Cootamundra-Gundagai Regional Council
DELEGATIONS OF AUTHORITY

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PREAMBLE

Section 377 of the Local Government Act 1993 (the "Act") provides:

377 General power of the council to delegate

(1) A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council, other than the following:

- *(a) the appointment of a general manager,*
- *(b) the making of a rate,*
- *(c) a determination under section 549 as to the levying of a rate,*
- *(d) the making of a charge,*
- *(e) the fixing of a fee,*
- *(f) the borrowing of money,*
- *(g) the voting of money for expenditure on its works, services or operations,*
- *(h) the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),*
- *(i) the acceptance of tenders to provide services currently provided by members of staff of the council,*
- *(j) the adoption of an operational plan under section 405,*
- *(k) the adoption of a financial statement included in an annual financial report,*
- *(l) a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6,*
- *(m) the fixing of an amount or rate for the carrying out by the council of work on private land,*
- *(n) the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work,*
- *(o) the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the Environmental Planning and Assessment Act 1979,*
- *(p) the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194,*
- *(q) a decision under section 356 to contribute money or otherwise grant financial assistance to persons,*
- *(r) a decision under section 234 to grant leave of absence to the holder of a civic office,*
- *(s) the making of an application, or the giving of a notice, to the Governor or Minister,*
- *(t) this power of delegation,*
- *(u) any function under this or any other Act that is expressly required to be exercised by resolution of the council.*

(1A) Despite subsection (1), a council may delegate its functions relating to the granting of financial assistance if:

(a) the financial assistance is part of a specified program, and
(b) the program is included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and
(c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and
(d) the program applies uniformly to all persons within the council's area or to a significant proportion of all the persons within the council's area.

(2) A council may, by resolution, sub-delegate to the general manager or any other person or body (not including another employee of the council) any function delegated to the council by the Departmental Chief Executive except as provided by the instrument of delegation to the council.

PART 1

INTRODUCTION

At its meeting held on 26 June 2017 Cootamundra-Gundagai Regional Council (the "Council"), by resolution, delegated to the General Manager, or the person who acts in that position; all of the functions, powers, duties and authorities of the Council that it may lawfully delegate under the Local Government Act 1993, any other Act, regulation, instrument, rule or the like (including any functions, powers, duties and authorities delegated to the Council by any authority, body, person or the like) other than those functions prescribed in section 377(1) of the Local Government Act 1993 as functions which may not be delegated.

These delegations are subject to the following limitations:

1. The General Manager is entitled to carry out any functions delegated to the Council by the Departmental Chief Executive or the Minister, subject to any express limitations imposed by the Departmental Chief Executive or Minister;

2. The delegation to the General Manager is limited in accordance with Council's adopted policies in force from time to time, and must be performed in accordance with such policies.

3. The delegated power, authority, duty or function being performed in accordance with the Law.

These delegations were reviewed and affirmed at the ordinary Council meeting of 27 February 2018 in accordance with section 380 of the Local Government Act 1993.

If a function is conferred or imposed on an employee of the Council under any other legislation, the function is deemed to be conferred or imposed on the Council and is delegated to the General Manager.

The delegations of Council will remain in force until they are revoked or amended by a resolution of the Council.

The General Manager may delegate his or her powers, authorities, duties and functions at his or her discretion. The General Manager's delegations to staff are specified in Part 2: Delegations to Staff by the General Manager.

DELEGATION TO COMMITTEES OF COUNCIL

Pursuant to section 377 of the Act, the Council delegates to the following Council Committees the functions and responsibilities granted to each Committee in accordance with each Committee's respective Charter:

- Bradman's Birthplace Management Section 355 Committee
- Cootamundra Beach Volleyball Festival Section 355 Committee
- Cootamundra Community Arts Trust, Fundraising By Cootamundra Creative Arts And Cultural Centre Committee
- Cootamundra Concert Band Section 355 Committee
- Cootamundra Showground Users Section 355 Committee
- Cootamundra Creative Arts and Cultural Centre Section 355 Committee
- Cootamundra Heritage Centre Section 355 Committee
- Muttama Creek Regeneration Group Section 355 Committee
- Stockinbingal Hall Section 355 Committee
- Wallendbeen Hall Section 355 Committee

PART 2

DELEGATION TO STAFF BY THE GENERAL MANAGER

In accordance with section 378 of the Act I, Allen Dwyer delegates the powers, authorities, duties and functions of Council as set out within Column 2 in this Part 2 to the persons who have been employed by Council and hold the named staff positions, or the persons who from time to time hold (or are acting in) the positions named therein as identified in Column 3.

In addition to the delegated powers, authorities, duties and functions of Council expressly delegated by me in this Part 2 to employees of Council, Council employees are delegated the powers, functions and duties of Council in accordance with the job description of the relevant position the staff member holds from time to time.

All delegations made by me as General Manager in this Part 2 are subject to the following limitations:

1. The delegated power, authority, duty or function being performed in accordance with Council Policy and Procedures;

2. The delegated power, authority, duty or function being performed in accordance with the Law;

3. Any limitations on the scope of the power, authority, duty or function delegated to the General Manager by the Council in Part 1;

4. The delegated power, authority, duty or function being performed so as to not exceed monetary limits in accordance with Council's Procurement Policy and Appendix A. Should performance of the delegated function exceed the applicable monetary threshold, the delegate must obtain the approval of their respective superior Manager, Director or General Manager.

In the event that an officer with delegated power, authority or function is absent and no other officer has been authorised to act in that officer's role during such absence, the delegations of that role will escalate to the absent officer's supervisor, subject to that supervisor holding the requisite qualifications and authorities where necessary.

The delegations made as General Manager will remain in force until they are revoked or amended by the General Manager.

Allen Dwyer
GENERAL MANAGER
COOTAMANDRA-GUNDAGAI REGIONAL COUNCIL

Date: 17.4.18

PART A – FINANCIAL MATTERS		Appointed Delegates
1.	**Responsible Accounting Officer** To be the designated Responsible Accounting Officer in order to carry out the requirements of the Local Government Act 1993.	Director Corporate Services Manager of Finance
2.	**Authorise Purchase Orders** To authorise the purchase of, and issue official orders for goods, works and services required for the functioning of the Council and to incur expenditure for such goods, works and services (excluding that for the purchase of major items or works plant, and/or motor vehicles) provided that due provision has been made in the approved budget for the incurring of such expenditure or the incurring of such expenditure is otherwise authorised by Council Policy or Council resolution.	In accordance with schedule of Financial Delegations (Appendix 1)
3.	**Authorise Payment of Salaries and Wages** To authorise the payment of salaries and wages.	All Directors
4.	**Payment of Contractors and Direct Creditors** To approve or refuse payment to contractors and direct creditors.	All Directors and Managers, and Asset Accountant in accordance with schedule of Financial Delegations (Appendix 1)
5.	**Sign Cheques on Council's Bank Account** To sign or countersign cheques drawn on Council's bank accounts.	All Directors and Managers, and Asset Accountant
6.	**Check and Certify the Annual Statutory Accounts** To check and certify statutory accounts against the Council records.	Director Corporate Services Manager of Finance
7.	**Authorise Expenditure for Urgent Works** To authorise expenditure outside the budget approved by Council in order to undertake urgent works to reduce or eliminate a significant health or safety hazard.	All Directors and Managers in accordance with schedule of Financial Delegations (Appendix1)
8.	**Lodgement of a Cash Bond or Bank Guarantee** The authority to require the lodgement of a cash bond or bank guarantee.	All Directors
9.	**Overdraft Limit** To negotiate Council's overdraft limit.	Director Corporate Services

10.	**Debt Write Off** To authorise the writing off of uncollectible debts (for charges and sundry debtors) up to a maximum amount of $500 per account.	Director Corporate Services
11.	**Issue Accounts** To authorise the issue of accounts for services provided by Council.	All Directors and Managers Asset Accountant
12.	**Borrowings** To authorise application for borrowings from financial institutions at the direction of Council and subject to a resolution of Council to approve this application.	Director Corporate Services
13.	**To Engage Consultants** To engage consultants to assist with Council projects, subject to compliance with the Local Government Act 1993 and the Law.	All Directors and Managers, and Asset Accountant in accordance with schedule of Financial Delegations (Appendix 1)
14.	**Investment of Money** Arrange the investment of money that is not presently required by the Council in a form of investments notified by order of the Minister and published in the Government Gazette and in accordance with Council's adopted policy.	Director Corporate Services Manager of Finance
15.	**Write off of Accrued Interest** Write off accrued interest on rates and charges if the payment of the accrued interest would cause hardship.	Director Corporate Services Manager of Finance
16.	**Accounts Receivable – Payment by Instalment** To make arrangements with any ratepayer or debtor for payment to be made by reasonable and satisfactory instalments.	Director Corporate Services Manager of Finance Accounts Receivable Officer Asset Accountant Revenue Officer
17.	**Refund of Over-payments** To authorise the refund of all over-payments subject to appropriate certification.	Director Corporate Services Manager of Finance

		Asset Accountant
18.	**Refund of DA/Construction Certificate/CDC/LAP Application Fees** ▪ To determine the refund of all or part of the fees paid for development or where the application is either not proceeded with or is withdrawn subsequent to assessment. ▪ To determine the refund of all or part of a bond lodged with Council in relation to approval conditions.	Director Development and Community Building Surveyor Senior Building Surveyor Strategic Planning, Tourism and Economic Development Officer Town Planner
19.	**Rebate of Rates** To grant rebates of rates to qualified rateable persons in accordance with the provisions of the Local Government Act 1993.	Director Corporate Services Manager of Finance Revenue Officer

PART B – STAFFING MATTERS		Appointed Delegates
1.	**Recruitment** Recommend to the General Manager the appointment of permanent staff.	All Directors Human Resources Manager Human Resources Advisor
2.	**Payment of Benefits and Allowances** Approve or refuse payment of allowances and employment entitlements and benefits in accordance with the Local Government (State) Award 2014 and applicable employment contracts.	All Directors Human Resources Manager
3.	**Salary Step Progressions for Staff** Recommend to the General Manager the approval or refusal of salary step progression for staff under the Local Government (State) Award 2014.	All Directors Human Resources Manager
4.	**Higher Duties** Approve or refuse higher duties for staff under the Local Government (State) Award 2014.	All Directors
5.	**Disciplinary Action for Employees** Recommend to the General Manager appropriate disciplinary action, including the dismissal of employees or consultants/contractors on such terms that the General Manager deems appropriate.	All Directors Human Resources Manager
6.	**Education Assistance** Recommend to the General Manager the approval or refusal of education assistance for Council employees.	All Directors Human Resources Manager
7.	**Flexible Work Arrangements** Recommend to the General Manager the approval or refusal of flexible work arrangements.	All Directors
8.	**Report of Injury** Recommend to the General Manager the approval or refusal for the employer's report of injury to Council's workers compensation insurer.	All Directors Human Resources Manager Risk HSE Officer Workplace Health Safety and Risk Officer
9.	**Approve Leave** a) Approve or refuse leave for Council employees having due regard to the proper functioning of the Council and maintenance of appropriate levels of service to the public in accordance with Council's policies.	All Directors and Managers

	b) Grant special leave with pay and reasonable out of pocket - expenses, in the following cases: • Professional Body: where staff members are full members of a relevant professional body that is running a conference or meeting -a maximum of five days leave at any one time, with a maximum in any one year of 15 days; • Field Days: where it is considered that the machinery to be displayed is of some relevance to Council's operations, that Senior Staff directly associated with the purchase of Council's machinery be allowed to attend one day only; • Executive of a Professional Body: where an employee is elected to the Executive of a Professional body, special leave must fit within the parameters laid down under the Professional Body category; • Courses: Attendance at refresher courses (eg. Management courses) to be decided by Council in each particular case • Emergency Services Leave and Defence Force Reserve Leave at the discretion of the General Manager and in accordance with legislation.	All Directors
10.	**Travelling and Subsistence Expenses** To approve or refuse the payment of travelling and related expenses.	All Directors and Managers
11.	**Replacement of Personal Property** To approve or refuse claims for the loss of personal property provided that such property was required for the normal performance of the employee's duties.	All Directors
12.	**Employment Outside of Council** Recommend to the General Manager the approval or refusal for employees to engage in private employment or contract work outside of their Council employment.	All Directors Human Resources Manager
13.	**Request for Use of Council Equipment by Employees** To determine any requests for use of Council equipment by employees.	N/A
14.	**Use Intellectual Property Created in the Course of Employment** Refuse, approve or conditionally approve of any request by an existing or previous employee of Council for the non-exclusive use of intellectual property of the Council created by the employee during the course of the employment with Council, providing there is no monetary or commercial benefit to the employee.	General Manager only

PART C – GOVERNANCE		Appointed Delegates
1.	**Act in the Capacity of General Manager** To act in the role of General Manager when called upon to do so during periods of absence of the General Manager.	All Directors
2.	**Public and Media Statements** To make or authorise public statements and issue media releases on matters involving the Council with the approval of the General Manager.	All Directors
3.	**Business Papers** To determine matters which are included in Council business papers and Committee papers.	General Manager only
4.	**Correspondence** To reply to all routine correspondence that does not require the prior consideration of Council and is within the scope of the delegate's position description.	All Directors and Managers Accounting Officer Accounts Payable Officer Accounts Receivable Officer Asset Accountant Asset Engineer Asset Management Engineer Building Surveyor Creditors Officer Customer Service Officer Customer Service Team Leader Environmental Health and Compliance Officer Executive Assistant Finance Officer Governance Officer

		Graduate Town Planner Human Resources Advisor IT Officer Noxious Weeds Officer Payroll Officer Payroll and HR Officer Personal Assistant to the General Manager Procurement Officer Public Relations Officer Rangers Records Officer Regulatory Officer Revenue Officer Risk HSE Officer Road Safety Officer Senior Building Surveyor Senior Regulatory Officer Storeman Strategic Planning, Tourism and Economic Development Officer Town Planner Trainee Health and Building Surveyor/Project Officer Trainee Revenue Officer

		Workplace Health Safety and Risk Officer
5.	**Invitation to Address Council** To invite a group or individuals to address any Council or Council Committee.	All Directors and Managers Personal Assistant to the General Manager
6.	**Destruction of Corporate Documentation** Authority to approve destruction of corporate documentation in accordance with the State Records Act 1998.	Director Corporate Services
7.	**Signing of Contracts and Agreements** To sign contracts, deeds and agreements that do not require the Council Seal.	All Directors
8.	**Enter into Leases, Licences and Other Legal Transactions** Authority to negotiate and enter into any form of Lease or Licence or other transaction for use of land or assets, subject to compliance with the Act, and subject to the General Manager making reasonable enquiries into the appropriate payments to be made to Council and consulting with Council's solicitor to determine the appropriate format of the legal agreement.	All Directors
9.	**Public Immunisation** To authorise and promote public immunisation campaigns and clinics.	N/A
10.	**Receive and Investigate Complaints** To receive complaints and authorise investigation and action to be taken by the appropriate officer in regard to any complaints or requests received by Council.	Manager Governance and Business Systems
11.	**Code of Conduct Coordinator** Act as Code of Conduct Coordinator.	Director Corporate Services
12.	**Respond to Minister and Department** To respond and liaise with the Minister and his/her representatives and the Department in relation to correspondence, inquiries or requests for information.	General Manager only

PART D – OPERATIONAL		Appointed Delegates
1.	**Issue Proceedings in Consultation with the General Manager** ▪ To initiate or carry on proceedings, to act on behalf of Council and to negotiate on matters in issue between parties, and to settle any proceedings in any Court or Tribunal, including but not limited to the Local, District or Supreme Courts of any State or Territory, any Industrial Relations Tribunal or Commission, and the Land and Environment Court with approval from the General Manager; ▪ To authorise the issue or withdrawal of any penalty infringement notices or complaint or the institution of any proceedings for the recovery of any penalty or the making of any order for or in respect of any offence, nuisance, or any other matter or thing whatsoever which the Council might be entitled to recover or seek under any Act or Regulation with approval from the General Manager; ▪ To instruct and engage Council's Solicitors and Counsel, subject to approval from the General Manager.	All Directors
2.	**Notice of Intention and Orders** To issue Notices of Intention to Issue Orders and Orders in accordance with the requirements of the Act and Environmental Planning and Assessment Act 1979 and all other applicable legislation.	Director Development and Community Building Surveyor Environmental Health and Compliance Officer Senior Building Surveyor Senior Regulatory Officer Strategic Planning, Tourism and Economic Development Officer Town Planner
3.	**Determination of Development Applications (including Modification Applications)** To determine development applications, including modification applications, and all forms of applications for approvals and certificates under all applicable legislation and in accordance with Council's policies in force from time to time, as follows: a) i. Any application where more than three objections are received ii. Rural and Residential Subdivisions (including boundary adjustments and consolidations) where more than three new allotments are proposed to be created iii. Integrated Development and Designated Development iv. All applications recommended for refusal	Council or General Manager only

	b) i. Any application proposing development with a value up to $5,000,000 ii. Integrated Development iii. Rural and Residential Subdivisions (including boundary adjustments and consolidations) to a maximum of three new allotments proposed to be created	Director Development and Community
	c) i. Residential and Rural buildings and uses with a value up to $1,000,000 ii. Industrial, Commercial and Other buildings and uses with a value up to $500,000 iii. Rural and Residential Subdivisions (including boundary adjustments and consolidations) to a maximum of three new allotments proposed to be created	Building Surveyor Senior Building Surveyor Strategic Planning, Tourism and Economic Development Officer Town Planner
4.	**Issue of Permits, Certificates and Approvals** **a)** To approve or refuse the issue of Part 4A certificates regulated under the provisions of the Act and the Environmental Planning and Assessment Act 1979 or related legislation as follows: • building certificates, construction certificates, certificates of classifications, occupation certificates, complying development certificates and swimming pool compliance certificates. • applications for subdivision of land. **b)** To approve or refuse applications for subdivision of land under the provisions of the Act and the Environmental Planning and Assessment Act 1979 or related legislation.	Director Development and Community* Building Surveyor Senior Building Surveyor* (*Subject to Accreditation requirements) General Manager Director Development and Community
5.	**Issue of Section 149 Certificates** To sign building certificates under section 149 of the Environmental Planning and Assessment Act 1979. To sign planning certificates under section 149 of the Environmental Planning and Assessment Act 1979.	Director Development and Community Director Development and Community Strategic Planning, Tourism and Economic Development Officer Town Planner

6.	**Ministerial Delegation of Local Environmental Plan making Decisions** Recommend to the General Manager subject to the Minister delegating functions under section 59 of the Environmental Planning and Assessment Act 1979, and subject to the Council resolving to accept the Ministerial delegation, only those functions identified in the Ministerial delegation may be carried out.	Director Development and Community
7.	**Storm Water Drainage Works** Where the Council has approved a subdivision or development application subject to the construction of storm water drainage works that revert to the care, control and management of Council, to approve such works upon submission of all necessary plans and documentation.	Director Asset Management Director Operations
8.	**Implementation of Adopted Operational Plan** To implement any work, service or action provided for in the adopted Operational Plan without further reference to Council except for: ▪ the acceptance of tenders which are required under the Act to be invited by the Council.	All Directors and Managers
9.	**Funding Application** Authority to sign funding applications and associated documents, once approved by the Council.	All Directors and Managers Asset Accountant
10.	**Provision of Witnesses and Information** To determine the fee to be charged for the provision of Council's employees as witnesses and/or the supplying of information for Court cases.	Director Corporate Services
11.	**Removal of Derelict Vehicles** Authority to engage contractors to remove derelict vehicles from roads, road reserves and public places.	Director Development and Community Senior Regulatory Officer
12.	**Approve Applications for Street Activities** Recommend to the General Manager to approve or refuse: ▪ applications for street stalls or similar activity; ▪ applications for the collection of money for charitable appeals or similar activity.	Director Development and Community Environmental Health and Compliance Officer Strategic Planning, Tourism and Economic Development Officer Town Planner
13.	**Filming/Photography in Parks, Reserves and Public Places** To approve applications to film/photograph in Council's parks, reserves and public places, subject to the conditions and fees determined by Council.	Director Development and Community

14.	**Casual Use of Council Parks, Reserves or Council Property** To approve or refuse applications for the casual use of parks, reserves or property in accordance with Council Policy (if any) and subject to approved fees (if any).	Director Operations Manager Facilities
15.	**Government Information (Public Access) Act 2009** To act as Council's "principal officer" to determine applications and provide information to access information in compliance with the Government Information (Public Access) Act 2009.	Governance Officer
16.	**Government Information (Public Access) Act 2009 – Informal Requests** To release information in response to informal requests in compliance with the Government Information (Public Access) Act 2009.	All Directors and Managers Building Surveyor Customer Service Officer Customer Service Team Leader Environmental Health and Compliance Officer Executive Assistant Governance Officer Graduate Town Planner Records Officer Senior Building Surveyor Strategic Planning, Tourism and Economic Development Officer Town Planner
17.	**To Enforce the Payment of Rates** ▪ To issue notices under the Local Government Act 1993 for the recovery of rates. ▪ To approve alternative options for the collection of outstanding rates, including collection of rent in lieu of rates, issuing of proceedings, accepting exchange of land and such other alternatives available to Council under the Act.	Director Corporate Services Manager of Finance Revenue Officer

18.	**Rate Books** Authority to: ▪ amend the rate and valuation books/records where such amendment is necessary by reason of change of ownership, occupancy or address; ▪ raise or reduce the sum rates owing due to error; ▪ include any land which ought to have been rated; ▪ to write off accrued interest to a maximum of $50; ▪ act in accordance with the Local Government Act 1993 to manage the rate books/records and recover rates and charges owing to the Council.	Director Corporate Services Manager of Finance Revenue Officer
19.	**Issue of Section 603 Certificates** To sign Section 603 Certificates under the Local Government Act 1993.	Revenue Officer
20.	**Insurance Claims – Policy Excess** To resolve claims on Council's behalf up to the level of the excess applicable to each insurance policy.	All Directors Risk HSE Officer Workplace Heath Safety and Risk Officer
21.	**Council Property – Notices to Quit** Recommend to the General Manager to authorise and sign notices to quit to tenants whose rent arrears exceed four weeks, or to take such alternative action necessary to manage tenants and recover outstanding rent or payments.	Director Corporate Services Manager of Finance Accounts Receivable Officer Revenue Officer
22.	**Use of Council Owned Properties** To approve or refuse to grant Council's consent to a third party development application that may traverse or impact upon Council land.	General Manager Only
23.	**Replacement of Council's Motor Vehicles and Plant** To authorise the expenditure of funds for the replacement of Council's plant, equipment and vehicles within budget.	Director Operations
24.	**Maintenance of Council's Motor Vehicles and Plant** To authorise the expenditure of funds for the repair and maintenance of Council's plant, equipment and vehicles within budget.	Director Operations Manager Civil Works Manager Facilities Manager Technical Services
25.	**Hire of Council Plant** To authorise the letting or hire of any of the Council's public works plant, machinery and equipment in accordance with rates determined by Council.	Director Operations

		Manager Technical Services
26.	**Determination of Reserve Price and Disposal of Plant, Equipment and Vehicles by Public Auction, Tender or Trade-in** Authority to approve a sale price for Council plant, equipment or vehicles if: ▪ the best offer is more than 10% below the reserve price; and ▪ the reserve price has been set by consulting either a valuer, auctioneer, or professional book (ie, Red Book); and ▪ results from previous auctions for similar plant, equipment or vehicles has been considered.	Director Operations
27.	**Saleyards** To operate, manage and maintain Council's saleyards.	Director Operations
28.	**Dividing Fences** To authorise a contribution on behalf of Council for not more than one half the cost of fencing a boundary common to land owned by Council or under the Council's care, control and management, subject to two quotations being obtained and subject to the Dividing Fences Act 1991.	Director Asset Management Director Operations Manager Facilities
29.	**Airstrip** To operate and maintain the Council airstrip in accordance with all applicable legislative requirements.	Director Operations Manager Technical Services
30.	**Impounding Officer** To exercise the powers of Council's Impounding Officer.	Director Development and Community Senior Regulatory Officer
31.	**Pruning or Removal of Trees** To approve or refuse applications from residents to prune, top, lop or remove trees either on the applicant's property or Council's property, subject to the payment of any required fee, if any.	Director Operations Manager Facilities
32.	**Waste Management Centre (Landfill and Transfer Stations)** To operate and maintain Council's Landfill and Transfer Stations in accordance with all applicable legislative requirements.	Director Operations Manager Facilities
33.	**Cemeteries** To operate and maintain Council's Cemeteries in accordance with all applicable legislative requirements.	Director Development and Community Senior Regulatory Officer

34.	**Maintain Cemetery Records** Update and maintain Council's Cemetery records in accordance with all applicable legislative requirements.	Director Development and Community Senior Regulatory Officer
35.	**Public Swimming Pools** To operate and maintain Council's Public Swimming Pools in accordance with all applicable legislative requirements.	Director Operations Manager Facilities
36.	**Water Supply System** To operate and maintain Council's Water Supply System in accordance with all applicable legislative requirements.	Director Asset Management
37.	**Sewer System** To operate and maintain Council's Sewer System in accordance with all applicable legislative requirements.	Director Asset Management
38.	**Aged Care Services** To administer Council's Aged Care Services in accordance with all applicable legislative requirements.	N/A
39.	**Visitor Information Centre** To manage Council's Visitor Information Centres in accordance with all applicable legislative requirements.	Director Development and Community Manager Social & Community
40.	**Administer Functions Provided by Other Legislation** To administer the provisions of the following legislation as they apply to Council:	
	▪ Biosecurity Act 2015	Director Operations Manager Facilities Noxious Weeds Officer
	▪ Children (Education and Care Services National Law Application) Act 2010	Manager Social & Community
	▪ Community Land Development Act 1989	Director Asset Management
	▪ Companion Animals Act 1998	Director Development and Community Senior Regulatory Officer Rangers
	▪ Conveyancing Act 1919	Director Asset Management

		Director Corporate Services Director Development and Community Strategic Planning, Tourism and Economic Development Officer Town Planner
	▪ Crown Lands Act 1989	Director Asset Management
	▪ Environmental Planning and Assessment Act 1979	Director Development and Community Building Surveyor Environmental Health and Compliance Officer Senior Building Surveyor Senior Regulatory Officer Strategic Planning, Tourism and Economic Development Officer Town Planner
	▪ Fire Brigades Act 1989	Director Asset Management
	▪ Fluoridation of Public Water Supplies Act 1957	Director Asset Management Asset Engineer Water and Sewer Supervisor
	▪ Food Act 2003	Director Development and Community Building Surveyor Environmental Health and

		Compliance Officer Senior Building Surveyor
	▪ Government Information (Public Access) Act 2009	Director Corporate Services Manager Governance and Business Systems Customer Service Officer Customer Service Team Leader Governance Officer Records Officer
	▪ Graffiti Control Act 2008	Director Operations Manager Civil Works Manager Facilities
	▪ Heritage Act 1977	Director Development and Community Strategic Planning, Tourism and Economic Development Officer Town Planner
	▪ Impounding Act 1993	Director Development and Community Manager Technical Services Rangers Senior Regulatory Officer
	▪ Library Act 1939	Director Development and Community Manager Social & Community

		Library Manager Library Manager and Community Services Manager
	▪ Liquor Act 2007	Director Development and Community
	▪ Local Government Act 1993	All Directors and Managers Asset Engineer Asset Accountant Building Surveyor Environmental Health and Compliance Officer Rangers Regulatory Officer Senior Building Surveyor Senior Regulatory Officer Strategic Planning, Tourism and Economic Development Officer Town Planner
	▪ Plumbing and Drainage Act 2011	Director Asset Management Director Development and Community Asset Engineer Building Surveyor Environmental Health and Compliance Officer Senior Building Surveyor

		Water and Sewer Supervisor Water and Sewer Foreman
	▪ Privacy and Personal Information Protection Act 1998	All Directors and Managers Accounts Payable Officer Accounts Receivable Officer Creditors Officer Customer Service Officer Customer Service Team Leader Executive Assistant Finance Officer Governance Officer Graduate Town Planner Human Resources Advisor Payroll Officer Payroll and HR Officer Personal Assistant to the General Manager Procurement Officer Public Relations Officer Records Officer Revenue Officer Risk HSE Officer Trainee Revenue Officer

		Workplace Health Safety and Risk Officer
	▪ Protection of the Environment Operations Act 1997	Director Asset Management Director Development and Community Director Operations Asset Engineer Building Surveyor Environmental Health and Compliance Officer Regulatory Officer Senior Building Surveyor Senior Regulatory Officer
	▪ Public Health Act 2010	Director Asset Management Director Development and Community Asset Engineer Building Surveyor Environmental Health and Compliance Officer Senior Building Surveyor
	▪ Roads Act 1993	Director Asset Management Director Development and Community Director Operations Manager Civil Works Asset Engineer

		Asset Management Engineer Rangers Regulatory Officer Road Safety Officer Senior Regulatory Officer Works Supervisor
	▪ Roads Transport Act 2013	Director Asset Management Director Operations Manager Civil Works Road Safety Officer
	▪ Rural Fires Act 1997	Director Asset Management Director Operations
	▪ State Emergency and Rescue Management Act 1989	Director Asset Management
	▪ Swimming Pools Act 1992	Director Development and Community Building Surveyor Senior Building Surveyor
	▪ Unclaimed Money Act 1995	Director Corporate Services Manager Finance
	▪ Water Management Act 2000	Director Asset Management Asset Engineer
	▪ Work Health and Safety Act 2011	All Directors and Managers Parks and Gardens Foreman Project Officer

		Works Supervisor
	▪ Work Health and Safety (Mines and Petroleum Sites) Act 2013	Director Operations Manager Civil Works
41.	**Road Rules** To administer the provisions of the Roads Act 1993 and Australian Road Rules as they apply to Council, subject to any applicable standards, protocols and directions from State Government departments and/or NSW Police.	Director Asset Management Rangers Road Safety Officer Senior Regulatory Officer
42.	**Temporary Road Closure** To approve temporary road closures where: ▪ the temporary road closure is not more than two consecutive days; and ▪ the Road and Maritime Services approves the Traffic Management Plan and grants a road occupancy licence (as required); and ▪ the NSW Police approve the closure; and ▪ the application complies with Council's Policy.	Director Asset Management Director Operations Manager Civil Works Manager Technical Services Road Safety Officer Works Supervisor
43.	**Sign Adjustment** To approve and direct sign adjustments to: ▪ change old "No Standing" signs to "No Parking" signs, as per the Australian Road Rules ▪ change existing parking restriction times ▪ move existing signs to a more visible location (eg move a sign hidden behind a tree trunk) ▪ install "repeater"/additional signs (eg where there are existing parking restrictions signs, install an additional sign in the middle to emphasise the restrictions).	Director Asset Management Director Operations Manager Civil Works Road Safety Officer Works Supervisor
44.	**Special Use Zones** Authority to approve and/or refuse an application for the following Special Use Zones: ▪ Works Zones; ▪ Loading Zones; ▪ Mail Zones; ▪ Motorcycle Parking; ▪ Bus Zone; ▪ Taxi Zone; ▪ Police Vehicles Zone; ▪ Disabled Parking;	Director Asset Management Road Safety Officer

	▪ Temporary Bus Zones (eg for Railway Buses); subject to consent being obtained from the NSW Police and in addition: ▪ in the instance of Mail Zones, consent is obtained from Australia Post; and ▪ in the instance of Bus Zones, consent is obtained from the State Transit Authority.	
45.	**Traffic Facilities** To approve the installation of individual traffic facilities projects, where: ▪ the individual traffic facility project forms part of that financial year's Traffic Facilities Program which has previously been approved; and ▪ subject to consultation of local residents.	Director Asset Management Road Safety Officer
46.	**Warning Signs** To approve the installation of Warning Signs, as defined in applicable Australian Standards, where: ▪ the proposed sign can be found in Section 3 Warning Signs of the Australian Standard 1742.1-1991; and ▪ the NSW Police agree with the installation.	Director Asset Management Director Operations Manager Civil Works Manager Facilities Road Safety Officer Risk HSE Officer Workplace Health Safety and Risk Officer Works Supervisor
47.	**Signs Across Driveways** To approve or refuse an application for signs or line marking across a driveway.	Director Asset Management Director Operations Manager Civil Works Road Safety Officer Works Supervisor
48.	**Traffic Bollards** To approve or refuse an application for the use of traffic bollards.	Director Asset Management Director Operations Manager Civil Works Road Safety Officer

		Works Supervisor
49.	**Vehicular Crossings and Footpath Restorations** To approve or refuse the construction of vehicular crossings and/or restoration works on Council land or over Council controlled road reserves.	Director Asset Management Director Operations Manager Civil Works Manager Technical Services Road Safety Officer Works Supervisor
50.	**Street Lighting** To approve the installation of additional street lighting facilities and associated charges.	Director Asset Management Director Operations
51.	**Storm Water Drainage Works** To approve or refuse all connections from private property to Council's storm water systems where those works are for the sole benefit of the development and do not revert to the control and management of the Council.	Director Development and Community Services Building Surveyor Environmental Health and Compliance Officer Senior Building Surveyor
52.	**Variation of Working Hours** To authorise a one-off variation to the restricted hours of building works where: ▪ urgent building works are required to be carried out; ▪ large cranes have to stand on streets; ▪ the loading/unloading of materials and pouring of the concrete would otherwise cause interference to traffic; and ▪ the work requires the erection or removal of hoarding tower cranes, awnings and the like.	Director Asset Management Director Development and Community Director Operations Building Surveyor Senior Building Surveyor
53.	**Positive Covenants, Easements and Section 88B Instruments under the Conveyancing Act, 1919**	Director Development and Community

	Recommend to the General Manager to approve and sign the grant or removal of a positive covenant or restriction contained in any positive covenant, easement and/or section 88B instrument under the Conveyancing Act 1919, in accordance with section 28 of the Environmental Planning and Assessment Act 1979 and subject to any Council Policy and the Law.	Strategic Planning, Tourism and Economic Development Officer Town Planner
54.	**Public Notification of Applications** ▪ To determine whether a development application should be exempt from notification, subject to any applicable Council Policy. ▪ To determine such persons who own land or who reside in properties that may be detrimentally affected by a development and to ensure such persons are notified in accordance with any Council Policy.	Director Development and Community Building Surveyor Senior Building Surveyor Strategic Planning, Tourism and Economic Development Officer Town Planner
55.	**Professional Certifications** To approve or refuse professional certification from an Accredited Certifier in respect of Complying Development or Building Certification where that Certifier is accredited to undertake that particular type of work.	Director Development and Community Building Surveyor Senior Building Surveyor Strategic Planning, Tourism and Economic Development Officer Town Planner
56.	**Building Professionals Act 2005** Authority under section 5 of the Building Professionals Act 2005 to make a recommendation on behalf of Council in support of an application to the Board for accreditation to carry out certification work (or the renewal of accreditation) on behalf of Council.	Director Development and Community Building Surveyor Senior Building Surveyor
57.	**Work on Private Land by Agreement** To exercise Council's power to carry out work on private land.	Director Asset Management Director Operations Manager Civil Works

58.	**Entering of Premises** To enter, and authorise Council employees (or other persons) to enter, any premises for the purposes of enabling the Council to exercise its functions under any Act.	Director Asset Management Director Operations Director Development and Community Manager Civil Works Manager Technical Services Asset Engineer Asset Management Engineer Building Surveyor Environmental Health and Compliance Officer Noxious Weeds Officer Rangers Regulatory Officer Revenue Officer Road Safety Officer Senior Regulatory Officer Senior Building Surveyor Strategic Planning, Tourism and Economic Development Officer Sewer Operator Town Planner Trainee Revenue Officer

		Trainee Water and Sewer Operator Trainee Health and Building Surveyor/Project Officer Wastewater Treatment Plant Operator Water and Sewer Attendant Water and Sewer Foreman Water and Sewer Supervisor Water Operator Works Supervisor
59.	**Water Restrictions** Recommend to Council Water Restrictions in accordance with NSW State Government direction.	Director Asset Management
60.	**Motor Vehicle Fleet** To manage Council's motor vehicle fleet.	Director Operations Manager Technical Services

GLOSSARY OF TERMS

Act ..... means *Local Government Act 1993*

Authority ..... means any government (state or federal), government department, statutory corporation or other body having power to legally direct the Council or its officers

Law ..... means the requirements of all statutes, rules, ordinances, codes, regulations, proclamations, by-laws, environmental planning instruments, directions and consents of any Authority

Minister ..... means the Minister for Local Government or any future title given to a ministerial position of a future New South Wales State Government portfolio that includes governance of Local Government

Office ..... means the Office of Local Government, Department of Premier & Cabinet, or any future department (or combined department) carrying out the functions of the present Division of Local Government for the State of New South Wales

Council reserves the right to review, vary or revoke this policy at any time

APPENDIX 1

EXPENDITURE LEVEL DELEGATION FOR AUTHORISATION AND PAYMENT

POSITION	LEVEL OF AUTHORITY
General Manager	Unlimited
Director Corporate Services	$149,999
Director Operations	$149,999
Director Asset Management	$149,999
Director Development and Community	$149,999
Manager Civil Works	$50,000
Manager Facilities	$50,000
Manager Technical Services	$50,000
Project Officer	$50,000
Manager of Finance	$30,000
Manager Governance & Business Systems	$30,000
Manager Social & Community	$30,000
Asset Accountant	$30,000
Human Resources Manager	$20,000
Parks and Gardens Foreman	$20,000
Asset Management Engineer	$10,000
Asset Engineer	$10,000
Personal Assistant to the General Manager	$10,000
Information Technology Officer	$2,000
Risk HSE Officer	$2,000
Senior Regulatory Officer	$2,000
Strategic Planning, Tourism and Economic Development Officer	$2,000
Town Planner	$2,000
Workplace Health & Safety Risk Officer	$2,000
Works Supervisor	$2,000
Workshop Supervisor	$2,000
Building Surveyor	$500
Environmental Health and Compliance Officer	$500
Library Manager	$500
Library Manager and Community Services Manager	$500

APPENDIX 2

ACKNOWLEDGEMENT BY COUNCIL OFFICER

Name:
Position:

I acknowledge that my employment is subject to the controls and limitations delegated to my position as detailed in this Delegations Register.

Signature: _____

Date: _____/_____/_20____