Australian Capital Territory

Road Transport (General) Access Canberra (Road Transport Authority Parking Infringement Notice functions) Delegation 2019 (No 3)

**Notifiable instrument NI2019–802**

made under the

*Road Transport (General) Act 1999*, section 54 (2) (Delegation of administering authority’s functions delegated to the chief operating officer of Access Canberra)

**1 Name of instrument**

This instrument is the *Road Transport (General) Access Canberra (Road Transport Authority Parking Infringement Notice functions) Delegation 2019 (No 3)*.

**2 Commencement**

This instrument commences on the day after it is signed.

**3 Delegation**

(1) I, chief operating officer of Access Canberra, in my capacity as a delegate of the Director-General of the Environment, Planning and Sustainable Development Directorate in that entity’s capacities as both a road transport authority and an administering authority, delegate those of my delegated powers and functions under Part 3 – Infringement notices for certain offences of the *Road Transport (General) Act 1999* specified in column 1 of schedule 1 to this instrument, to each person occupying or performing the duties, from time to time, of a position specified in the corresponding row of column 3 of schedule 1 to this instrument.

(2) I, chief operating officer of Access Canberra, in my capacity as a delegate of the Director-General of the Environment, Planning and Sustainable Development Directorate in that entity’s capacities as both a road transport authority and an administering authority, delegate those of my delegated powers and functions under the *Road Transport (Offences) Regulation 2005* specified in column 1 of schedule 2 to this instrument, to each person occupying or performing the duties, from time to time, of a position specified in the corresponding row of column 3 of schedule 2 to this instrument.

Note: The Director-General of the Environment, Planning and Sustainable Development Directorate is a road transport authority pursuant to section 16 (3) of the *Road Transport (General) Act 1999* read with the *Administrative Arrangements 2019 (No 3)*.

 The road transport authority is an administering authority pursuant to section 8 (1) of the *Road Transport (Offences) Regulation 2005.*

 The Director-General of the Environment, Planning and Sustainable Development Directorate in that entity’s capacities as both a road transport authority and an administering authority, has delegated functions under Part 3 – Infringement notices for certain offences of the *Road Transport (General) Act 1999* and under sections 11, 14, 14A, 14B, 14D, 16B and 16BA of the *Road Transport (Offences) Regulation 2005,* to the chief operating officer of Access Canberra.

 The chief operating officer of Access Canberra is a public employee and so a delegate of the administering authority described by section 54 (1) (b) of the *Road Transport (General) Act 1999* read with section 15 of the *Road Transport (Offences) Regulation 2005.* Consequently, pursuant to section 54 (2) of the *Road Transport (General) Act 1999*, the chief operating officer of Access Canberra can delegate the administering authority functions delegated “to anyone else”.

**4 Revocation**

This instrument revokes *Road Transport (General) Access Canberra (Road Transport Authority Parking Infringement Notice functions) Delegation 2019 (No 1)* NI2019-585.

David Snowden
Chief Operating Officer of Access Canberra
Delegate of the Director-General of the Environment, Planning and Sustainable Development Directorate in the Director-General’s capacity as both a road transport authority and an administering authority

11 December 2019

**Schedule 1**

| **Column 1** | **Column 2** | **Column 3** | **Column 4** |
| --- | --- | --- | --- |
| **Section** | **Function** | **Position No** | **Position description** |
| Section 27**,** Part 3, *Road Transport (General) Act 1999* | Issue a reminder notice | P21223P24490P00867P37000P02498P31761P36998P36999P13861P19911P32048P33199P04683P33121P01038P04686P04986P11968P11970P11971P17807P17811P17812P17819P17820P17821P21754P21755P21756P25954P32050P32057P32179P32187P34158P37064P37065P41099P41100P41102P41103P00354P01913P02098P10837P11160P11433P12565 | DirectorManager Public Transport and AuditDirectorSenior Manager InfringementsManager Business & EngagementManager InfringementsManager InfringementsManager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsManager Business DevelopmentManager OperationsManager LicensingInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence Officer Registration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence Officer |
| Section 29, Part 3, *Road Transport (General) Act 1999* | Allow or refuse an application for extension of time to do things | P21223P24490P00867P37000P02498P31761P36998P36999P13861P19911P32048P33199P04683P33121P01038P04686P04986P11968P11970P11971P17807P17811P17812P17819P17820P17821P21754P21755P21756P25954P32050P32057P32179P32187P34158P37064P37065P41099P41100P41102P41103P00354P01913P02098P10837P11160P11433P12565 | DirectorManager Public Transport and AuditDirectorSenior Manager InfringementsManager Business & EngagementManager InfringementsManager InfringementsManager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsManager Business DevelopmentManager OperationsManager LicensingInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence Officer Registration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence Officer |
| Section 31B (1), Part 3, *Road Transport (General) Act 1999* | Allow or refuse an application for an infringement notice management plan | P00867P37000P02498P31761P36998P36999P13861P19911P32048P33199P04683P33121P01038P04686P04986P11968P11970P11971P17807P17811P17812P17819P17820P17821P21754P21755P21756P25954P32050P32057P32179P32187P34158P37064P37065P41099P41100P41102P41103P00354P01913P02098P10837P11160P11433P12565 | DirectorSenior Manager InfringementsManager Business & EngagementManager InfringementsManager InfringementsManager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsManager Business DevelopmentManager OperationsManager LicensingInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence Officer |
| Section 31B (2), Part 3, *Road Transport (General) Act 1999* | May seek further information relating to an application for an infringement notice management plan | P00867P37000P02498P31761P36998P36999P13861P19911P32048P33199P04683P33121P01038P04686P04986P11968P11970P11971P17807P17811P17812P17819P17820P17821P21754P21755P21756P25954P32050P32057P32179P32187P34158P37064P37065P41099P41100P41102P41103P00354P01913P02098P10837P11160P11433P12565 | DirectorSenior Manager InfringementsManager Business & EngagementManager InfringementsManager InfringementsManager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsManager Business DevelopmentManager OperationsManager LicensingInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence Officer |
| Section 31B (3), Part 3, *Road Transport (General) Act 1999* | Allow for payment by instalments in prescribed circumstances | P00867P37000P02498P31761P36998P36999P13861P19911P32048P33199P04683P33121P01038P04686P04986P11968P11970P11971P17807P17811P17812P17819P17820P17821P21754P21755P21756P25954P32050P32057P32179P32187P34158P37064P37065P41099P41100P41102P41103P00354P01913P02098P10837P11160P11433P12565 | DirectorSenior Manager InfringementsManager Business & EngagementManager InfringementsManager InfringementsManager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsManager Business DevelopmentManager OperationsManager LicensingInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence Officer |
| Section 31B (4), Part 3, *Road Transport (General) Act 1999* | Allow participation in a community work or social development program | P00867P37000P02498P31761P36998P36999P33121P04683P13861P19911P32048 | DirectorSenior Manager InfringementsManager Business & EngagementManager InfringementsManager InfringementsManager InfringementsManager LicensingManager OperationsAssistant Manager InfringementsAssistant Manager InfringementsAssistant Manager Infringements |
| Section 31B (5), Part 3, *Road Transport (General) Act 1999* | May determine amount of instalments that must be paid under infringement notice management plan | P00867P37000P02498P31761P36998P36999P13861P19911P32048P33199P04683P33121P01038P04686P04986P11968P11970P11971P17807P17811P17812P17819P17820P17821P21754P21755P21756P25954P32050P32057P32179P32187P34158P37064P37065P41099P41100P41102P41103P00354P01913P02098P10837P11160P11433P12565 | DirectorSenior Manager InfringementsManager Business & EngagementManager InfringementsManager InfringementsManager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsManager Business DevelopmentManager OperationsManager LicensingInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence Officer |
| Section 31B (6), Part 3, *Road Transport (General) Act 1999* | Tell an applicant for an infringement notice management plan about the arrangements for paying the infringement notice penalty by instalments; and if application is refused – tell the applicant in writing about the refusal and the reasons for the refusal | E218P36222P35718P41143P00867P37000P02498P31761P36998P36999P13861P19911P32048P33199P04683P33121P01038P04686P04986P11968P11970P11971P17807P17811P17812P17819P17820P17821P21754P21755P21756P25954P32050P32057P32179P32187P34158P37064P37065P41099P41100P41102P41103P00354P01913P02098P10837P11160P11433P12565 | Executive Branch ManagerSenior DirectorSenior DirectorSenior DirectorDirectorSenior Manager InfringementsManager Business & EngagementManager InfringementsManager InfringementsManager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsManager Business DevelopmentManager OperationsManager LicensingInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence Officer |
| Section 31C (1), *Part 3, Road Transport (General) Act 1999* | Seek approval from responsible director-general to applicant participating in an approved community work or social development program | E218P36222P35718P41143P00867P37000P02498P31761P36998P36999P04683P33121P13861P19911P32048 | Executive Branch ManagerSenior DirectorSenior DirectorSenior DirectorDirectorSenior Manager InfringementsManager Business & EngagementManager InfringementsManager InfringementsManager InfringementsManager OperationsManager LicensingAssistant Manager InfringementsAssistant Manager InfringementsAssistant Manager Infringements |
| Section 31G (1), Part 3, *Road Transport (General) Act 1999* | Allow or refuse application for waiver of penalty | E218P36222P35718P41143P00867P37000P02498P31761P36998P36999P04683P33121P13861P19911P32048 | Executive Branch ManagerSenior DirectorSenior DirectorSenior DirectorDirectorSenior Manager InfringementsManager Business & EngagementManager InfringementsManager InfringementsManager InfringementsManager OperationsManager LicensingAssistant Manager InfringementsAssistant Manager InfringementsAssistant Manager Infringements |
| Section 31G (2), Part 3, *Road Transport (General) Act 1999* | Request information to determine application for waiver | E218P36222P35718P41143P00867P37000P02498P31761P36998P36999P04683P33121P13861P19911P32048 | Executive Branch ManagerSenior DirectorSenior DirectorSenior DirectorDirectorSenior Manager InfringementsManager Business & EngagementManager InfringementsManager InfringementsManager InfringementsManager OperationsManager LicensingAssistant Manager InfringementsAssistant Manager InfringementsAssistant Manager Infringements |
| Section 31G (3), Part 3, *Road Transport (General) Act 1999* | Grounds to be satisfied of when allowing application for waiver | E218P36222P35718P41143P00867P37000P02498P31761P36998P36999P13861P19911P32048P33199P04683P33121P01038P04686P04986P11968P11970P11971P17807P17811P17812P17819P17820P17821P21754P21755P21756P25954P32050P32057P32179P32187P34158P37064P37065P41099P41100P41102P41103P00354P01913P02098P10837P11160P11433P12565 | Executive Branch ManagerSenior DirectorSenior DirectorSenior DirectorDirectorSenior Manager InfringementsManager Business & EngagementManager InfringementsManager InfringementsManager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsManager Business DevelopmentManager OperationsManager LicensingInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence Officer |
| Section 31G (4), Part 3, *Road Transport (General) Act 1999* | Consult with director-general | P00867P37000P02498P31761P36998P36999P04683P33121P13861P19911P32048 | DirectorSenior Manager InfringementsManager Business & EngagementManager InfringementsManager InfringementsManager InfringementsManager OperationsManager LicensingAssistant Manager InfringementsAssistant Manager InfringementsAssistant Manager Infringements |
| Section 31G (5), Part 3, *Road Transport (General) Act 1999* | Inform applicant in writing of decision on application for waiver. If refuse must include reasons for refusal | E218P36222P35718P41143P00867P37000P02498P31761P36998P36999P13861P19911P32048P33199P04683P33121P01038P04686P04986P11968P11970P11971P17807P17811P17812P17819P17820P17821P21754P21755P21756P25954P32050P32057P32179P32187P34158P37064P37065P41099P41100P41102P41103P00354P01913P02098P10837P11160P11433P12565 | Executive Branch ManagerSenior DirectorSenior DirectorSenior DirectorDirectorSenior Manager InfringementsManager Business & EngagementManager InfringementsManager InfringementsManager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsManager Business DevelopmentManager OperationsManager LicensingInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence Officer |
| Section 35, Part 3, *Road Transport (General) Act 1999* | Take action in response to an application for withdrawal of an infringement notice | E218P36222P35718P41143P21223P24490P00867P37000P02498P31761P36998P36999P13861P19911P32048P33199P04683P33121P01038P04686P04986P11968P11970P11971P17807P17811P17812P17819P17820P17821P21754P21755P21756P25954P32050P32057P32179P32187P34158P37064P37065P41099P41100P41102P41103P00354P01913P02098P10837P11160P11433P12565 | Executive Branch ManagerSenior DirectorSenior DirectorSenior DirectorDirectorManager Public Transport and AuditDirectorSenior Manager InfringementsManager Business & EngagementManager InfringementsManager InfringementsManager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsManager Business DevelopmentManager OperationsManager LicensingInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence Officer |
| Section 36, Part 3, *Road Transport (General) Act 1999* | Withdraw infringement notice | P21223P24490P00867P37000P02498P31761P36998P36999P13861P19911P32048P33199P04683P33121P01038P04686P04986P11968P11970P11971P17807P17811P17812P17819P17820P17821P21754P21755P21756P25954P32050P32057P32179P32187P34158P37064P37065P41099P41100P41102P41103P00354P01913P02098P10837P11160P11433P12565 | DirectorManager Public Transport and AuditDirectorSenior Manager InfringementsManager Business & EngagementManager InfringementsManager InfringementsManager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsManager Business DevelopmentManager OperationsManager LicensingInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence Officer Registration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence Officer |
| Section 36A, Part 3, *Road Transport (General) Act 1999* | Cancel or amend infringement notice plan following decision on application for withdrawal | P00867P37000P02498P31761P36998P36999P13861P19911P32048P33199P04683P33121P01038P04686P04986P11968P11970P11971P17807P17811P17812P17819P17820P17821P21754P21755P21756P25954P32050P32057P32179P32187P34158P37064P37065P41099P41100P41102P41103P00354P01913P02098P10837P11160P11433P12565 | DirectorSenior Manager InfringementsManager Business & EngagementManager InfringementsManager InfringementsManager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsManager Business DevelopmentManager OperationsManager LicensingInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence Officer |
| Section 44, Part 3, *Road Transport (General) Act 1999* | Take suspension action for non-payment of infringement notice penalties | E218P36222P35718P41143P21223P24490P00867P04683P33121P33199P37000P02498P31761P36998P36999P13861P19911P32048 | Executive Branch ManagerSenior DirectorSenior DirectorSenior DirectorDirector, Transport SolutionsAssistant DirectorDirector Transport LicensingAssistant DirectorAssistant DirectorAssistant DirectorAssistant DirectorManager Business & EngagementManager InfringementsManager InfringementsManager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsAssistant Manager Infringements |
| Section 44A, Part 3, *Road Transport (General) Act 1999* | Take suspension action for non-compliance with an infringement notice management plan | E218P36222P35718P41143P21223P24490P00867P04683P33121P33199P37000P02498P31761P36998P36999P13861P19911P32048P01038P04686P04986P11968P11970P11971P17807P17811P17812P17819P17820P17821P21754P21755P21756P25954P32050P32057P32179P32187P34158P37064P37065P41099P41100P41102P41103P00354P01913P02098P10837P11160P11433P12565 | Executive Branch ManagerSenior DirectorSenior DirectorSenior DirectorDirector Transport SolutionsAssistant DirectorDirector Transport LicensingAssistant DirectorAssistant DirectorAssistant DirectorAssistant DirectorManager Business & EngagementAssistant Manager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsManager Business DevelopmentManager OperationsManager LicensingInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence Officer |
| Section 44A, Part 3, *Road Transport (General) Act 1999* | Inform road transport authority of non-compliance with infringement notice management plan | E218P36222P35718P41143P00867P37000P02498P31761P36998P36999P13861P19911P32048P33199P04683P33121P01038P04686P04986P11968P11970P11971P17807P17811P17812P17819P17820P17821P21754P21755P21756P25954P32050P32057P32179P32187P34158P37064P37065P41099P41100P41102P41103P00354P01913P02098P10837P11160P11433P12565 | Executive Branch ManagerSenior DirectorSenior DirectorSenior DirectorDirectorSenior Manager InfringementsManager Business & EngagementManager InfringementsManager InfringementsManager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsManager Business DevelopmentManager OperationsManager LicensingInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence Officer |
| Section 47A, Part 3, *Road Transport (General) Act 1999* | Inform road transport authority of compliance with infringement notice management plan following suspension for non compliance | P00867P37000P02498P31761P36998P36999P13861P19911P32048P33199P04683P33121P01038P04686P04986P11968P11970P11971P17807P17811P17812P17819P17820P17821P21754P21755P21756P25954P32050P32057P32179P32187P34158P37064P37065P41099P41100P41102P41103P00354P01913P02098P10837P11160P11433P12565 | DirectorSenior Manager InfringementsManager Business & EngagementManager InfringementsManager InfringementsManager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsManager Business DevelopmentManager OperationsManager LicensingInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence Officer |
| Section 53, *Road Transport (General) Act 1999* | Take action where a person disputes liability for an infringement notice offence | E218P36222P35718P41143P00867P37000P02498P31761P36998P36999P13861P19911P32048P33199P04683P33121P01038P04686P04986P11968P11970P11971P17807P17811P17812P17819P17820P17821P21754P21755P21756P25954P32050P32057P32179P32187P34158P37064P37065P41099P41100P41102P41103P00354P01913P02098P10837P11160P11433P12565 | Executive Branch ManagerSenior DirectorSenior DirectorSenior DirectorDirectorSenior Manager InfringementsManager Business & EngagementManager InfringementsManager InfringementsManager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsManager Business DevelopmentManager OperationsManager LicensingInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence Officer |
| Section 53A, Part 3, *Road Transport (General) Act 1999* | Appoint authorised persons for infringement notice offences | E105E141E218E1077E1005P36222P35718P41143P21223P00867 | Executive Branch ManagerExecutive Branch ManagerExecutive Branch ManagerExecutive Branch ManagerExecutive Branch ManagerSenior DirectorSenior DirectorSenior DirectorDirectorDirector |
| Section 56, Part 3, *Road Transport (General) Act 1999* | Provide evidentiary certificates for proceedings for infringement notice offences | E218P36222P35718P41143P21233P24490P00867P37000P02498P31761P36998P36999P04683P33121P13861P19911P32048 | Executive Branch ManagerSenior DirectorSenior DirectorSenior DirectorDirectorManager Public Transport and AuditDirectorSenior Manager InfringementsManager Business & EngagementManager InfringementsManager InfringementsManager InfringementsManager OperationsManager LicensingAssistant Manager InfringementsAssistant Manager InfringementsAssistant Manager Infringements |
| Section 92A*,* Part 7, *Road Transport (General) Act 1999* | Arrange for a person to review an internally reviewable decision | E218P36222P35718P41143P21223P24490P00867P04683P33121P37000P02498P31761P36998P36999P13861P19911P32048 | Executive Branch ManagerSenior DirectorSenior DirectorSenior DirectorDirector, Transport SolutionsAssistant DirectorDirector Transport LicensingAssistant DirectorAssistant DirectorAssistant DirectorManager Business & EngagementManager InfringementsManager InfringementsManager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsAssistant Manager Infringements |
| Section 93, Part 7, *Road Transport (General) Act 1999* | Review an internally reviewable decision | E218P36222P35718P41143P21223P24490P00867P04683P33121P37000P02498P31761P36998P36999P13861P19911P32048 | Executive Branch ManagerSenior DirectorSenior DirectorSenior DirectorDirector, Transport SolutionsAssistant DirectorDirector Transport LicensingAssistant DirectorAssistant DirectorAssistant DirectorManager Business & EngagementManager InfringementsManager InfringementsManager Infringements Assistant Manager InfringementsAssistant Manager InfringementsAssistant Manager Infringements |

**Schedule 2**

| **Column 1** | **Column 2** | **Column 3** | **Column 4** |
| --- | --- | --- | --- |
| **Section** | **Function** | **Position No** | **Position description** |
| Section 11, *Road Transport (Offences) Regulation 2005* | Issue an authorised person with a unique number | E105E141E218E1077E1005P36222P35718P41143P21223P00867 | Executive Branch ManagerExecutive Branch ManagerExecutive Branch ManagerExecutive Branch ManagerExecutive Branch ManagerSenior DirectorSenior DirectorSenior DirectorDirectorDirector |
| Section 14, *Road Transport (Offences) Regulation 2005* | Serve infringement notice on nominated person | P00867P37000P02498P31761P36998P36999P13861P19911P32048P33199P04683P33121P01038P04686P04986P11968P11970P11971P17807P17811P17812P17819P17820P17821P21754P21755P21756P25954P32050P32057P32179P32187P34158P37064P37065P41099P41100P41102P41103P00354P01913P02098P10837P11160P11433P12565 | DirectorSenior Manager InfringementsManager Business & EngagementManager InfringementsManager InfringementsManager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsManager Business DevelopmentManager OperationsManager LicensingInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence Officer |
| Section 14A, *Road Transport (Offences) Regulation 2005* | Determine additional information to include in infringement notice | P00867P37000P02498P31761P36998P36999P13861P19911P32048P33199P04683P33121P01038P04686P04986P11968P11970P11971P17807P17811P17812P17819P17820P17821P21754P21755P21756P25954P32050P32057P32179P32187P34158P37064P37065P41099P41100P41102P41103P00354P01913P02098P10837P11160P11433P12565 | DirectorSenior Manager InfringementsManager Business & EngagementManager InfringementsManager InfringementsManager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsManager Business DevelopmentManager OperationsManager LicensingInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence Officer |
| Section 14B, *Road Transport (Offences) Regulation 2005* | Determine additional information to include in reminder notice | P00867P37000P02498P31761P36998P36999P13861P19911P32048P33199P04683P33121P01038P04686P04986P11968P11970P11971P17807P17811P17812P17819P17820P17821P21754P21755P21756P25954P32050P32057P32179P32187P34158P37064P37065P41099P41100P41102P41103P00354P01913P02098P10837P11160P11433P12565 | DirectorSenior Manager InfringementsManager Business & EngagementManager InfringementsManager InfringementsManager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsManager Business DevelopmentManager OperationsManager LicensingInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence Officer |
| Section 14D, *Road Transport (Offences) Regulation 2005* | Allow application out of time if reasonably believe special circumstances justify | P00867P37000P02498P31761P36998P36999P13861P19911P32048P33199P04683P33121P21223P24490P01038P04686P04986P11968P11970P11971P17807P17811P17812P17819P17820P17821P21754P21755P21756P25954P32050P32057P32179P32187P34158P37064P37065P41099P41100P41102P41103P00354P01913P02098P10837P11160P11433P12565 | DirectorSenior Manager InfringementsManager Business & EngagementManager InfringementsManager InfringementsManager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsManager Business DevelopmentManager OperationsManager LicensingDirectorManager Public Transport and AuditInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence Officer |
| Section 16B, *Road Transport (Offences) Regulation 2005* | Defer payment under an infringement notice management plan | P00867P37000P02498P31761P36998P36999P13861P19911P32048P33199P04683P33121P01038P04686P04986P11968P11970P11971P17807P17811P17812P17819P17820P17821P21754P21755P21756P25954P32050P32057P32179P32187P34158P37064P37065P41099P41100P41102P41103P00354P01913P02098P10837P11160P11433P12565 | DirectorSenior Manager InfringementsManager Business & EngagementManager InfringementsManager InfringementsManager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsManager Business DevelopmentManager OperationsManager LicensingInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence Officer |
| Section 16BA, *Road Transport (Offences) Regulation 2005* | Vary or suspend an infringement notice management plan | P00867P37000P02498P31761P36998P36999P13861P19911P32048P33199P04683P33121P01038P04686P04986P11968P11970P11971P17807P17811P17812P17819P17820P17821P21754P21755P21756P25954P32050P32057P32179P32187P34158P37064P37065P41099P41100P41102P41103P00354P01913P02098P10837P11160P11433P12565 | DirectorSenior Manager InfringementsManager Business & EngagementManager InfringementsManager InfringementsManager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsAssistant Manager InfringementsManager Business DevelopmentManager OperationsManager LicensingInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerInfringement OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence OfficerRegistration and Licence Officer |