manager Infrastructure and Amenity</del></li> <li><u>General Manager Development, Transport, Safety &amp; Amenity</u></li> <li><u>Manager Safety &amp; Amenity</u></li> </ul>	Subject to the requirements of Clause 9 (3)
64(3)- General Permits	Power to waive, reduce or alter a fee or charge with or without conditions	<ul style="list-style-type: none"> <li><del>-General Manager Place Strategy and Development</del></li> <li><del>-Manager City Development</del></li> <li><del>-General Manager Infrastructure and Amenity</del></li> </ul>	Subject to the requirements of Clause 9 (3)

		<u>General Manager Development, Transport, Safety &amp; Amenity</u>  <u>Manager Safety &amp; Amenity</u>  <del>-Coordinator Events</del>  <del>-Events Adviser</del>  <del>-Events Support Officer,</del> <u>Coordinator Events,</u> <u>Partnership and Industry Development</u>  <del>-Senior Event Manager</del>  <del>-Event Manager</del>	
65(1)- General Permits	Power to issue a permit	- City Permits Authorised Officer	Subject to the requirements of Clause 9 (3)
65(2)- General Permits	Power to refuse to issue a permit	- City Permits Authorised Officer	Subject to the requirements of Clause 9 (3)
67(2)- General Permits	Power to issue a permit with standard conditions	- City Permits Authorised Officer	Subject to the requirements of Clause 9 (3)
67(4)(5)(6)- General Permits	Power to alter the conditions of a permit during the currency of a permit	- City Permits Authorised Officer	Subject to the requirements of Clause 9 (3)
69(1)- General Permits	Power to correct a permit	- City Permits Authorised Officer	Subject to the requirements of Clause 9 (3)
69(2)- General Permits	Power to receive and determine submissions	- City Permits Authorised Officer	Subject to the requirements of Clause 9 (3)
70(1)(2)(3)- Local Law Permit Register	Duty to maintain record of permits, register of determinations made and registers to be made available for public inspection	<del>- Manager Arts &amp; Culture</del>  <u>- Manager City Growth &amp; Culture</u>  - St Kilda Esplanade Market Manager  - Manager Safety & Amenity	Subject to the requirements of Clause 9 (3)

		<ul style="list-style-type: none"> <li>- Manager <u>Sustainability Partnerships &amp; Transport</u></li> <li>- Manager <u>Open Space, Recreation and Community Resilience Public Space</u></li> <li>- Manager City Development</li> </ul>	
71(1)- Exemptions	Power to exempt any person or class of persons from the requirement to have a permit	<ul style="list-style-type: none"> <li><del>- General Manager Place Strategy and Development</del></li> <li><del>- Manager City Development</del></li> <li><u>General Manager Development, Transport, Safety &amp; Amenity</u></li> <li><u>Manager Safety &amp; Amenity</u></li> </ul>	Subject to the requirements of Clause 9 (3)
79(2)- Impounded Goods	Power to refuse to release impounded goods until appropriate fee paid	- Coordinator Local Laws & Animal Management	Subject to the requirements of Clause 9 (3)
79(4)c- Impounded Goods	Power to dispose of goods impounded when owner does not intend to retrieve	- Coordinator Local Laws & Animal Management	Subject to the requirements of Clause 9 (3)
79(6)- Impounded Goods	Power to pay proceeds of sale of impounded goods to owner	- Coordinator Local Laws & Animal Management	Subject to the requirements of Clause 9 (3)
79(7)- Impounded Goods	Duty to comply with requirements of Unclaimed Monies Act 2008 if unable to identify owner of goods.	- Coordinator Local Laws & Animal Management	Subject to the requirements of Clause 9 (3)