



Register of Delegations

Part 2

Delegation to Council Employees by the Chief Executive Officer

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Delegation to Staff by the Chief Executive Officer

In accordance with section 378 of the *Local Government Act 1993* I, **Philip Stone**, delegate the powers, authorities, duties and functions of Council as set out Parts A - D to the persons who have been employed by Council and hold the named staff positions, (Appointed Delegates) or the persons who from time to time hold (or are acting in) the positions named therein.

In addition to the delegated powers, authorities, duties and functions of Council expressly delegated by me in this document 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 Chief Executive Officer in this document (Register of Delegations 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 Chief Executive Officer by Council in Register of Delegations Part 1;
4. The delegated power, authority, duty or function being performed to not exceed monetary limits in accordance with Council's Procurement Policy. Should performance of the delegated function exceed the applicable monetary threshold, the delegate must obtain the approval of their respective superior Manager, Director or Chief Executive Officer.

The delegations made by the Chief Executive Officer will remain in force until they are revoked or amended by the Chief Executive Officer.

Philip Stone
Chief Executive Officer

4 September 2023

Staff position abbreviations

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| AO (DS) | Administration Officer (Development Services) |
| BA | Business Analyst |
| BHS | Building & Health Surveyor |
| BO | Biodiversity Officer |
| BST | Building & Surveyor Trainee |
| CCS | Coordinator Customer Support |
| CED | Coordinator Economic Development |
| CFO | Chief Financial Officer |
| CFS | Coordinator Financial Services |
| CL | Coordinator Library |
| CO | Creditors Officer |
| CPC | Coordinator People & Culture |
| CPSO | Corporate Performance & Strategy Officer |
| CRR | Coordinator Rating & Revenue |
| CSO | Customer Service Officer |
| CT&C | Coordinator Tourism & Community |
| DCS | Director Corporate Services |
| DE | Development Engineer |
| DINF | Director Infrastructure |
| EA (Inf) | Executive Assistant (Infrastructure) |
| FA | Financial Accountant |
| FO | Finance Officer |
| GC | Governance Coordinator |
| GO | Grants Officer |
| HBC | Health & Building Coordinator |
| ICTC | ICT Coordinator |
| MCE | Manager Community & Economy |
| MCEx | Manager Customer Experience |
| MDS | Manager Development Services |
| MFOS | Manager Facilities & Open Spaces |
| MGSR | Manager Governance, Safety & Risk |
| MPCW | Manager Projects & Capital Works |
| MPC | Manager People & Culture |
| MT | Manager Transport |
| MU | Manager Utilities |
| PC | Projects Coordinator |
| PLO | Planning Officer |
| PM | Projects Manager |
| PO | Property Officer |
| PRO | Procurement Officer |
| RANG | Ranger |
| RC | Risk Coordinator |
| REC | Records Officer |

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| RO | Revenue Officer |
| RRT | Rates & Revenue Trainee |
| RSO | Road Safety Officer |
| SAC | Strategic Assets Coordinator |
| SE | Services Engineer |
| SPG | Supervisor Parks & Gardens |
| SRC | Supervisor Roads Construction |
| SRR | Supervisor Resource Recovery |
| SRS | Supervisor Roads Services |
| SW | Supervisor Workshop |
| SWS | Supervisor Water & Sewer Services |
| TLVS | Team Leader Visitor Services |
| TOA | Technical Officer Assets (to become PO Property Officer later) |
| TOS | Technical Officer Services |
| WHSC | Work Health & Safety Coordinator |
| T4 | Includes roles at Tier 4 titled 'Supervisor' and 'Coordinator' |
| T5 | Includes roles at Tier 5 titled 'Team Leader' and 'Head' |

Delegations to Staff

| Part A – Financial Matters | | Appointed Delegates |
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| A01 | Responsible Accounting Officer To be the designated Responsible Accounting Officer, in accordance with accordance with the <i>Local Government Act 1993</i> , Local Government Regulations 2005 and the requirements of the current publications issued by the Australian Accounting Standards Board. | CFO |
| A02 | Obtain Quotations and Authorise Purchase Orders To obtain quotations, authorise the purchase of, and issue official orders for goods, works and services required for the functioning of 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) according to Council's Procurement Policy, approved budget and/or Council resolution. | Refer to Appendix1 |
| A03 | Authorise Payment of Salaries and Wages To authorise the payment of salaries and wages. | Directors CFO CFS FA |
| A04 | Payment of Contractors and Direct Creditors To approve or refuse payment to contractors and direct creditors. | Directors CFO CFS FA |
| A05 | Approve Electronic Funds Transfers (EFT), Direct Debits and Sign and Countersign Cheques on Council's Bank Account To approve electronic funds transfer (EFT), Direct Debits and sign or countersign cheques drawn on Council's bank accounts. | Directors CFO CFS FA |
| A06 | Check and Certify the Annual Statutory Accounts To check and certify statutory accounts against Council records. | DCS CFO |
| A07 | Authorise Expenditure for Urgent Works To authorise expenditure outside the budget approved by Council to undertake urgent works to reduce or eliminate a significant health or safety hazard. | Directors |
| A08 | Lodgement of a Cash Bond or Bank Guarantee The authority to require the lodgement of a cash bond or bank guarantee. | Directors CFO MDS MPCW |
| A09 | Overdraft Limit To negotiate Council's overdraft limit. | DCS CFO |
| A10 | Sale or Disposal of Materials or Equipment To sell old materials, spoilt or obsolete equipment. | Directors CFO |
| A11 | Debt Write Off To authorise writing off uncollectible debts (for charges and sundry debtors) up to a maximum amount of \$500 per debt. | Directors CFO |
| A12 | Issue Accounts To authorise the issue of accounts for services provided by Council. | Directors CFO CRR RO FO CO |

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| A13 | 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. | DCS CFO |
| A14 | To Engage Consultants To engage consultants to assist with Council projects, subject to compliance with Council policy. | Directors Managers |
| A15 | Investment of Money Arrange the investment of money that is not presently required by 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. | CFO DCS CFS FA <i>as per Appendix 1</i> |
| A16 | Write off Accrued Interest Write off accrued interest on rates and charges if the payment of the accrued interest would cause hardship. | DCS CFO |
| A17 | Accounts Receivable – Payment by Instalment To negotiate with any ratepayer or debtor for payment to be made by reasonable and satisfactory instalments. | CFO DCS CRR CFS FA |
| A18 | Refund of Over-payments To authorise the refund of all over-payments subject to appropriate certification. | DCS CFO |
| A19 | Refund of DA/Construction Certificate/CDC/LAP Application Fees <ul style="list-style-type: none"> 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. | Directors MDS |
| A20 | Rebate of Rates To grant rebates of rates to qualified rateable persons in accordance with the provisions of the Act. | DCS CFO CRR RO |
| A21 | Approve Credit Notes | Directors CFO CFS FA |
| A22 | Complete all financial certifications To complete all financial certifications required by the Act and Regulations. | CFO |
| A23 | Authorise the reduction for water and wastewater consumption charges up to a maximum amount of \$10,000 To reduce water and wastewater consumption charges. | DINF |
| A24 | Waive release fees, maintenance fees and surrender fees as per section 67 of the Companion Animals Act 1998. | DINF MDS |

| Part B – Staffing Matters | | Appointed Delegates |
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| B01 | Recruitment Recommend to the Chief Executive Officer the appointment of permanent staff. | Directors |
| B02 | 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, through the authorisation of timesheets (including overtime and on-call). | Directors MPC Managers T4 |
| B03 | Salary Step Progressions for Staff Recommend to the Chief Executive Officer the approval or refusal of salary step progression for staff under the Local Government (State) Award 2017. | Directors MPCW |
| B04 | Higher Duties a) Approve or refuse higher duties for staff under the Local Government (State) Award 2017. b) Recommend 'discretionary' higher duties to the Chief Executive Officer | Directors MPCW |
| B05 | Disciplinary Action for Employees Recommend to the Chief Executive Officer appropriate disciplinary action, including the dismissal of employees or consultants/contractors on such terms that the Chief Executive Officer deems appropriate. | Directors MPCW |
| B06 | Education Assistance Recommend to the Chief Executive Officer the approval or refusal of education assistance for Council employees. | Directors MPCW |
| B07 | Flexible Work Arrangements Recommend do the Chief Executive Officer to approve or refuse <u>ongoing</u> flexible work arrangements in accordance with Council's Flexible Working Policy. | Directors MPCW |
| B08 | Flexi-Time Approve or refuse <u>ad-hoc</u> flexi-time accruals and use of accrued hours. | Directors Managers T4 |
| B09 | Report of Injury Recommend to the Chief Executive Officer the approval or refusal for the employer's report of injury to Council's workers compensation insurer. | Directors MPC |
| B10 | Approve Leave Approve or refuse leave for Council employees having due regard to the proper functioning of Council and maintenance of appropriate levels of service to the public in accordance with Council's policies. | Directors Managers T4 T5 |
| B11 | Travelling and Subsistence Expenses To approve or refuse the payment of travelling and related expenses. | Directors Managers |
| B12 | 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. | Directors MPCW |
| B13 | Employment Outside of Council Recommend to the Chief Executive Officer the approval or refusal for employees to engage in private employment or contract work outside of their Council employment. | Directors |

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| B14 | Authorise personal use of Council Equipment by Employees To determine any requests for use of Council equipment for the personal or private use by employees. | Directors MPCW |
| B15 | Use Intellectual Property Created in the Course of Employment Recommend to the Chief Executive Officer the refusal, approval or conditionally approval of any request by an existing or previous employee of Council for the non-exclusive use of intellectual property of Council created by the employee during the course of the employment with Council, providing there is no monetary or commercial benefit to the employee. | Directors MPCW |
| B16 | Authorise and co-authorise tax file number declaration forms | MPC CPC |
| Part C – Governance | | Appointed Delegates |
| C01 | 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. | Staff, per PD |
| C02 | Invitation to Address Council a) To invite a group or individuals to address any Council meeting; b) To invite a group or individuals to address a Council Committee meeting. | Directors; Directors Managers |
| C03 | Destruction of Corporate Documentation Authority to approve destruction of corporate documentation in accordance with the <i>State Records Act 1998</i> . | Directors |
| C04 | Signing of Contracts and Agreements To sign contracts, deeds and agreements that do not require the Council Seal. | Directors |
| C05 | 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 Chief Executive Officer 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. | Directors |
| C06 | Receive and Investigate Complaints a) receive complaints b) authorise investigation and action to be taken by the appropriate officer regarding any complaints or requests received by Council. | All staff; Directors Managers T4 |
| C07 | Code of Conduct Complaints Coordinator Pursuant to Council Policy and Clause 3.13 of the Office of Local Government's Procedures for the Administration of Council's Code of Conduct, act as Code of Conduct Complaints Coordinator. | MGSR |
| C08 | Alternate Code of Conduct Complaints Coordinator Pursuant to Council Policy and Clause 3.13 of the Office of Local Government's Procedures for the Administration of Council's Code of Conduct, act as alternate to the Code of Conduct Complaints Coordinator. | GC |
| C09 | Act as Council's Public Officer To act as the Public Officer in relation to functions contained within section 343 of the Act. | DCS |

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| C10 | <i>Privacy and Personal Information Protection Act 1998 – Powers to Comply with Act</i> Authority to exercise and/or perform all powers and functions necessary or desirable to enable Council to comply with its obligations under the Act. | DCS MGSR MCEX GC CCS |
| C11 | <i>Privacy and Personal Information Protection Act 1998 – Conduct Internal Review</i> Authority to conduct internal review requested by an aggrieved person, pursuant to sections 53 and 54. | DCS MGSR MCEX |
| C12 | 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. | Directors |
| C13 | Manage the renewal and maintenance of domain names and IP Addresses | MCEX ICTC |
| C14 | Manage the renewal and maintenance of Australian Communications and Media Authority radio transmissions licences Administer the provisions and cautions as they apply to Council and in accordance with the <i>Radiocommunications Act 1992</i> . | MCEX ICTC |
| Part D – Operational | | Appointed Delegates |
| D01 | Issue Proceedings in Consultation with the Chief Executive Officer <ul style="list-style-type: none"> 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 Chief Executive Officer; 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 Council might be entitled to recover or seek under any Act or Regulation with approval from the Chief Executive Officer; To instruct and engage Council's Solicitors and Counsel, subject to approval from the Chief Executive Officer. | Directors Managers Directors |
| D02 | Notice of Intention and Orders To issue Notices of Intention to issue orders and orders under the <i>Local Government Act 1993</i> , the <i>Environmental Planning and Assessment Act 1979</i> , the <i>Protection of the Environment Operations Act 1997</i> , the <i>Companion Animals Act 1998</i> and the <i>Roads Act 1993</i> . | MDS |

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| D03 | <p>Determination of Part 4 applications made under the <i>Environmental Planning and Assessment Act 1979</i> and relevant regulations.</p> <p>Determine an application under Part 4 of the <i>Environmental Planning and Assessment Act 1979</i> except in the following circumstances:</p> <ul style="list-style-type: none"> a) Any designated development; b) Any development application with; c) Any development application that seeks a variation to a development standard in an LEP or a requirement of a DCP where it would result in a material adverse impact on a person who made a written objection to the application due to non-compliance; d) Any development application where Council is the applicant, owner, or have the care and/or control of the land on which the application is proposed; e) Any development application which the Chief Executive Officer or a Councillor requests in writing, prior to determination under delegated authority that it be referred to Council for determination; f) Any development application where more than six written objections to the proposal has been received during exhibition where mediation has not resolved the issue raised or Council determination has been requested by the objector; and/or g) Any application for modification of consent where Council (or the Land and Environment Court) made the determination on the application, other than: <ul style="list-style-type: none"> • Modifications to a Council consent which involve only minor changes; or • Modification which, following renotification receive no submissions. | DINF MDS PLO BHS |
| D04 | <p>Issue of Permits, Certificates or Approvals</p> <p>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 <i>Environmental Planning and Assessment Act 1979</i> or related legislation including, but not limited to:</p> <ul style="list-style-type: none"> • Certificates issued under Part 6 of the <i>Environmental Planning and Assessment Act 1979</i>; and • Section 68 of the <i>Local Government Act 1993</i>. | DINF MDS BHS PLO |
| D05 | <p>Ministerial Delegation of Local Environmental Plan Making Decisions Recommend to the Chief Executive Officer subject to the Minister delegating functions under section 3.36 of the <i>Environmental Planning and Assessment Act 1979</i>, and subject to Council resolving to accept the Ministerial delegation, only those functions identified in the Ministerial delegation may be carried out.</p> | DINF MDS |
| D06 | <p>Storm Water Drainage Works</p> <p>Where 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.</p> | MT DINF DE |
| D07 | <p>Issue concurrence to the Local Land Services under s78 <i>Local Land Services Act 2013</i></p> <p>Issue concurrence to the Local Land Services under s78 <i>Local Land Services Act 2013</i> for the issuing of a stock permit on a road vested in Council that is not a Crown road.</p> | DINF MDS MT |

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| D08 | Implementation of Adopted Operational Plan In accordance with Section 405 of the Act, implement any work, service or action provided for in the adopted Operational Plan | Directors Managers T4 T5 |
| D09 | Funding Application Authority to sign funding applications and associated documents, once approved by Council. | Directors Managers |
| D10 | Removal of Derelict Vehicles Authority to engage contractors to remove derelict vehicles from roads, road reserves and public places. | RANG MDS DINF |
| D11 | Approve Applications for Street Activities Recommend to the Chief Executive Officer to approve or refuse: <ul style="list-style-type: none"> • applications for street stalls or similar activity; • applications for the collection of money for charitable appeals or similar activity. | MDS PLO DINF |
| D12 | 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. | DINF MDS MFOS |
| D13 | 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). | DINF MFOS |
| D14 | Government Information (Public Access) Act 2009 – Overriding Public Interest Against Disclosure Authority to decide whether there is an overriding public interest against disclosure for the purposes of sections 6-9, 32(1)(d), 58(1)(d) and (f). | DCS MGSR MCEX |
| D15 | Government Information (Public Access) Act 2009 – Authorised Proactive Release of Information Authority to make any government information held by Council publicly available unless there is an overriding public interest against disclosure of the information, pursuant to section 7. | Directors Managers MGSR MCEX IMO |
| D16 | Government Information (Public Access) Act 2009 – Informal Release of Information Authority to release government information held by it to a person in response to an informal request by the person (that is, a request that is not an access application) unless there is an overriding public interest against disclosure of the information. | Directors Managers MCEX IMO |
| D17 | Government Information (Public Access) Act 2009 – Validity of Application: Authority to decide whether the application is a valid access application and notify the applicant of its decision in accordance with sections 51, 51A and 52, pursuant to section 51. | DCS MCEX |
| D18 | Government Information (Public Access) Act 2009 – Consultation Authority to consult with a person before providing access to information relating to the person and decide whether information about a person consulted under this section is likely to be included in the agency's disclosure for the purposes of giving a written notice to the person, in accordance with section 54, pursuant to section 54. | DCS MCEX |

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| D19 | <p>Government Information (Public Access) Act 2009 – Personal Factors of the Application</p> <p>Authority to require an applicant to provide evidence concerning any personal factors of the application that were relevant to a decision by the agency that there was not an overriding public interest against disclosure of the information, pursuant to section 55.</p> | DCS MCEx |
| D20 | <p>Government Information (Public Access) Act 2009 – Deciding Access Applications</p> <p>Authority to decide an access application and give the applicant notice of the decision in accordance with section 9 and Part 4, Division 4 (sections 57 – 63), pursuant to section 9 and Part 4, Division 4.</p> | DCS MCEx IMO |
| D21 | <p>Government Information (Public Access) Act 2009 – Processing Charge Authority to carry out the functions of Council as an agency under the <i>Government Information (Public Access) Act 2009</i> which are provided for in Part 4, Division 5 (sections 64-71) of the <i>Government Information (Public Access) Act 2009</i> in accordance with those sections, including the following functions:</p> <ul style="list-style-type: none"> • To impose or waive a processing charge, or discounted processing charge, for dealing with an access application, • to require the applicant to make an advance payment of a processing charge • to refuse to deal further with an access application if the applicant has failed to pay an advance deposit within the time required for payment. | DCS MCEx IMO |
| D22 | <p>Government Information (Public Access) Act 2009 - Deferral of Access Authority to defer access to information where Council has decided to provide access in response to an access application, in accordance with section 78.</p> | DCS MCEx |
| D23 | <p>Government Information (Public Access) Act 2009 – Application of Internal Review</p> <p>Authority to agree to accept an application for internal review out of time, pursuant to section 83.</p> | DCS MCEx |
| D24 | <p>Government Information (Public Access) Act 2009 – Conduct of Internal Review</p> <p>Authority to determine an application for internal review of a decision of Council and give the applicant notice of the decision in accordance with Part 5, Division 2.</p> | DCS MCEx |
| D25 | <p>Government Information (Public Access) Act 2009 – Review by Information Commissioner</p> <p>Authority, pursuant to a recommendation by the Information Commissioner, to reconsider a decision and make a new decision in accordance with section 93.</p> | DCS MCEx |
| D26 | <p>Government Information (Public Access) Act 2009 – Waiver, Reduction or Refund of Fees and Charges</p> <p>Authority to waive, reduce or refund any fee or charge payable or paid under the <i>Government Information (Public Access) Act 2009</i> in any case that the delegate thinks appropriate, pursuant to section 127.</p> | DCS MCEx |
| D27 | <p>Government Information (Public Access) Act 2009 – Confidential Information in Register</p> <p>Authority to decide whether or not to include information in the register, pursuant to section 32.</p> | DCS MCEx |

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| D28 | To Enforce the Payment of Rates <ul style="list-style-type: none"> To issue notices under the Act 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. | DCS CFO CRR |
| D29 | Rate Books Authority to: <ul style="list-style-type: none"> 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 \$100; act in accordance with the Act to manage the rate books/records and recover rates and charges owing to Council. | DCS CFO CRR |
| D30 | Insurance Claims – Policy Excess To resolve claims on Council's behalf up to the level of the excess applicable to each insurance policy. | DCS MGSR RC |
| D31 | Council Property – Notices to Quit Recommend to the Chief Executive Officer 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. | Directors MFOS PO |
| D32 | 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. | DINF MFOS |
| D33 | 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: <ul style="list-style-type: none"> 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. | DINF PRO MFOS SW |
| D34 | 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 Council's care, control and management, subject to two quotations being obtained and subject to the <i>Dividing Fences Act 1991</i> | DINF PO MFOS |
| D35 | Airstrip To operate and maintain the Council airstrip in accordance with all applicable legislative requirements. | MFOS DINF |
| D36 | Impounding Officer To exercise the powers of Council's Impounding Officer. | MDS RANG DINF |
| D37 | 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, and in accordance with Council's Tree Preservation Order, if any. | DINF |

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| D38 | Waste Management Centre (Landfill and Transfer Stations) To operate and maintain Council's Landfill and Transfer Stations in accordance with all applicable legislative requirements. | DINF MU SRR |
| D39 | Cemeteries and Crematorium To operate and maintain Council's Cemeteries and Crematorium in accordance with all applicable legislative requirements. | DINF MFOS SPG |
| D40 | Maintain Cemetery Records Update and maintain Council's Cemetery records in accordance with all applicable legislative requirements. | DINF MFOS SPG EA (Inf) MCEX CSO |
| D41 | Administer Functions Provided by Other Legislation To administer the provisions of the following legislation as they apply to Council: The list below is not exhaustive and will change per legislative changes. | Appointed Delegates |
| | ☐ <i>Cemeteries and Crematorium Act 2013</i> | DINF MFOS SPG CSO DCS |
| | ☐ <i>Community Land Development Act 2021</i> | MDS PLO |
| | ☐ <i>Companion Animals Act 1998</i> | RANG MDS |
| | ☐ <i>Conveyancing Act 1919</i> | Directors MDS PLO |
| | ☐ <i>Crown Lands Management Act 2016</i> | MDS RANG PO |
| | ☐ <i>Environmental Planning and Assessment Act 1979</i> • Note- BST and AO (DS) have power of entry only | MDS RANG BHS PLO BST HBC AO (ES) |
| | ☐ <i>Fire & Rescue NSW Act 1989</i> | DINF MU |
| | ☐ <i>Fluoridation of Public Water Supplies Act 1957</i> | DINF MU SWS |
| | ☐ <i>Food Act 2003</i> • Note - BST has power of entry only | MDS BHS BST HBC |
| | ☐ <i>Government Information (Public Access) Act 2009</i> | DCS REC MCEX |

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| ▢ <i>Graffiti Control Act 2008</i> | MDS RANG |
| ▢ <i>Heritage Act 1977</i> | MDS PO |
| ▢ <i>Library Act 1939</i> | MCEX |
| ▢ <i>Liquor Act 2007</i> | MDS BHS PLO |
| ▢ <i>Local Government Act 1993</i> <ul style="list-style-type: none"> Note - BST and AO (DS) have power of entry only | All staff per PD Directors MDS RANG BST AO (DS) BHS PLO HBC |
| ▢ <i>Plumbing and Drainage Act 2011</i> | DINF MDS MU MT BST PLO HBC BHS |
| ▢ <i>Privacy and Personal Information Protection Act 1998</i> | Applies to all Council staff |
| ▢ <i>Protection of the Environment Operations Act 1997</i> <ul style="list-style-type: none"> Note - BST has power of entry only | MDS MU RANG BST BHS HBC PLO SRR SWS |
| ▢ <i>Public Health Act 2010</i> | MDS RANG BST BHS HBC |
| ▢ <i>Public Spaces (Unattended Property) Act 2021</i> | MDS RANG |
| ▢ <i>Roads Act 1993</i> | DINF MT MDS RANG SRC SRS |
| ▢ <i>Roads Transport Act 2013</i> | DINF MT MU MDS RANG |

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| | <ul style="list-style-type: none"> <i>Rural Fires Act 1997</i> | DINF MU MFOS MDS RANG |
| | <ul style="list-style-type: none"> <i>State Emergency and Rescue Management Act 1989</i> | DINF MU |
| | <ul style="list-style-type: none"> <i>Swimming Pools Act 1992</i> | MDS BST BHS DINF HBC PLO |
| | <ul style="list-style-type: none"> <i>Unclaimed Money Act 1995</i> | DCS CFO |
| | <ul style="list-style-type: none"> <i>Water Supply Authorities Act 1987</i> <i>Water NSW Act 2014</i> | DINF MU SWS |
| | <ul style="list-style-type: none"> <i>Work Health and Safety Act 2011</i> | Applies to all Council staff |
| D42 | Parking Infringement Notices To issue Parking Infringement Notices. | RANG MDS |
| D43 | Issue General Infringement/Penalty Notices Relating but not limited to companion animals, illegal dumping, wandering stock. | RANG MDS BHS |
| D44 | Temporary Road Closure To approve temporary road closures where: <ul style="list-style-type: none"> 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. | DINF MT |
| D45 | Sign Adjustment To make the following sign adjustments to: <ul style="list-style-type: none"> 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 (e.g. move a sign hidden behind a tree trunk) install "repeater"/additional signs (e.g. where there are existing parking restrictions signs, install an additional sign in the middle to emphasise the restrictions). | DINF MT |

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| D46 | <p>Special Use Zones</p> <p>Authority to approve and/or refuse an application for the following Special Use Zones:</p> <ul style="list-style-type: none"> • Works Zones; • Loading Zones; • Mail Zones; • Motorcycle Parking; • Bus Zone; • Taxi Zone; • Police Vehicles Zone; • Disabled Parking; • Temporary Bus Zones (e.g. for Railway Buses); <p>Subject to consent being obtained from the NSW Police and in addition:</p> <ul style="list-style-type: none"> • 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. | DINF MT |
| D47 | <p>Traffic Facilities</p> <p>To approve the installation of individual traffic facilities projects, where:</p> <ul style="list-style-type: none"> • 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 residents. | DINF MT |
| D48 | <p>Warning Signs</p> <p>To approve the installation of Warning Signs, as defined in applicable Australian Standards, and where the NSW Police agree with the installation.</p> | DINF MT |
| D49 | <p>Signs Across Driveways</p> <p>To approve or refuse an application for signs or line marking across a driveway.</p> | DINF MT |
| D50 | <p>Traffic Bollards</p> <p>To approve or refuse an application for the use of traffic bollards.</p> | DINF MT |
| D51 | <p>Vehicular Crossings and Footpath Restorations</p> <p>To approve or refuse the construction of vehicular crossings and/or restoration works on Council land or over Council controlled road reserves.</p> | DINF MT DE |
| D52 | <p>Street Lighting</p> <p>To approve the installation of additional street lighting facilities and associated charges.</p> | DINF |
| D53 | <p>Storm Water Drainage Works</p> <p>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 Council.</p> | DINF MT DE |
| D54 | <p>Variation to Development Approval conditions - Working Hours</p> <p>To authorise a one-off variation to the restricted hours of building works where:</p> <ul style="list-style-type: none"> • urgent building works are required to be carried out; • large cranes must 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. | DINF MDS BHS PLO |

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| D55 | Positive Covenants, Easements and Section 88B Instruments under the <i>Conveyancing Act 1919</i> Recommend to the Chief Executive Officer 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 <i>Conveyancing Act 1919</i> , in accordance with section 28 of the <i>Environmental Planning and Assessment Act 1979</i> and subject to applicable Council Policy and legislation. | MDS PLO DINF |
| D56 | Public Notification of Applications <ul style="list-style-type: none"> 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. | MDS PLO BHS DINF |
| D57 | 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 work. | MDS BHS PLO |
| D58 | <i>Building Professionals Act 2005</i> Authority under section 5 of the <i>Building Professionals Act 2005</i> 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. | MDS BHS |
| D59 | Work on Private Land by Agreement To exercise Council's power to carry out work on private land. | DINF MDS BHS PLO MU MT MFOS |
| D60 | Water Restrictions Recommend to Council Water Restrictions in accordance with NSW State Government direction. | DINF MU |
| D61 | Suspend or cancel the operation of an Alcohol-Free Zone in accordance with section 645 of the Act Recommend to the Chief Executive Officer the suspension or cancellation of Alcohol-Free Zone/s | MDS |

Glossary of Terms

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|-------------------------|--|
| Act | means <i>Local Government Act 1993</i> |
| Authority | means any government (state or federal), government department, statutory corporation or other body having power to legally direct Council or its officers |
| Deputy Secretary | means the Deputy Secretary Local Government or the Deputy Secretary of any other government department which has the carriage of the administrative functions of the Act and the portfolio of Local Government |
| 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 a Local Government portfolio. |
| Office | means the Office of Local Government, or any future department (or combined department) carrying out the administration of local government functions for the State of New South Wales |

Appendix 1 Expenditure Level Delegations for Authorisation and Payment

(NOTE: to avoid any doubt, the amounts indicated are inclusive of GST, where applicable)

Expenditure Level Delegations for Authorisation and Payment

| Position Title | Maximum Authorisation (inc GST) for Requisition of Goods or Services and Works under delegation | Maximum Authorisation (inc GST) for requisition of goods or services approved by council resolution | Authorisation to invest | Authorised to approve petty cash expenditure limited to \$100 per transaction | Approval level for Purchasing of goods and services by Corporate Credit Card per month | Power to sign cheques | Power to approve EFT and Direct Debit payments |
|-----------------------------------|---|---|-------------------------|---|--|-----------------------|--|
| Tier 1 - CEO | | | | | | | |
| Chief Executive Officer | \$250,000 | unlimited | \$10,000,000 | Yes | \$10,000 | Yes | Yes |
| Tier 2 - Directors | | | | | | | |
| Director Corporate Services | \$150,000 | \$250,000 | \$5,000,000 | Yes | \$7,500 | Yes | Yes |
| Director Infrastructure | \$150,000 | \$250,000 | \$0 | Yes | \$7,500 | Yes | Yes |
| Tier 3 - Managers | | | | | | | |
| Chief Financial Officer | \$50,000 | \$50,000 | \$5,000,000 | Yes | \$5,000 | Yes | Yes |
| Manager Projects & Capital Works | \$50,000 | \$50,000 | \$0 | No | \$5,000 | No | No |
| Manager Governance, Safety & Risk | \$50,000 | \$50,000 | \$0 | No | \$5,000 | No | No |
| Manager People & Culture | \$50,000 | \$50,000 | \$0 | No | \$5,000 | No | No |

| | | | | | | | |
|--|----------|----------|-------------|-----|---------|-----|-----|
| Manager Customer Experience | \$50,000 | \$50,000 | \$0 | Yes | \$5,000 | No | No |
| Manager Development Services | \$50,000 | \$50,000 | \$0 | No | \$5,000 | No | No |
| Manager Community & Economy | \$50,000 | \$50,000 | \$0 | No | \$5,000 | No | No |
| Manager Utilities | \$50,000 | \$50,000 | \$0 | No | \$5,000 | No | No |
| Manager Facilities & Open Spaces | \$50,000 | \$50,000 | \$0 | No | \$5,000 | No | No |
| Manager Transport | \$50,000 | \$50,000 | \$0 | No | \$5,000 | No | No |
| Tier 4 - Coordinators and Supervisors | | | | | | | |
| Coordinator Financial Services | \$25,000 | \$25,000 | \$2,000,000 | No | \$0 | Yes | Yes |
| Risk Coordinator | \$25,000 | \$25,000 | \$0 | No | \$0 | No | No |
| Work Health & Safety Coordinator | \$25,000 | \$25,000 | \$0 | No | \$0 | No | No |
| Coordinator Customer Support | \$25,000 | \$25,000 | \$0 | No | \$0 | No | No |
| ICT Coordinator | \$25,000 | \$25,000 | \$0 | No | \$2,500 | No | No |
| Business Analyst | \$25,000 | \$25,000 | \$0 | No | \$0 | No | No |
| Coordinator Economic Development | \$25,000 | \$25,000 | \$0 | No | \$2,500 | No | No |
| Strategic Assets Coordinator | \$25,000 | \$25,000 | \$0 | No | \$0 | No | No |
| Corporate Performance & Strategy Officer | \$25,000 | \$25,000 | \$0 | No | \$0 | No | No |
| Coordinator Tourism & Community | \$25,000 | \$25,000 | \$0 | No | \$2,500 | No | No |
| Governance Coordinator | \$25,000 | \$25,000 | \$0 | No | \$0 | No | No |

| | | | | | | | |
|---|----------|----------|-------------|-----|---------|-----|-----|
| Coordinator Rating and Revenue | \$25,000 | \$25,000 | \$0 | No | \$0 | No | No |
| Coordinator Library | \$25,000 | \$25,000 | \$0 | No | \$2,500 | No | No |
| Financial Accountant | \$25,000 | \$25,000 | \$2,000,000 | No | \$0 | Yes | Yes |
| Services Engineer | \$25,000 | \$25,000 | \$0 | No | \$0 | No | No |
| Supervisor Water & Sewer Services | \$25,000 | \$25,000 | \$0 | No | \$2,500 | No | No |
| Supervisor Resource Recovery | \$25,000 | \$25,000 | \$0 | No | \$2,500 | No | No |
| Supervisor Parks & Gardens | \$25,000 | \$25,000 | \$0 | No | \$2,500 | No | No |
| Development Engineer | \$25,000 | \$25,000 | \$0 | No | \$0 | No | No |
| Health & Building Coordinator | \$25,000 | \$25,000 | \$0 | No | \$2,500 | No | No |
| Supervisor Roads Construction | \$25,000 | \$25,000 | \$0 | No | \$2,500 | No | No |
| Supervisor Roads Services | \$25,000 | \$25,000 | \$0 | No | \$2,500 | No | No |
| Supervisor Workshop | \$25,000 | \$25,000 | \$0 | No | \$2,500 | No | No |
| Tier 5 - Heads, Team Leaders and EAs | | | | | | | |
| Head Mechanic | \$5,000 | \$5,000 | \$0 | No | \$1,000 | No | No |
| Team Leader Water & Sewer Services | \$5,000 | \$5,000 | \$0 | No | \$1,000 | No | No |
| Team Leader Parks & Gardens | \$5,000 | \$5,000 | \$0 | \$0 | \$1,000 | No | No |
| Team Leader Visitor Services | \$5,000 | \$5,000 | \$0 | No | \$0 | No | No |
| Team Leader Roads | \$5,000 | \$5,000 | \$0 | No | \$0 | No | No |
| Team Leader Resource Recovery | \$5,000 | \$5,000 | \$0 | No | \$0 | No | No |
| Library Officer L2 | \$5,000 | \$5,000 | \$0 | No | \$0 | No | No |

| | | | | | | | |
|--|---------|---------|-----|-----|---------|----|----|
| Executive Assistant (Corporate Services) | \$5,000 | 5,000 | \$0 | No | \$1,000 | No | No |
| Executive Assistant (Infrastructure) | \$5,000 | \$5,000 | \$0 | \$0 | \$1,000 | No | No |
| Executive Assistant (CEO & Mayor) | \$5,000 | \$5,000 | \$0 | \$0 | \$2,500 | No | No |
| Planning Officer | \$5,000 | \$5,000 | \$0 | No | \$0 | No | No |
| Communications & Engagement Officer | \$5,000 | \$5,000 | \$0 | No | \$0 | No | No |
| Tier 6 - Officers | | | | | | | |
| Finance Officer | \$1,000 | \$1,000 | No | No | \$0 | No | No |
| Procurement Officer | \$1,000 | \$1,000 | \$0 | No | \$0 | No | No |
| Technical Officer Services | \$1,000 | \$1,000 | \$0 | No | \$0 | No | No |
| Technical Officer Assets / Property Officer | \$1,000 | \$1,000 | \$0 | No | \$0 | No | No |
| Administration Officer (Development Services) | \$1,000 | \$1,000 | \$0 | No | \$0 | No | No |
| Administration & Stores Officer Operations | \$1,000 | \$1,000 | \$0 | No | \$0 | No | No |
| Biodiversity Officer | \$1,000 | \$1,000 | \$0 | No | \$0 | No | No |
| Ranger | \$1,000 | \$1,000 | \$0 | No | \$0 | No | No |

Version Control

| | | | |
|----------------------------|-----------------------------------|---|---|
| Title | Delegations of Authority | | |
| ECM Doc Set ID | 268125 | | |
| Date V1 Adopted | 14 December 2017 | | |
| Council Minute No. | 271/17 | | |
| Responsible Officer | Manager Governance, Safety & Risk | | |
| Version Number | Modified By | Modifications Made | Date Endorsed by General Manager/Chief Executive Officer |
| 2 | Caroline Wallis | Update to Register structure i.e. separated into 2 parts. Updated S377 of LG Act, incl of clauses (1A), and (3) Amended list of Council Committees Corrected reference to repealed legislation. Insert (Part D – Point 7), ref to <i>Local Land Services Act 2013</i> | |
| 3 | Cian Middleton | Amendments to: <ul style="list-style-type: none"> Part C – Delegations. Appendix 1 – Expenditure Level Delegations for Authorisation and Payment | 18 December 2018 |
| 4 | Lachlan Sharp | Change all GMO to CCIP, Amendments to: Appendix 1 Appendix 2 | |
| 5 | Michelle Siena | Update Doc ID, Responsible Officer Appendix 1 – Replace Expenditure Table (adopted 17 July 2020 Resolution 2020/135) Changes to Staff Abbreviations Table and update staff abbreviations and delegations within tables Formatted Document | 3 August 2020 |
| 6 | Michelle Siena | Remove Current Incumbent from Expenditure Levels Delegations Add Certificate of Authorities and add to Delegations Building Surveyor and Health and Building Officer Add Team Leader Library to Financial Delegations | 25 February 2021 - EMT |
| 7 | Senior Governance Advisor | Update to reflect new organisation structure taking effect from 4 September 2023, removal of redundant delegations, and updates to legislative references | 25 September 2023 |