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 8.2 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:

- The Arts Centre Cootamundra Section 355 Committee
- Cootamundra Showground Users Group Section 355 Committee
- Cootamundra Heritage Centre Section 355 Committee
- Muttama Creek Regeneration Group Section 355 Committee
- Stockinbingal Ellwood's Hall Section 355 Committee
- Wallendbeen Memorial Hall Section 355 Committee
- Muttama Hall Section 355 Committee
- Tourism Action Committee (Gundagai) Section 355 Committee
- Cootamundra Tourism Action Group Section 355 Committee

PART 2

DELEGATION TO STAFF BY THE GENERAL MANAGER

In accordance with section 378 of the Act I, Phil McMurray (General Manager) 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.

Phil McMurray
GENERAL MANAGER
COOTAMANDRA-GUNDAGAI REGIONAL COUNCIL

Date: 13/10/20

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.	Manager Finance and Customer Service
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.	Deputy General Manager Section Managers
4.	**Payment of Contractors and Direct Creditors** To approve or refuse payment to contractors and direct creditors.	Deputy General Manager, Section Managers, and Consulting Engineer in accordance with schedule of Financial Delegations (Appendix 1)
5.	**Award Tenders in accordance with Section 377(1) (i) of the Act**	Council Only
6.	**Open Tenders**	Manager Business Procurement Officer Governance Officer
7.	**Sign Electronic Funds Transfer (EFT) Direct Debits and Cheques** To sign or countersign cheques drawn on Council's bank accounts.	Deputy General Manager Section Managers
8.	**Check and Certify the Annual Statutory Accounts** To check and certify statutory accounts against the Council records.	Manager Finance and Customer Service
9.	**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.	Deputy General Manager and Section Managers in accordance with schedule of Financial Delegations (Appendix1)

10.	**Lodgement of a Cash Bond or Bank Guarantee** The authority to require the lodgement of a cash bond or bank guarantee.	Deputy General Manager Section Managers
11.	**Overdraft Limit** To negotiate Council's overdraft limit.	Manager Finance and Customer Service
12.	**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.	Manager Finance and Customer Service
13.	**Old Materials, Spoilt or Obsolete Equipment** To sell or dispose of old materials, spoilt or obsolete equipment.	Deputy General Manager Manager Assets
14.	**Issue Accounts** To authorise the issue of accounts for services provided by Council.	Deputy General Manager Section Managers
15.	**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.	General Manager Only
16.	**To Engage Consultants** To engage consultants to assist with Council projects, subject to compliance with the Local Government Act 1993 and the Law.	Deputy General Manager, Section Managers, and Consulting Engineer in accordance with schedule of Financial Delegations (Appendix 1)
17.	**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.	Manager Finance and Customer Service
18.	**Write off of Accrued Interest** Write off accrued interest on rates and charges if the payment of the accrued interest would cause hardship.	Manager Finance and Customer Service
19.	**Accounts Receivable – Payment by Instalment** To make arrangements with any ratepayer or debtor for payment to be made by reasonable and satisfactory instalments.	Manager Finance and Customer Service Accounting Officer Accounts Receivable Officer Revenue Officer

20.	**Refund of Over-payments** To authorise the refund of all over-payments subject to appropriate certification.	Manager Finance and Customer Service
21.	**Refund of DA/Construction Certificate/CDC/ LAP & Section 68 Application Fees** To authorise 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 and where that application has been the responsibility of a more junior officer. Note: Authorising officer is not to be the officer recommending refund.	Manager Development, Building and Compliance
22.	**Rebate of Rates** To grant rebates of rates to qualified rateable persons in accordance with the provisions of the Local Government Act 1993.	Manager Finance and Customer Service Accounting Officer Revenue Officer
23.	**Credit Notes** To approve Credit Notes.	Manager Finance and Customer Service
24.	**Trust Fund Deposits** To refund trust fund deposits.	Manager Finance and Customer Service
25.	**Complete all Financial Certifications** To complete all financial certifications required by the Act and Regulations.	Manager Finance and Customer Service
26.	**Authorise the waiver or reduction of non-business activity fees up to a maximum of $20,000 in any one transaction** To waive or reduce non-business activity fees (as defined in section 610C of the Act) in accordance with those categories described in the current adopted Operational Plan – Statement of Revenue Policy and in line with the requirements of any applicable Council policy.	General Manager Only
27.	**Authorise the reduction for water and wastewater consumption charges up to a maximum amount of $10,000** To reduce water and wastewater consumption charges in accordance with Council's polices.	Manager Finance and Customer Service

PART B – STAFFING MATTERS		Appointed Delegates
1.	**Recruitment** ▪ Approve or refuse the appointment, engagement, or promotion of staff subject to compliance with section 337 of the Act for Senior Staff; ▪ Approve or refuse the use of a recruitment consultant.	General Manager Only
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 2017 and applicable employment contracts.	Deputy General Manager Section Managers
3.	**Salary Step Progressions for Staff** Approve salary step progression for staff in accordance with Council's policies and the Local Government (State) Award 2017.	General Manager Only
4.	**Approve Performance Bonus Payments for Staff** Approve Performance Bonus payments for staff in accordance with Council's Policy.	General Manager Only
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, provided that prior to the dismissal of senior staff the General Manager consults with Council in accordance with section 337 of the Act.	Deputy General Manager Section Managers Coordinator Human Resources
6.	**Education Assistance** Recommend to the General Manager the approval or refusal of education assistance for Council employees.	Deputy General Manager Section Managers Coordinator Human Resources
7.	**Flexible Work Arrangements** Recommend to the General Manager the approval or refusal of flexible work arrangements.	Deputy General Manager Section Managers
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.	Deputy General Manager Section Managers Coordinator Human Resources Risk HSE Officer Workplace Health Safety and Risk Officer

9.	**Approve Leave** 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. (a) Long service (all types); (b) Annual; (c) Sick (Full Pay); (d) Carers; (e) Bereavement; (f) Jury service; (g) Trade union training leave; (h) Union conference leave; (i) Parental/maternity leave; (j) Emergency services (up to 5 days per calendar year); (k) Defence Force Reserve; (l) Study leave (if education assistance already approved); (m) Leave without pay; (n) Concurrent parental leave; (o) Purchased annual leave; (p) Approved leave of absence; (q) Sick (Half Pay); (r) Domestic Violence Leave; (s) Health and Wellbeing leave; and (t) Special leave with or without pay.	Deputy General Manager Section Managers Accounting Officer Coordinator Human Resources Library Manager Library Manager and Community Services Manager
10.	**Professional Development** Approve attendance at professional development programs and reasonable out of pocket expenses, with pay in the following cases: (a) 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; (b) Field days where it is considered that the machinery to be displayed is of some relevance to Council's operations, that Managerial staff directly associated with the purchase of Council's machinery be allowed to attend one day only; (c) 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; (d) Attendance at refresher courses (for example, management courses) to be decided by Section Manager in each particular case.	Deputy General Manager Section Managers

11.	**Travelling and Subsistence Expenses** (a) To approve or refuse the payment of domestic travel and subsistence expenses to staff in accordance with Council's policies. (b) To approve or refuse the payment of international travel and subsistence expenses to staff in accordance with Council's Training and Development Policy and Procedure. (c) To approve or refuse overseas travel where it relates to training, operational or professional activities.	Deputy General Manager Section Managers General Manager Only General Manager Only
12.	**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 staff member's duties in terms of Council's policy and practice and the personal property was lost or destroyed in the course of employment through no fault or negligence of the employee.	General Manager Only
13.	**Employment Outside of Council** To approve or refuse staff to engage, for remuneration, in private employment or contract work outside of the Council.	General Manager Only
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
15.	**Variations to Industrial Instruments for Leave, Allowances or Conditions of Employment** Approve variations to the relevant industrial agreements for leave, allowances or conditions of employment for staff employed under the Local Government (State) Award 2017 in accordance with the relevant industrial relations legislation.	General Manager Only
16.	**Council Employment Agreements** Approve Council Employment Agreements in accordance with the Local Government (State) Award 2017.	General Manager Only
17.	**Approve or Refuse a Standard Appointment Recruitment Process** Approve the appointment, engagement, or promotion of staff in accordance with Council's Recruitment and Selection Policy and Procedure.	General Manager Only
18.	**Approve or Refuse an Exception Appointment Recruitment Process** Approve an appointment in accordance with Council's Recruitment and Selection Policy and Procedure where the conditions of offer have been enhanced in accordance with the Attraction and Retention Guidelines.	General Manager Only

19.	**Approve the Reclassification of Staff** To reclassify all staff in accordance with Council's Reward and Recognition Framework.	General Manager Only
20.	**Approve Job Status Change/Higher Grade Salary for Short Term** Approve job status change/higher grade pay in short term acting situations in accordance with Council's Higher Duties Procedure.	Deputy General Manager Section Managers
21.	**Approve Overtime Payments** Approve or refuse the payment of overtime in accordance with the Local Government (State) Award 2017.	Deputy General Manager Section Managers
22.	**Deal with Industrial Disputes** To deal with industrial disputes within the terms of existing Industrial Instruments.	Manager Business
23.	**Hear Appeals by Employees regarding Employee Relations Issues** To hear appeals by employees against decisions of other employees, in accordance with Council's Grievance Resolution Policy and Procedure.	Deputy General Manager Section Managers
24.	**Short Term Casual Vacancies** Employ Staff to fill Short Term Casual Vacancies.	General Manager Only
25.	**Provide a Statement of Service for Employees** The only information that can be provided in a statement of service, is confirmation that the person has worked for Council, the duration of that work and the position occupied during that time.	Manager Business Coordinator Human Resources
26.	**Authorise and Co-authorise Tax File Number (TFN) Declaration Forms**	Coordinator Human Resources HR Assistant & Relief Payroll Officer Payroll Officer Payroll & HR Assistant

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.	Deputy General Manager Section Managers
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.	Deputy General Manager Section Managers
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.	Deputy General Manager Section Managers Accounting Officer Accounts Payable Officer Accounts Receivable Officer BioSecurity Officer Building Surveyor Cemeteries Attendant/ Ranger Communications Officer Consulting Engineer Coordinator Human Resources Customer Service Officer Customer Service Team Leader Design Engineer Environmental Health Officer Executive Assistant - Operations Executive Assistant to the Mayor and General Manager Finance Officer Governance Officer Health and Building PA

		HR Assistant & Relief Payroll Officer Library Manager Library Manager and Community Services Manager Open Space Co-Ordinator Open Space Supervisor Operation Support Officer Parks and Gardens Foreman Payroll Officer Payroll & HR Assistant Procurement Officer Project Officer - Facilities Ranger Ranger/ Regulatory Officer Records Officer Regulatory Officer Revenue Officer Risk HSE Officer Road Safety Officer Senior Building Surveyor Senior Town Planner Stores Officer Survey and Design Officer Technical Assistant – Building and Development Technical Operations Manager Tourism & Economic Development Officer Tourism Administration Officer Town Planner Trainee Revenue Officer Workplace Health Safety and Risk Officer Works Supervisor Workshop Supervisor Youth Inclusion Office

5.	**Invitation to Address Council** To invite a group or individuals to address any Council or Council Committee.	Deputy General Manager Section Managers Executive Assistant to the Mayor and General Manager
6.	**Act as Council's Public Officer** To act as the Public Officer in relation to functions contained within section 343 of the Act.	Manager Business
7.	**Destruction of Corporate Documentation** Authority to approve destruction of corporate documentation or the transfer of corporate documentation to State Records in accordance with Council's Records Disposal Schedule and the State Records Act 1998.	Manager Business
8.	**Manage the Renewal and Maintenance of Domain Names and IP Addresses**	Manager Business Manager Community and Culture
9.	**Sign and Execute Documents under the Seal of Council** To sign and execute documents under the seal of Council in conjunction with either the Mayor or a Councillor.	General Manager Only
10.	**Sign Contracts, Deeds and Agreements that do not require the Council Seal** Deeds of Release – to settle insurance compensation matters for damages under the value of the excess for any insurance policy.	Deputy General Manager, Section Managers, Risk HSE Officer and Workplace Health Safety and Risk Officer in accordance with schedule of Financial Delegations (Appendix1)
11.	**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.	General Manager Only
12.	**Appoint Staff to Consultative Committee and Health and Safety Committee** ▪ Appoint management/employer representatives to the Staff Consultative Committee and the Health and Safety Committee; ▪ Consider and determine matters arising from the Staff Consultative Committee.	General Manager Only

13.	**Determine Applications under the Government Information (Public Access) Act 2009** ▪ To determine formal applications for access to Council information under the Government Information (Public Access) Act 2009. ▪ Review formal applications.	Governance Officer Manager Business
14.	**Receive and Investigate Code of Conduct Complaints** To receive Code of Conduct complaints and authorise investigation and action to be taken by the appropriate officer in regard to any complaints or requests received by Council.	Manager Business
15.	**Authorise Action on General Complaints about Staff from an Internal or External Source**	Section Managers
16.	**Code of Conduct Coordinator** Act as Code of Conduct Coordinator.	Manager Business
17.	**Respond to Minister** To respond and liaise with the Minister and his/her representatives 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** 1. To lay information, to initiate or carry on, act on behalf of Council and to negotiate on matters in issue between parties, in 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; 2. To authorise the issue or withdrawal of any penalty infringement notices; 3. To authorise 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; 4. To instruct and engage Council's Solicitors and Counsel, subject to approval from the General Manager.	Deputy General Manager Section Managers Manager Development, Building and Compliance Manager Regulatory Services Deputy General Manager Section Managers Deputy General Manager Section Managers

2.	**Authorise an Approved Officer to lay Information before the Court for Non-Payment of Penalties**	Deputy General Manager Manager Development, Building and Compliance Manager Regulatory Services
3.	**Lay information before the Court to Prosecute Offenders** To lay information to prosecute offenders under the relevant Acts and Regulations and any other applicable legislation.	Deputy General Manager Manager Development, Building and Compliance Manager Regulatory Services
4.	**Authorise the Issue of On-the-Spot Penalty Notices** To authorise the issue of 'on-the-spot' penalty infringement notices and to commence Court proceedings where necessary, in accordance with the requirements of the relevant acts listed below. Each appointed delegate has authority to action this delegation only under the relevant act/s specified. *Environmental Planning and Assessment Act 1979* *Protection of Environment Operations Act 1997* *Food Act 2003, Swimming Pool Act 1992, Public Health Act 2010, Roads Act 1993* *Local Government Act 1993 & Local Government Regulations (General) 2005* *Food Act 2003, Public Health Act 2010 & Protection of Environment Operations Act 1997* *Environmental Planning and Assessment Act 1979* *Local Government Act 1993 & Local Government Regulations (General) 2005* *Protection of Environment Operations Act 1997* *Local Government Act 1993* *Local Government (General) Regulations 2005* *Impounding Act 1993* *Companion Animals Act 1977* *Crown Land Management Regulations 2018* *Biosecurity Act 2015* *Road Rules 2008 NSW consolidated Regulations* *Roads Act 1993*	Deputy General Manager Manager Development, Building and Compliance Environmental Health Officer Senior Building Surveyor Senior Town Planner Manager Regulatory Services BioSecurity Officer Cemeteries Attendant/ Ranger Regulatory Officer Ranger Ranger/ Regulatory Officer
5.	**Notice of Intention and Orders** To issue Notices of Intention to Issue Orders and Orders in accordance with the requirements of the relevant acts listed below. Each appointed delegate has authority to action this delegation under the relevant act/s specified. *Environmental Planning and Assessment Act 1979* *Protection of Environment Operations Act 1997* *Food Act 2003, Swimming Pool Act 1992, Public Health Act 2010, Roads Act 1993,* *Local Government Act 1993 & Local Government Regulations (General) 2005* *Heritage Act 1998*	Manager Development, Building and Compliance

	Local Government Act 1993, Swimming Pool Act 1992 *Environmental Planning and Assessment Act 1979* *Environmental Planning and Assessment Act 1979* *Protection of Environment Operations Act 1997* *Food Act 2003, Public Health Act 2010, Local Government Act 1993* *Local Government Act 1993* *Environmental Planning and Assessment Act 1979* *Heritage Act 1998* *Protection of Environment Operations Act 1997* *Local Government Act 1993* *Local Government (General) Regulations 2005* *Impounding Act 1993* *Companion Animals Act 1977* *Crown Land Management Regulations 2018* *Biosecurity Act 2015* *Road Rules 2008 NSW consolidated Regulations* *Roads Act 1993*	Building Surveyor Senior Building Surveyor Environmental Health Officer Senior Town Planner Town Planner Manager Regulatory Services BioSecurity Officer Cemeteries Attendant/ Ranger Ranger Ranger/ Regulatory Officer Regulatory Officer
6.	**Issue Approvals under Section 138 of the Roads Act 1993 where Public Safety is an Issue**	Deputy General Manager Manager Civil Works Manager Regulatory Services Manager Technical Services
7.	**Issue of Orders and Emergency Orders under Section 124 of the Act** To issue Orders and Emergency Orders as prescribed by Section 124 of the Local Government Act 1993 and Schedule 5 of the Environmental Planning and Assessment Act 1979.	Deputy General Manager Section Managers **(relative to the subject order)**
8.	**Issue Parking Infringement Notices** To issue Parking Infringement Notices on behalf of the Council for offences listed in the Fixed Penalty handbook under the Self Enforcing Infringement Notice Scheme and in conjunction and as agreed with the Police Service.	Manager Regulatory Services Cemeteries Attendant/ Ranger Ranger Ranger/ Regulatory Officer
9.	**Authorise Withdrawal of Penalty Infringement – Leniency** ▪ To withdraw Penalty Infringement Notices where those notices are technically flawed. ▪ To withdraw from prosecution proceedings relating to penalty infringement notices following consideration of representations. Note – Not to be the originator or signatory to the Penalty Notice.	General Manager Only

10.	**Determine Development Applications (including Section 4.55 and Modification Applications) and Complying Development Applications made under the Environmental Planning and Assessment Act 1979 and relevant Regulations** ▪ To determine development applications (including applications made pursuant to Section 4.55 and Section 4.56 of the Environmental Planning and Assessment Act 1979, and Subdivision applications) that comply with relevant Acts and Regulations together with Council's LEP and DCP, any other relevant EPI and Council policies and no material objections have been received.	Manager Development, Building and Compliance Building Surveyor Senior Surveyor Senior Town Planner Town Planner
	▪ To determine development applications (including applications made pursuant to Section 4.55 and Section 4.56 of the Environmental Planning and Assessment Act 1979 and Subdivision applications as (a) above except where approval of the application would result in a material adverse impact on a person who made a written objection to the application due to non-compliance with a development standard in Council's LEP. Delegated approval is permissible if that objection can be resolved through a condition of consent or has been addressed by way of amendment to plans.	Manager Development, Building and Compliance
	▪ Further to determine applications made pursuant to Section 4.55 and Section 4.56 of the Environmental Planning and Assessment Act 1979, and relevant Regulations, where objections have been received but those objections do not raise any issues not covered when the original application was determined	Manager Development, Building and Compliance
	To determine Complying Development Applications in accordance with the level of accreditation held. **Note:** *(1) Notwithstanding, any development application or application to modify a consent must be referred to Council for determination, following a written request from at least two Councillors to the General Manager.* *(2) Notwithstanding, any development application or application to modify a consent that, in the opinion of the Manager Planning, Building & Compliance, is of significant public interest or where any determination may result in major policy implications must be referred to Council for determination.* *(3) Notwithstanding, any development application or application to modify a consent that involves a member of senior staff or a Councillor is to be referred to Council for determination.* *(4) Notwithstanding, any development application or application to modify a consent that involves land owned or controlled by Council, or where Council is the applicant is to be referred to Council for determination.*	Building Surveyor Senior Building Surveyor
11.	**Issue of Permits, Certificates and Approvals** To approve or refuse the issue of permits, certificates and approvals for activities that are required to be regulated under the provisions of the Act and the Environmental Planning and Assessment Act 1979 or related legislation; including, but not limited to: ▪ Section 68 Approvals under the Act;	Manager Development, Building and Compliance Senior Town Planner

		Town Planner Environmental Health Officer Building Surveyor Senior Building Surveyor
	▪ Subdivision certificates;	Manager Development, Building and Compliance Senior Town Planner Town Planner
	▪ all building information certificates, construction certificates, certificates of classifications and occupation certificates – Subject to level or accreditation.	Building Surveyor Senior Building Surveyor
12.	**Approve or Refuse Applications for Construction Certificates** (a) To determine applications for Construction Certificates which comply in all respects with the requirements of the Building Code of Australia, the Local Government Act 1993, as amended by the Environmental Planning and Assessment Act 1979 and Regulations, Council's Planning Controls and Policies and do not depart from the conditions and plans of the development consent – Subject to level or accreditation. (b) To refuse an application for Construction Certificate proposing the erection of a building which does not comply with the requirements of either Council's LEP, the Building Code of Australia, the Local Government Act 1993, the Environmental Planning and Assessment Act 1979 and Regulations 2000 there under or relevant conditions of development consent – Subject to level or accreditation.	Building Surveyor Senior Building Surveyor Building Surveyor Senior Building Surveyor
13.	**Extensions of Development Consent** To determine applications for extensions of time in regard to use or development consent in accordance with the provisions of the Environmental Planning and Assessment Act 1979 where the proposal generally complies with current planning controls.	Manager Development Building and Compliance
14.	**Accept Structural and Mechanical Ventilation Drawings** To accept structural drawings, mechanical ventilation and other detailed drawings which comply with the requirements of the Building Code of Australia, Local Government Act 1993, the Environmental Planning and Assessment Act 1979 and Regulations and related Australian Standards where an Engineers certification has been submitted (by a practising Engineer or accredited certifier) certifying the design criteria used, and compliance with the relevant statutory codes.	Building Surveyor Senior Building Surveyor
15.	**Determine Applications for Strata/Subdivision Plans** To determine applications for strata/subdivision that comply with the Local Government Act 1993 and the Environmental Planning and Assessment Act 1979 and Regulations and the relevant provisions of the Strata Schemes Development Act 2015 and associated regulations; and any development consent issued (including release of the Subdivision plans and Certificates), including signature/endorsement of linen plans.	Manager Development Building and Compliance Senior Town Planner Town Planner

16.	**Determine Public Notification of Applications** ▪ To determine whether an application should be exempted from notification in accordance with Council policy. ▪ To determine such persons who own land or who reside in properties that may be detrimentally affected by the development and to ensure such persons are notified in accordance with Council's policy.	Manager Development Building and Compliance Senior Town Planner Town Planner
17.	**Review Notice of Determinations** To review Notice of Determinations issued under delegated authority in accordance with the requirements of the Local Government Act 1993, the Environmental Planning and Assessment Act 1979 and Regulations. Except where the determination was made by Council. *Note: Reviewer is not to be original determiner or subordinate of original determiner in accordance with limitation imposed by Section 377(1) (o) of the Act.*	Manager Development Building and Compliance
18.	**Determine Matters relating to Minor Unauthorised Works** To determine matters relating to minor unauthorised works where initially identified by an objector or otherwise discovered by Council.	Manager Development Building and Compliance
19.	**Ministerial Delegation of Local Environmental Plan making Decisions** Recommend to the General Manager subject to the Minister delegating functions under section 3.36 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.	Manager Development, Building and Compliance
20.	**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.	Deputy General Manager Manager Assets Manager Civil Works Manager Technical Services
21.	**Determine Storm Water Drainage Work Connections from Private Property to Council's Storm Water Systems** 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 core control and management of the Council.	Manager Development, Building and Compliance Building Surveyor Senior Building Surveyor
22.	**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. ▪ the determination of project priorities where lump sum funding for a program has been provided.	Deputy General Manager Section Managers

23.	**Funding Application** Authority to sign funding applications and associated documents.	Deputy General Manger Section Managers
24.	**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.	Manager Business
25.	**Removal of Derelict Vehicles** Authority to engage contractors to remove derelict vehicles from roads, road reserves and public places.	Manager Regulatory Services Cemeteries Attendant/ Ranger Ranger Ranger/ Regulatory Officer Regulatory Officer
26.	**Determine Applications for Street Activities, Street Stalls and Issue Busking Permits** ▪ To determine applications for street stalls, button days, appeals but excluding door-knock appeals. ▪ To issue busking permits subject to Council's policies and conditions.	Manager Development, Building and Compliance Senior Town Planner Town Planner
27.	**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.	Section Managers Risk HSE Officer Workplace Heath Safety and Risk Officer
28.	**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).	Manager Facilities Manager Waste, Parks and Recreation Services
29.	**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. *Please note informal requests are defined as all requests for information which can be received via email, phone, fax, in person or by completing the informal request form.*	Deputy General Manager Section Managers Building Surveyor Customer Service Officer Customer Service Team Leader Environmental Health Officer Executive Assistant - Operations

		Executive Assistant to the Mayor and General Manager Governance Officer Health and Building PA Procurement Officer Records Officer Regulatory Officer Senior Building Surveyor Senior Town Planner Technical Assistant – Building Surveyor Town Planner Risk HSE Officer Workplace Heath Safety and Risk Officer
30.	**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.	Manager Finance and Customer Service Accounting Officer Revenue Officer
31.	**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; ▪ insert in the rate book the name of a rate or person whose land has not been valued because of an omission by the Valuer General in terms of the provisions of the Act; ▪ insert the name of any person who ought to have been rated or who since the making of the rate has become liable to be rated; ▪ 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.	Manager Finance and Customer Service Accounting Officer Revenue Officer
32.	**Take Legal Action for the Recovery of Unpaid Rates and Charges and Unpaid Sundry Debtors** To take all necessary legal action at any time for the recovery of unpaid rates and charges in accordance with the Act.	Manager Finance and Customer Service
33.	**Issue Notices to require the Payment of Rent in lieu of Rates**	Manager Finance and Customer Service

	To issue notices under the Act for the recovery of outstanding rates by requiring the payment of rent to Council in lieu of rates.	
34.	**Issue of Section 603 Certificates** To sign Section 603 Certificates under the Local Government Act 1993.	Manager Finance and Customer Service Accounting Officer Revenue Officer
35.	**Resolve or Authorise Settlement of Liability Claims** To resolve claims on Council's behalf ▪ up to the excess on insurance policies ▪ above the level of the excess applicable to each insurance policy where an insurance claim is not made or an insurance claim is not accepted by the insurer, or ▪ there is no insurance in place.	Deputy General Manager Section Managers Risk HSE Officer Workplace Heath Safety and Risk Officer
36.	**Council Property – Notices to Quit** 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.	General Manager Only
37.	**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
38.	**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.	Deputy General Manager Manager Assets Manager Civil Works Manager Facilities Manager Technical Services Manager Waste, Parks and Recreation Services
39.	**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.	Deputy General Manager Manager Assets Manager Civil Works Manager Facilities Manager Technical Services Manager Waste, Parks and Recreation Services

40.	**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.	Deputy General Manager Manager Assets Manager Civil Works Manager Facilities Manager Technical Services Manager Waste, Parks and Recreation Services
41.	**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 (i.e., Red Book); and ▪ results from previous auctions for similar plant, equipment or vehicles has been considered.	Deputy General Manager Manager Assets Manager Civil Works Manager Facilities Manager Technical Services Manager Waste, Parks and Recreation Services
42.	**Suspend or cancel the operation of an Alcohol-Free Zone in accordance with section 645 of the Act.**	General Manager Only
43.	**Saleyards** To operate, manage and maintain Council's saleyards.	Manager Regulatory Services
44.	**Dividing Fences** To authorise a contribution on behalf of Council 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 compliance with the Dividing Fences Act 1991 where applicable.	Deputy General Manager
45.	**Airstrip** To operate and maintain the Council airstrip/airport in accordance with all applicable legislative requirements.	Manager Civil Works Risk HSE Officer
46.	**Impounding Officer** To exercise the powers of Council's Impounding Officer.	Manager Regulatory Services Cemeteries Attendant/ Ranger Ranger Ranger/ Regulatory Officer Regulatory Officer

47.	**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.	Deputy General Manager Manager Facilities Manager Waste, Parks and Recreation Services
48.	**Waste Management Centre (Landfill and Transfer Stations)** To operate and maintain Council's Landfill and Transfer Stations in accordance with all applicable legislative requirements.	Deputy General Manager Manager Waste, Parks and Recreation Services
49.	**Cemeteries** To operate and maintain Council's Cemeteries in accordance with all applicable legislative requirements.	Manager Regulatory Services Cemeteries Attendant/ Ranger Ranger/ Regulatory Officer Regulatory Officer
50.	**Maintain Cemetery Records** Update and maintain Council's Cemetery records in accordance with all applicable legislative requirements.	Manager Regulatory Services Cemeteries Attendant/ Ranger Ranger/ Regulatory Officer Regulatory Officer
51.	**Public Swimming Pools** To operate and maintain Council's Public Swimming Pools in accordance with all applicable legislative requirements.	Deputy General Manager Manager Facilities Manager Waste, Parks and Recreation Services
52.	**Water Supply System** To operate and maintain Council's Water Supply System in accordance with all applicable legislative requirements.	Deputy General Manager Manager Assets
53.	**Sewer System** To operate and maintain Council's Sewer System in accordance with all applicable legislative requirements.	Deputy General Manager Manager Assets
54.	**Visitor Information Centre** To manage Council's Visitor Information Centres in accordance with all applicable legislative requirements.	Manager Community and Culture Tourism Administration Officer Tourism & Economic Development Officer

55.	**Administer Functions Provided by Other Legislation** To administer the appropriate provisions of the following legislation as they apply to Council; as detailed in the staff members position description:	
	▪ Biodiversity Conservation Act 2016	Manager Development, Building and Compliance Manager Civil Works Manager Facilities Manager Technical Services Manager Waste, Parks and Recreation Services Senior Town Planner Town Planner
	▪ Biosecurity Act 2015	Manager Regulatory Services Manager Facilities Manager Waste, Parks and Recreation Services BioSecurity Officer Cemeteries Attendant/ Ranger Ranger Ranger/ Regulatory Officer Regulatory Officer
	▪ Building Professionals Act 2005	General Manager Only
	▪ Children and Young Persons (Care and Protection) Act 1998	Manager Community and Culture Manager Facilities Manager Waste, Parks and Recreation Services Coordinator Human Resources Library Manager Library Manager and Community Services Manager Youth & Inclusion Officer

▪ Children (Education and Care Services National Law Application) Act 2010	Manager Community and Culture
▪ Community Land Development Act 1989	Manager Development, Building and Compliance
▪ Companion Animals Act 1998	Manager Regulatory Services Cemeteries Attendant/ Ranger Ranger Ranger/ Regulatory Officer Regulatory Officer
▪ Conveyancing Act 1919	Manager Assets Manager Business Manager Development, Building and Compliance Manager Finance and Customer Service Senior Town Planner Town Planner
▪ Crown Land Management Act 2016	Deputy General Manager Manager Development, Building and Compliance Manager Facilities Manager Waste, Parks and Recreation Services
▪ Crown Land Management Regulations 2018	Manager Regulatory Services BioSecurity Officer Cemeteries Attendant/ Ranger Ranger Regulatory Officer Ranger/ Regulatory Officer
▪ Environmental Planning and Assessment Act 1979	Manager Development, Building and Compliance Building Surveyor Environmental Health Officer

	Senior Building Surveyor Senior Town Planner Town Planner
▪ Fire Brigades Act 1989	Manager Regulatory Services Manager Facilities
▪ Fluoridation of Public Water Supplies Act 1957	Manager Assets Water and Sewer Foreman Water and Sewer Supervisor
▪ Food Act 2003	Manager Development, Building and Compliance Environmental Health Officer
▪ Government Information (Public Access) Act 2009	Deputy General Manager Section Managers Building Surveyor Customer Service Officer Customer Service Team Leader Environmental Health Officer Executive Assistant - Operations Executive Assistant to the Mayor and General Manager Governance Officer Health and Building PA Procurement Officer Records Officer Regulatory Officer Senior Building Surveyor Senior Town Planner Technical Assistant – Building Surveyor Town Planner

	Risk HSE Officer Workplace Heath Safety and Risk Officer
▪ Graffiti Control Act 2008	Manager Waste, Parks and Recreation Services Manager Facilities Manager Regulatory Services
▪ Health Records and Information Privacy Act 2002	Deputy General Manager Section Managers Coordinator Human Resources Governance Officer HR Assistant & Relief Payroll Officer Executive Assistant to the Mayor and General Manager Payroll Officer Payroll & HR Assistant Records Officer Risk HSE Officer Workplace Health Safety and Risk Officer
▪ Heritage Act 1977	Manager Development, Building and Compliance Manager Facilities Senior Town Planner Town Planner
▪ Impounding Act 1993	Manager Regulatory Services Cemeteries Attendant/ Ranger Ranger Ranger/ Regulatory Officer Regulatory Officer
▪ Library Act 1939	Manager Community and Culture Library Manager

	Library Manager and Community Services Manager
▪ Liquor Act 2007	Manager Development, Building and Compliance
▪ Local Government Act 1993	Deputy General Manager Section Managers Building Surveyor Cemeteries Attendant/ Ranger Environmental Health Officer Ranger Ranger/ Regulatory Officer Regulatory Officer Senior Building Surveyor Senior Town Planner Town Planner
▪ Local Government (General) Regulation 2005	Deputy General Manager Section Managers Building Surveyor Cemeteries Attendant/ Ranger Environmental Health Officer Ranger Ranger/ Regulatory Officer Regulatory Officer Senior Building Surveyor Senior Town Planner Town Planner
▪ Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005	Manager Development, Building and Compliance Manager Facilities Building Surveyor

	Senior Building Surveyor Senior Town Planner Town Planner
▪ Native Title (NSW) Act 1994	Deputy General Manager Manager Civil Works Manager Development, Building and Compliance Manager Facilities Manager Technical Services Manager Waste, Parks and Recreation Services
▪ Plumbing and Drainage Act 2011	Deputy General Manager Manager Assets Building Surveyor Environmental Health Officer Senior Building Surveyor Water and Sewer Foreman Water and Sewer Supervisor
▪ Privacy and Personal Information Protection Act 1998	Deputy General Manager Section Managers Accounting Officer Accounts Payable Officer Accounts Receivable Officer Coordinator Human Resources Customer Service Officer Customer Service Team Leader Executive Assistant - Operations Executive Assistant to the Mayor and General Manager Finance Officer

	Governance Officer Health and Building PA HR Assistant & Relief Payroll Officer Library Manager Library Manager and Community Services Manager Payroll Officer Payroll & HR Assistant Procurement Officer Communications Officer Records Officer Regulatory Officer Revenue Officer Risk HSE Officer Trainee Revenue Officer Workplace Health Safety and Risk Officer Youth & Inclusion Officer
▪ Protection of the Environment Operations Act 1997	Deputy General Manager Manager Assets Manager Development, Building and Compliance Manager Regulatory Services Manager Waste, Parks and Recreation Services Cemeteries Attendant/ Ranger Environmental Health Officer Ranger Ranger/ Regulatory Officer Regulatory Officer

▪ Public Health Act 2010	Deputy General Manager Manager Assets Manager Development, Building and Compliance Environmental Health Officer
▪ Public Interest Disclosures Act 1994	Deputy General Manager Section Managers Governance Officer
▪ Radiocommunications Act 1992	Manager Civil Works Manager Facilities Manager Technical Services
▪ Road Rules 2008 NSW Consolidated Regulations – Under the Road Transport Act	Deputy General Manager Manager Assets Manager Civil Works Manager Development, Building and Compliance Manager Regulatory Services Manager Technical Services Cemeteries Attendant/ Ranger Ranger Ranger/ Regulatory Officer Regulatory Officer Roads Inspection Officer Roads Quality Officer Road Safety Officer Technical Operations Manager Works Supervisor
▪ Roads Act 1993	Deputy General Manager Manager Assets Manager Civil Works

	Manager Development, Building and Compliance Manager Facilities Manager Waste, Parks and Recreation Services Manager Regulatory Services Manager Technical Services Cemeteries Attendant/ Ranger Ranger Ranger/ Regulatory Officer Regulatory Officer Roads Inspection Officer Roads Quality Officer Road Safety Officer Technical Operations Manager Works Supervisor
▪ Roads Transport Act 2013	Deputy General Manager Manager Assets Manager Civil Works Manager Regulatory Services Manager Technical Services Cemeteries Attendant/ Ranger Ranger Ranger/ Regulatory Officer Regulatory Officer Roads Inspection Officer Roads Quality Officer Road Safety Officer

▪ Rural Fires Act 1997	Deputy General Manager Manager Civil Works Manager Facilities Manager Regulatory Services Manager Technical Services Manager Waste, Parks and Recreation Services
▪ State Emergency and Rescue Management Act 1989	Manager Regulatory Services Manager Facilities Regulatory Officer
▪ State Emergency Services Act 1989	Deputy General Manager Manager Civil Works Manager Facilities Manager Regulatory Services Manager Technical Services Regulatory Officer
▪ State Records Act 1998	Manager Business Records Officer
▪ Strata Schemes Development Act 2015	Manager Development, Building and Compliance Senior Town Planner Town Planner
▪ Swimming Pools Act 1992	Manager Development, Building and Compliance Building Surveyor Senior Building Surveyor
▪ Unclaimed Money Act 1995	Manager Business Manager Finance and Customer Service
▪ Waste Avoidance and Resource Recovery Act 2001	Manager Waste, Parks and Recreation Services
▪ Water Management Act 2000	Manager Assets

	▪ Work Health and Safety Act 2011	Deputy General Manager Section Managers Cemeteries Attendant/ Ranger Library Manager Library Manager and Community Services Manager Open Space Co-Ordinator Open Space Supervisor Parks and Gardens Foreman Ranger Ranger/ Regulatory Officer Regulatory Officer Risk HSE Officer Roads Quality Officer Technical Operations Manager Water and Sewer Foreman Water and Sewer Supervisor Workplace Health Safety & Risk Management Officer Works Supervisor
	▪ Work Health and Safety (Mines and Petroleum Sites) Act 2013	Deputy General Manager Manager Civil Works Manager Facilities Manager Technical Services Risk HSE Officer Technical Operations Manager Workplace Health Safety & Risk Management Officer Works Supervisor

	▪ Workers Compensation Act 1987	Manager Business Coordinator Human Resources Risk HSE Officer Workplace Health Safety & Risk Management Officer
	▪ Workplace Injury Management and Workers Compensation Act 1998	Manager Business Coordinator Human Resources Risk HSE Officer Workplace Health Safety & Risk Management Officer
56.	**Road Rules** To administer the provisions of the Roads Act 1993 road Transport Act 2013 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.	Deputy General Manager Manager Civil Works Manager Regulatory Services Manager Technical Services Ranger Ranger/ Regulatory Officer Regulatory Officer Roads Quality Officer Road Safety Officer
57.	**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.	Deputy General Manager Manager Assets Manager Civil Works Manager Technical Services Roads Quality Officer Road Safety Officer Technical Operations Manager Works Supervisor
58.	**Approve or Refuse an Application for Road Rules 2014 Compliance Signs** To approve or refuse an application for Road Rules 2014 compliance signs (for example, 10m "No Stopping" restrictions at intersections), where the NSW Police agree with the approval or refusal.	Manager Civil Works Manager Technical Services Road Safety Officer

59.	**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).	Deputy General Manager Manager Civil Works Manager Technical Services Road Safety Officer Technical Operations Manager Works Supervisor
60.	**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; ▪ 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.	Deputy General Manager Manager Civil Works Manager Technical Services Road Safety Officer
61.	**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.	Deputy General Manager Manager Civil Works Manager Technical Services Road Safety Officer
62.	**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.	Deputy General Manager Manager Civil Works Manager Facilities Manager Technical Services Manager Waste, Parks and Recreation Services Road Safety Officer Technical Operations Manager Works Supervisor

63.	**Signs Across Driveways** To approve or refuse an application for signs or line marking across a driveway, where the NSW Police agree with the approval or refusal.	Deputy General Manager Manager Civil Works Manager Technical Services Road Safety Officer
64.	**Traffic Bollards** To approve or refuse an application for the use of traffic bollards.	Deputy General Manager Manager Assets Manager Civil Works Manager Technical Services Road Safety Officer Technical Operations Manager Works Supervisor
65.	**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.	Deputy General Manager Manager Civil Works Manager Facilities Manager Technical Services
66.	**Approve Applications for the Removal of Vehicular Crossings** To approve or refuse applications for the removal of vehicular crossings.	Deputy General Manager Manager Civil Works Manager Facilities Manager Technical Services
67.	**Exercise Authority under the Roads Act 1993 in connection with the assessment of Development Applications, Construction Certificates and Complying Development Certificates** ▪ Fix the levels of the public roads. ▪ Determine levels of public roads after considering public submissions. ▪ Direct restoration of road works. ▪ Regulate traffic by means of barriers or notices. ▪ Enter upon any land subject to the requirements of the Roads Act 1993. ▪ Carry out inspections and investigations upon any land subject to the requirements of the Roads Act 1993. ▪ Remove, place guard around any matter or thing within a road which in his opinion may be a danger to the public. ▪ Direct any person causing an obstruction or danger in a road to remove such obstruction or danger (including the removal of redundant gutter crossing, kerbs and footpaths).	Deputy General Manager Manager Civil Works Manager Facilities Manager Technical Services Design Engineer

	▪ To approve or refuse the construction of vehicular crossings and/or restoration works. ▪ Prevent the damage of or interface with any public road ▪ Determine applications for hoarding permits.	
68.	**Issue Approvals under Section 138 of the Roads Act 1993 where Public Safety is an Issue**	Deputy General Manager Manager Civil Works Manager Technical Services Road Safety Officer
69.	**Street Lighting** To approve the installation of additional street lighting facilities and associated charges.	Deputy General Manager Manager Civil Works Manager Facilities Manager Technical Services Manager Waste, Parks and Recreation Services
70.	**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.	Deputy General Manager Manager Development, Building and Compliance Manager Civil Works Manager Facilities Manager Technical Services Manager Waste, Parks and Recreation Services
71.	**Positive Covenants, Easements and Section 88B Instruments under the Conveyancing Act, 1919** 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 3.16 of the Environmental Planning and Assessment Act 1979 and subject to any Council Policy and the Law.	Deputy General Manager Manager Development, Building and Compliance Manager Civil Works Manager Technical Services Senior Town Planner Town Planner

72.	**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.	Manager Development, Building and Compliance Senior Town Planner Town Planner
73.	**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.	Manager Development, Building and Compliance Building Surveyor Senior Building Surveyor
74.	**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.	General Manager Only
75.	**Work on Private Land by Agreement** To exercise Council's power to carry out work on private land, subject to the consent of the owner and/or legal right for Council to carry out the works.	Deputy General Manager Manager Assets Manager Civil Works Manager Facilities Manager Technical Services Manager Waste, Parks and Recreation Services
76.	**Entering of Premises** To enter any premises for the purposes of enabling the Council to exercise its functions under any Act.	Manager Assets Manager Civil Works Manager Development, Building and Compliance Manager Facilities Manager Regulatory Services Manager Technical Services Manager Waste, Parks and Recreation Services Accounting Officer BioSecurity Officer Building Surveyor Cemeteries Attendant/ Ranger

		Design Engineer Environmental Health Officer Open Space Co-Ordinator Open Space Supervisor Parks and Gardens Foreman Project Officer - Facilities Ranger Ranger/ Regulatory Officer Regulatory Officer Revenue Officer Roads Inspection Officer Roads Quality Officer Road Safety Officer Risk HSE Officer Senior Building Surveyor Senior Town Planner Sewer Operator Survey and Design Officer Technical Operations Manager Town Planner Trainee Revenue Officer Trainee Water and Sewer Operator Wastewater Treatment Plant Operator Water and Sewer Attendant Water and Sewer Foreman Water and Sewer Supervisor Water Operator Workplace Health Safety and Risk Officer Works Supervisor
77.	**Water Restrictions** To impose and lift water restrictions in accordance with NSW State Government direction.	Deputy General Manager

78.	**Motor Vehicle Fleet** To manage Council's motor vehicle fleet.	Deputy General Manager Manager Assets Manager Civil Works Manager Technical Services
79.	**Sign as Owner of Council Properties for Applications for Development/Building Consent**	General Manager Only
80.	**Authorise the Purchase, De-commissioning and Donation of Library Books**	Manager Community and Culture Library Manager Library Manager and Community Services Manager
81.	**Exercise the Powers of the State Emergency and Rescue Management Act 1989** Delegated under Section 378 of the Act, to be the Chairperson of the Local Emergency Management Committee as per Schedule 3[25] of the Emergency Legislation Amendment Bill 2012.	Manager Regulatory Services Manager Facilities Regulatory Officer

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
Deputy General Manager	$149,999
Manager Assets	$100,000
Manager Business	$100,000
Manager Civil Works	$100,000
Manager Community and Culture	$100,000
Manager Development, Building and Compliance	$100,000
Manager Facilities	$100,000
Manager Finance and Customer Service	$100,000
Manager Regulatory Services	$100,000
Manager Technical Services	$100,000
Manager Waste, Parks and Recreation Services	$100,000
Consulting Engineer	$50,000
Executive Assistant to the Mayor and General Manager	$20,000
Parks and Gardens Foreman	$20,000
Open Space Co-Ordinator	$20,000
Technical Operations Manager	$20,000
Works Supervisor	$20,000
Design Engineer	$20,000
Open Space Supervisor	$10,000
Accounting Officer	$10,000
Communications Officer	$10,000
Library Manager	$10,000
Library Manager and Community Services Manager	$10,000
Environmental Health Officer	$10,000
Senior Town Planner	$10,000
Town Planner	$10,000
Risk HSE Officer	$10,000
Workplace Health Safety and Risk Officer	$10,000
Coordinator Human Resources	$2,000
Regulatory Officer	$2,000
Stores Officer	$2,000
Workshop Coordinator	$2,000
Workshop Supervisor	$2,000
Senior Building Surveyor	$2,000
Building Surveyor	$2,000
Tourism & Economic Development Officer	$2,000
Youth Inclusion Officer	$2,000
Road Quality Officer	$2,000
Survey and Design Officer	$2,000

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____