



**WEDDIN SHIRE COUNCIL**

**DELEGATIONS REGISTER**

**2023 to 2024**

**Adopted: 29 June 2023**

**Financial Delegation Update: 30 November 2023**

**Individual Staff Issue: 22 January 2024**

## 1. INTRODUCTION

These Delegations of Authority facilitate the effective and efficient operation of Weddin Shire Council by providing the General Manager with sufficient power and authority to generally manage, control, and administer the affairs of Council on a day-to-day basis.

**Section 377 of the *Local Government Act 1993*** enables Council, by resolution, to 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

- the appointment of a General Manager
- the making of a rate
- a determination under Section 549 as to the levying of a rate
- the making of a charge
- the fixing of a fee
- the borrowing of money
- the voting of money for expenditure on its works, services or operations
- 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)
- the acceptance of tenders which are required under this Act to be invited by the Council
- the adoption of a management plan under Section 406
- the adoption of a financial statement included in an annual financial report
- a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6
- the fixing of an amount or rate for the carrying out by the Council of work on private land
- the decision to carry out work on private land for an amount that is less than the amount on rate fixed by the Council for the carrying out of any such work
- the review of a determination made by the Council and not by a delegate of the Council, of an application for approval of an application that may be reviewed under Section 82A of the *Environmental Planning and Assessment Act 1979*
- the power of the Council to authorise the use of reasonable force for the purpose of gaining entry to premises under Section 194
- a decision under Section 356 to contribute money or other grants financial assistance to persons
- the making of an application, or the giving of a notice, to the Governor or Minister
- this power of delegation
- any function under this or any other Act that is expressly required to be exercised by resolution of the Council.

The General Manager may sub-delegate a function delegated to the General Manager by the Council to any other person or body (including another employee of the Council).

**Section 380 of the *Local Government Act 1993* stipulates:**

“Each Council must review all of its delegations during the first 12 months of each term of office”.

**2. PURPOSE**

The purpose of this delegation register is to make clear the authority of designated officers to make decisions or take actions on behalf of the Weddin Shire Council and define the limits of that authority.

**3. TRANSFER OF AUTHORITY DUE TO ABSENCE**

Where an Officer not named has been appointed by Council or by an Officer authorised to make the appointment to act in a position to which the named Officer is appointed, the authority shall transfer to the Officer acting as appointed, for the duration of Council authorisation.

Where a named Officer holding a delegation is temporarily absent and no Officer has been appointed to act in the position, the authority will transfer to the General Manager or relevant Director for the period of absence.

**4. POSITION TITLES**

Titles of Council Positions with delegations (other than internal delegations) as of 29 June 2023.

Position titles may change, however delegations will remain with the updated title.

- General Manager – GM
- General Manager Executive Assistant - GMA
- Director Corporate Services – DCS
- Senior Finance Officer – SFO
- Economic Development Officer – EDO
- Arts, Tourism and Event Coordinator – ATO
- IT Officer – IT
- Librarian – LIB
- Rates Clerk - RC
- Payroll Officer - PO
- Records Clerk – RO
- Creditors Clerk – CC
- Director Infrastructure Services – DIS
- Engineers - ENG
- Work Health & Safety Officer – WHS
- Works Co-ordinator – WCO
- Storeperson - STP
- Workshop Supervisor – WS
- Water and Sewer Engineer – WSE
- Wastewater Treatment Works Operator - WTW
- Works Engineer – WE
- Asset Engineer - AE

- Engineer Project Manager - EPM
- Urban Services Ganger – USG
- Urban Services Labourer – USL
- Executive Assistant Infrastructure Services – EAIS
- Project Engineers - PE
- Bio Security Officer – BSO
- RMCC Co-Ordinator – RMCC
- Director Environmental Services – DES
- Health and Building Services Officer – HBSO
- Planning Services Officer - PSO
- Ranger/Compliance Officer - RCO
- Aquatic Services Manager - ASM
- Manager Human Resources, Workforce Development and Safety – HR
- Casual Building Surveyor - CBS

## **5. MAYOR**

Pursuant to the *Local Government Act 1993* and Regulations, and any expressed policy or direction of Council, that Council in accordance with the provisions of Section 377 of the *Local Government Act 1993* and every other enabling statutory power, delegates to the person who occupies the position of Mayor, to perform on behalf of Council the following powers, authorities, duties or functions.

### **5.1. Council Seal**

Authorise the Mayor to be the necessary witness to documents requiring Council's seal.

### **5.2. Media Relations**

Authorise the Mayor to be the necessary witness to documents requiring Council's seal. To make media statements or releases on behalf of Council.

### **5.3. Policy Making**

To exercise in cases of necessity, the policy-making functions of the governing body of the Council between meetings of the Council.

### **5.4. Correspondence**

To sign correspondence on behalf of the Council.

### **5.5. Complaints against the General Manager**

The Mayor shall have the power to investigate substantive written complaints against the General Manager in accordance with Council's Code of Conduct and shall, if warranted, report to the next Ordinary meeting of Council.

### **5.6. Economic development opportunities**

That the Mayor, Deputy Mayor and General Manager be delegated authority to make decisions, in respect to major economic development opportunities:

- That provides an obvious benefit to the Weddin Shire;
- That does not commit Council to expenditure that is not budgeted for;
- That will be subject of a full report to the next available Council

meeting.

## **6. DEPUTY MAYOR**

Authorise the Deputy Mayor to be the necessary witness to documents requiring Council's seal.

In the absence of the Mayor and subject to compliance with the requirements of the *Local Government Act 1993*, and any expressed policy or direction of the Council, the Council pursuant to the provisions of Section 377 of the Act, and every other enabling statutory power, delegates to the person who occupies the position of Deputy Mayor to exercise and perform on behalf of the Council the powers, authorities, duties and functions of the Mayor including the powers, authorities, duties and functions which the council has delegated by this Instrument to the Mayor.

## **7. GENERAL MANAGER**

The General Manager's powers to act on behalf of Council is given through power of attorney, his/her employment contract and delegations made by Council pursuant to Section 377 of the *Local Government Act 1993*.

### **7.1. Power of Attorney**

Council has appointed its General Manager as its Attorney to act for the Council to execute instruments resulting from resolutions of meetings from time to time by Council. The General Manager of the Council for the time being and from time to time holding such office to be the Attorney of the Council for and in the name of and on behalf of the Council to sign any document, which the Council would be required to sign for the purpose listed in the schedule.

### **7.2. The Schedule**

- Agreement for the sale or purchase of any land or other form of property
- The transfer of any land
- The acceptance of the transfer of any land
- The mortgage or other form of security of or over any property
- Loan Agreement document
- The acceptance of any mortgage or other form of security
- The release of any mortgage or other form of security whether registered or unregistered (including any withdrawal of caveat or vacation of causes, writs and orders)
- Any plan of subdivision of land in which the Council has an interest including a plan accepting dedication of land for any purpose
- Any instrument creating easements over land or releasing varying or modifying any such easement
- The consent to the subdivision of land which is subject to a mortgage or other form of security in favour of the Council
- Consent to the grant of an easement and/or covenant affecting land which is the subject of a mortgage or other form of security in favour of the Council
- The lease of any land or other property
- Consent to the assignment of the lease of any property

- Surrender of the lease of any property
- Guarantees and indemnities by the Council
- Agreements for the provision of services by the Council
- Joint Venture agreements
- Licences for the use of any property or to permit any activity
- Deposit of money with any financial institution
- Granting and accepting options in respect of the acquisition or sale of any property whether real or personal or corporeal or incorporeal
- To create or release vary or modify any restriction or covenant affecting land.

### **7.3. Contracts**

The General Manager is employed under a contract which is performance based. The legislative requirements for Council to have a contract with the General Manager results in delegations being included in the contract of employment as well as by resolution under *Local Government Act 1993*.

### **7.4. Delegation**

Pursuant to the provisions of the *Local Government Act 1993*, and any expressed policy or direction of Council, that Council in accordance with the provisions of Section 377 of the *Local Government Act 1993* and every other enabling statutory power, delegates to its General Manager authority to exercise and to perform on behalf of the Council, all necessary powers, authorities, duties and functions, including but not limited to:

### **7.5. Corporate and executive powers**

- a) To carry on the regular services and operations of the Council within the sums voted by the Council for expenditure thereon and in accordance with any resolution of Council.
- b) To control and direct the staff of the Council.
- c) To carry on the regular services, functions and operations of the Council in accordance with *Local Government Act 1993*, and other Legislation, Regulations and or policies of the Council. To perform or authorise any action necessary to comply with any decision, policy or code of the Council, any statutory requirements of the Local Government Act or Ordinance or any other law, rule or regulation, affecting the Council.
- d) To request any additional information that is reasonably necessary to determine any application.
- e) To obtain legal advice from Council's Solicitors or Counsel where necessary.
- f) To institute, conduct and defend legal proceedings with respect to Council's activities in all Courts, and instruct and engage Council's Solicitors and Counsel where necessary.
- g) Be authorised to respond to notices in respect of such applications to the Licensing Court of NSW for Liquor licences for functions.
- h) Authorise action to be taken in connection with any complaints or requests received.
- i) Provide interpretation, counsel and advice on applicable Statutes, and Council's existing and proposed policies; and on statutory limitations

during the deliberative and decision-making process and provide to the Mayor, individual Councillors and senior staff, a common source of statutory and policy interpretation.

- j) To have custody and affix the seal of Council to any document pursuant to a resolution of Council.
- k) To prepare and lodge applications for grants provided such action is consistent with Council's Strategic, Management Plan or Council Policy.
- l) To authorise any works which are deemed urgent, provided that such expenditure is reported to the Council at its next Ordinary meeting.
- m) Control communications internally and externally.
- n) Rearrange and reorganise staff in all departments.
- o) Sign legal contracts where Council has approved the making of that Contract.
- p) Internal and external projection and promotion of Council's mantle of dignity, together with its image of efficiency and effectiveness.
- q) To approve/refuse public access to Council books or documents which are required to be produced for any legal proceedings.
- r) Be authorised to perform all necessary activities, to serve any notices or orders, undertake inspections, issue or refuse license and permits, to exercise the power of entry, to appoint appropriate staff as an authorised officer, authorised person, authorised Council employee, or impounding officer as the case may be, to exercise the functions of those positions under the relevant acts and associated regulations and to implement the provisions as relating to the operation of Council of the Acts and associated regulation.

#### **7.6. Corporate Services/Administration**

- a) To determine the matters which are to be included in the business papers, subject to the inclusion of the following items whenever they arise.
- b) Reports on matters that cannot be determined under delegated authority;
  - i) Reports required to be submitted under any Act or Ordinance
  - ii) Reference to any deputation's which the Council has agreed to receive
  - iii) Matters requiring a determination of Policy
  - iv) Reports directed by Council to be submitted
  - v) Matters essential for the Council's information
  - vi) Matters requiring a vote
  - vii) Matters or decisions of a potentially contentious nature, or involving a significant variation of Council's policy or standard practice relating to Development Applications.
- c) Have charge of the records of Council, except as otherwise specifically provided, and be responsible for the recording, filing and safekeeping of such records.
- d) Keep accurate, permanent records of all properties purchased, leased or sold by, or in the possession of Council.
- e) Sign contracts for the sale and purchase price of land where Council has approved the sale or purchase price.
- f) Authority to terminate any lease or rental agreement on any Council owned property where the terms of the lease have been breached, and

accounts fall into arrears.

- g) Sign all applications addressed to the Registrar General to record the Council as the registered owner of resumed land.
- h) Authority to establish, maintain, alter or terminate leaseback agreements with employees.
- i) To approve payment of expenses for elected members.
- j) Authorise such employees time off for fighting fires within the boundaries of the Weddin Shire without loss of pay (in accordance with Award provisions) if properly called out by the Rural Fire Service, where employees of the Council are members of the voluntary Rural Fire Service brigade/s.
- k) Review Council's exposure to risk on a continuing basis and effect any changes by way of insurance, retention or transfer to protect Council's interest.
- l) To determine levels of public liability insurance required in accordance with Council's adopted policy.
- m) The authority to exercise and perform on behalf of Council, all powers, authorities, duties, functions and matters in relation to Strategic Defence Initiatives applying to;
  - i) Public roads
  - ii) Footpaths
  - iii) Carparks
  - iv) Parks, reserves, recreational facilities, gardens and cemeteries
  - v) Solid Waste Disposal Depot
  - vi) Council owned and managed public buildings and facilities
  - vii) Floodplain Management.
- n) Be authorised to offer a reward for information leading to the conviction of people found vandalising Council property, and further, that Council, without exception, takes all legal steps available to it to prosecute people found vandalising Council property.
- o) Authority to exercise and perform on behalf of Council all functions, powers, authorities, duties and matters contained in Council's asset management program.
- p) Authority to appoint alcohol and drug testing officers.
- q) To adopt on behalf of Council the Publication Guide requested under Section 20 of the *Government Information (Public Access) Act 2009*.

### **7.7. Finance**

- a) To authorise the payment of salaries and wages of the staff of the Council.
- b) To authorise the purchase of goods, within the parameters of the procurement policy.
- c) To keep accounts of the Council and present to audit in accordance with the requirements made by or under the *Local Government Act 1993* and regulations.
- d) In accordance with Section 514 of the *Local Government Act 1993*, advise on the categorisation of each parcel of rateable land for council



resolution.

- e) Sign cheques and vouchers on behalf of Council.
- f) To authorise the investment of surplus Council funds and sign such application and redemption documents as may be required in accordance with Council's adopted policies.
- g) To determine applications for reductions of rental charges for Council facilities in accordance with Council's policy.
- h) In accordance with Section 574 *Local Government Act 1993*, advise on the applications for pensioner rate reduction for council resolution.
- i) To take action at any time for recovery of unpaid rates and any other amounts owing to Council.
- j) To approve applications for extension of time to pay accounts.
- k) To lay information, issue Summonses, swear statements and Affidavits for enforcing Default Judgements and institute any other legal and approved procedure necessary for the recovery of outstanding amounts and debts owing to the Council.
- l) In accordance with Section 10A of the *Local Government Act 1993*, advise on the assistance to ratepayers experiencing genuine and substantial hardship for council resolution.
- m) To certify that prices and computations on vouchers have been checked and are correct, and as far as able to be ascertained, are fair and reasonable and are in accordance with any quotation/contract under which the goods/services were supplied.
- n) To determine the amount of bond required to be lodged by developers as surety for completion of works under Council's control.
- o) To write-off rates or debts that are determined not financially viable to recover to a limit in any one case not exceeding \$200.
- p) To authorise Public Liability/Public Indemnity Claims goodwill payments up to \$500.
- q) In accordance with section 603 of the *Local Government Act 1993*, sign Section 603 Certificates on behalf of Council.
- r) To authorise the disposal of surplus materials and goods.
- s) To sign as the responsible accounting officer, the statement of financial position with respect to Budget Review Statements in accordance with the Regulation.

### **7.8. Infrastructure**

- a) To organise and allocate the priority of all construction and maintenance works, subject to any direction of the Council.
- b) To determine applications for the use of (approve, subject to conditions, or refuse) public roads.
- c) Be authorised to issue permits for holding of street stalls, processions on roads; holding of meetings in public places; and use of roads during building operations and standing of vehicles in restricted parking areas for any specific purposes and any other Act regulating functions under the control of the Council in conjunction with the Development Services section.

- d) To sign and issue approval of designs for subdivision plans and construction certificates in conjunction with the Development Services, section.
- e) To sign property identification reports.
- f) To sign survey plans.
- g) To order the removal of obstructions placed illegally on road reserves, footpaths and public places.
- h) To close roads, or parts thereof, temporarily for repairs or construction.
- i) To issue/refuse compliance and construction certificates in relation to subdivisions and engineering works.
- j) Determine the extent and design of works associated with subdivisions and other development applications in accordance with Council Policies and Codes and to determine whether such works have been completed to a satisfactory standard.
- k) To write to affected landowners seeking an indication on whether they wish the construction of a concrete foot paving to be done, upon receipt of such requests for such work, and then arrange a report to Council.
- l) Grant approval for helicopter touchdowns on Public Reserves in a manner and at a time under such conditions as may be appropriate.
- m) Authorise the private planting of trees and/or shrubs on footpaths.
- n) To sign permits authorising maintenance or removal of trees under Council's Tree Preservation Policy and Council's Tree Preservation Order.
- o) To remove dangerous trees on public works' construction sites under the control of the Council, where such removal is necessary, to allow work to proceed immediately.
- p) To carry out private works and authorise the hire of Council plant subject to satisfactory arrangements being made for the payment of such works.
- q) To purchase new vehicles and dispose of existing vehicles where the standard of the vehicle remains the same.
- r) To have the discretion to dispose of vehicles at other than in accordance with Council current accepted practice.
- s) Obtain trade prices when replacing vehicles and have the discretion to dispose of vehicles.
- t) To authorise the release of Council plant and other resources to assist firefighting, emergency work, and assist the Local Emergency Management Committee in emergency work.
- u) Authorise the carrying out of sewer extensions up to 75m per tenement.
- v) In accordance with section 138 of the *Roads Act 1993*, authorise Section 138 Permits.

### **7.9. Planning and Development**

- a) To determine Development Applications, Complying Development Certificates and Construction Certificates.

- b) To determine the fast tracking of Development Applications.
- c) To issue or refuse to issue compliance, construction, subdivision and occupation certificates under the *Environmental Planning and Assessment Act 1979*; Environmental Planning and Assessment Regulation 2021 and Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021.
- d) To defend appeals against failure or refusal to issue certificates issued under the *Environmental Planning and Assessment Act 1979*; Environmental Planning and Assessment Regulation 2021 and Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021.
- e) To give notice of intention to serve orders and issue orders and modify or revoke orders pursuant to the *Local Government Act 1993*, *Environmental Planning and Assessment Act 1979*, *Food Act 2003* and *Companion Animals Act 1998* and its relevant regulations.
- f) To review determinations of development applications made by other staff under delegated authority.
- g) To issue or refuse to issue a complying development certificate.
- h) To modify or refuse to modify a complying development certificate.
- i) To vary or extend the lapsing period of consent in accordance with Sections 4.53; 4.54 and 8.22 of the *Environmental Planning and Assessment Act 1979*.
- j) To approve or refuse applications to modify development consents, being consents originally determined under delegated authority and defend appeals made under the *Environmental Planning and Assessment Act 1979*.
- k) That Council delegate to the General Manager the powers, authorities, duties, and functions delegated to Council pursuant to Section 745 of the *Local Government Act 1993*, as amended in respect to Section 82(3) of that Act in relation to modification of the provisions of Clauses 50 or 51 of the Local Government (General) Regulation 2021.
- l) To ensure that premises used for the preparation, storage, and/or sale of food are maintained.
- m) To commence legal proceedings pursuant to the *Environmental Planning and Assessment Act 1979*, the *Local Government Act 1993*, and the *Protection of the Environment Operations Act 1997*.
- n) To exercise powers conferred under the *Protection of Environment Operations Act 1997*; Protection of the Environment Operations (Waste) Regulation 2014 and related legislation.
- o) Sign applications on behalf of Council as an applicant and/or owner for works previously approved by Council to be undertaken by Council or on Council's behalf.
- p) To sign Section 10.7(2) and Section 10.7(5) Certificates of the *Environmental Planning and Assessment Act 1979*.
- q) To sign and issue Section 735A Certificates under the *Local Government Act 1993* on behalf of Council.
- r) To exercise all of the powers of Council in respect of Section 68

- approvals under the *Local Government Act 1993* on behalf of Council.
- s) Determine applications for the creation of temporary construction zones on public roads restricting public parking in such zones.
  - t) To administer the policy in relation to advertising on a light standard.
  - u) To commence the preparation of a draft Local Environmental Plan under Section 3.32 of the *Environmental Planning and Assessment Act 1979* as amended.
  - v) Preparation and exhibition of Environmental Studies and Local Environmental Plans in accordance with the *Environmental Planning and Assessment Act 1979*.
  - w) To prepare a draft Development Control Plan in accordance with the *Environmental Planning and Assessment Act 1979* and the appropriate Regulations.
  - x) Development Applications:
    - i) To make any decision or to take any actions required of or open to Council to take in accordance with Part 4 "Development Assessment" of the *Environmental Planning and Assessment Act 1979*.
    - z) To assume the concurrence of the Director-General of the Department of Planning for variations of development standards in accordance with the *Environmental Planning and Assessment Act 1979*.
    - aa) To authorise the release of Subdivision Certificates by signing the required documents where the Council Seal or Power of Attorney is not required.
    - bb) To refund unexpended Development Application fees on actual costs basis when a request to withdraw Development Application is made.
    - cc) To commission an independent structural assessment of a building for which a development application has been made for demolition where, in assessing the Development, the building is found to be of heritage significance.
    - dd) In accordance with Section 88 of the *Local Government Act 1993*, consider the authorisation to refund of fees in total or in part in respect of applications either refused by Council or withdrawn by the applicant.
    - ee) To implement the delegations from the NSW Heritage Office in respect of issuing approvals under Section 60 of the *Heritage Act 1977* and the making of orders.
    - ff) To sign survey requests/amendments to the NSW Land Registry Services.

## **8. GENERAL MANAGER'S ACKNOWLEDGEMENT OF DELEGATIONS OF AUTHORITY**

I, Noreen Vu, currently employed by the Council in the position of General Manager, do hereby acknowledge that I have read and understood this instrument of Delegation and that I will perform these delegation and authorities in accordance with this Instrument of Delegation and my position description.



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**General Manager Signature**

Date: 29 June 2023



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**Mayor's Signature**

Date: 29 June 2023

## ANNEXURE A



### INSTRUMENT OF DELEGATION BY GENERAL MANAGER

Date 29 June 2023

In accordance with the power delegated by Weddin Shire Council ("Council") to me Noreen Vu as the General Manager of the Council, under section 377 and 378 of the *Local Government Act 1993*,

I hereby

1. Am satisfied that staff allocated in Schedule One have the appropriate qualifications or experience to exercise the functions of the position(s) to which the appointee is appointed in Schedule One below.

Further to the delegation of functions to the General Manager on 29 June 2023, (vide section 377 of the *Local Government Act 1993*, I hereby delegate the following functions (vide section 378 of the *Local Government Act 1993*) to staff members named therein.



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**General Manager Signature**

## SCHEDULE ONE

### 1. FINANCE

	<b>Subject</b>	<b>Description</b>	<b>Delegation by Council</b>	<b>Sub Delegation by GM</b>
<b>A</b>	<b>Cheque Signatory</b>	That the General Manager be delegated authority to act as a cheque signatory for Council's bank accounts.	GM	DCS SFO DIS RC
<b>B</b>	<b>Financial Delegation and Authorisation</b>	That the General Manager be delegated authority to obtain quotations and authorise the payment and purchase of goods, works and services to the limits authorised by the General Manager, in accordance with the Local Government Act 1993 and Council's Purchasing Policy, within the votes of expenditure approved by Council.	GM	As per Schedule Purchase Authorisation Limits for approver. Noting that all Staff have delegated authority to obtain quotes at the direction of supervisor however this will need to be approved by those listed in the Schedule for Purchase Authorisation Limits

	<b>Subject</b>	<b>Description</b>	<b>Delegation by Council</b>	<b>Sub Delegation by GM</b>
<b>C</b>	<b>Recover Outstanding Debts (other than Rates)</b>	That the General Manager be delegated authority to Recover Outstanding Debts.	GM	DCS SFO RC
<b>D</b>	<b>Write off Debts</b>	That the General Manager be delegated authority to abandon or write off rates and other monies due to the Council where such amounts appear to be irrecoverable excepting that any debt in excess of \$200 shall first be submitted to Council for approval and provided that a list of such abandonments shall be submitted annually to the Council.	GM	
<b>E</b>	<b>Disposal of Assets</b>	To approve the disposal of assets that are surplus to requirements in accordance with Council policy.	GM	DIS DCS DES
<b>F</b>	<b>Request for Refunds</b>	To approve or refuse all applications for the refund of application fees, booking fees, bonds and deposits for the use of Council facilities.	GM	DIS DCS SFO LIB DES
<b>G</b>	<b>Authorised Accounting Officer</b>	Designated as Authorised Accounting Office in accordance with the <i>Local Government Act 1993</i> .	GM	DCS
<b>H</b>	<b>Operation of Bank Accounts</b>	That the General Manager be delegated authority to operate Bank Accounts.	GM	DCS SFO PO RC CC
<b>I</b>	<b>Signatory for Bank Accounts</b>	Authorised signatory for Council's Bank Accounts.	GM	DIS DCS SFO RC DES



	<b>Subject</b>	<b>Description</b>	<b>Delegation by Council</b>	<b>Sub Delegation by GM</b>
				PO CC
<b>J</b>	<b>Investment of Funds</b>	That the General Manager be delegated authority to invest funds in Authorised Securities, in accordance with Council's Investment Policy.	GM	DCS SFO RC

## 2. SERVICE OF NOTICES

	<b>Subject</b>	<b>Description</b>	<b>Delegation by Council</b>	<b>Sub-Delegation by GM</b>
<b>A</b>	<b>Service of Notices – Person or Body</b>	To serve, on any person or body, on behalf of the Council in the prescribed format any notices required by or under any Act, or Regulation or consequent to any decision of Council.	GM	DIS DCS DES RCO CBS RC
<b>B</b>	<b>Public Notice</b>	To give, on behalf of the Council, in the prescribed format, the public notice required by or under any Act, or Regulation or consequent to any decision of Council.	GM	GMA DIS DCS SFO DES HBSO RCO CBS HR IT
<b>C</b>	<b>Protection of the Environment Operations Act and Regulations</b>	To generally act on Council's behalf on matters of any kind, or in any manner in relation to premises, other than scheduled premises, under the provisions of the <i>Protection of the Environment Operations (POEO) Act 1997</i> and Regulations	GM	DES RCO CBS

	Subject	Description	Delegation by Council	Sub-Delegation by GM
		and, when appropriate, sign and serve orders under such Acts or to take such other action as may be deemed necessary.		

### 3. COUNCILLORS

	Subject	Description	Delegation by Council	Sub-Delegation by GM
A	Councillors	That the General Manager be delegated authority to liaise with Councillors and approve attendance at training and development seminars.	GM	DCS DES DIS GMA

### 4. AUTHORITY TO ENTER PREMISES

	Subject	Description	Delegation by Council	Sub-Delegation by GM
A	Authority to Enter Premises - LGA	That the General Manager be delegated authority to enter and inspect premises and to carry out any works deemed necessary, pursuant to the provisions of the <i>Local Government Act 1993</i> and any other Act or Regulations.	GM	DIS DES RCO BSO ENG AE WCO USG USL WWT WE CBS HBSO PSO WHS

	<b>Subject</b>	<b>Description</b>	<b>Delegation by Council</b>	<b>Sub-Delegation by GM</b>
<b>B</b>	<b>Authority to Enter Premises - EPAA</b>	That the General Manager be delegated authority to enter premises and make an inspection, in accordance with Section 9.16 of the <i>Environmental Planning and Assessment Act 1979</i> .	GM	DIS DES RCO BSO ENG AE CBS HBSO PSO
<b>C</b>	<b>Authorised Officer, Protection of the Environment Operations Act 1997</b>	That the General Manager be delegated authority to be the authorised officer under the provisions of the <i>Protection of the Environment Operations Act 1997</i> .	GM	DES RCO CBS HBSO
<b>D</b>	<b>Authorised Officer – Amusement Devices</b>	That the General Manager be delegated authority to appoint persons to be authorised inspector for the purpose of inspecting amusement devices under the <i>Local Government Act 1993</i> and under the <i>Work, Health and Safety Act 2011</i> .	GM	DES RCO HBSO
<b>E</b>	<b>Authorised Officer – Noxious Weeds/ Biosecurity</b>	That the General Manager be delegated authority to exercise all of the powers and functions conferred on Council by the <i>Biosecurity Act 2015</i> .	GM	DIS DES BSO
<b>F</b>	<b>Authorised Officer – Pollution</b>	That the General Manager be delegated authority to appoint persons to be authorised officers and to exercise the functions conferred on Council pursuant to the <i>Protection of the Environment Operations Act 1997</i> and the <i>Local Government Act 1993</i> .	GM	DIS DES RCO HBSO

#### 5. GENERAL

	<b>Subject</b>	<b>Description</b>	<b>Delegation by Council</b>	<b>Sub-Delegation by GM</b>
<b>A</b>	<b>Penalty Notices</b>	That the General Manager be delegated authority to issue Penalty Notices under Section 679 of the <i>Local Government Act 1993</i> .	GM	DIS DES RCO BSO

	<b>Subject</b>	<b>Description</b>	<b>Delegation by Council</b>	<b>Sub-Delegation by GM</b>
				CBS
<b>B</b>	<b>Stocktake</b>	That the General Manager be delegated authority to write off stores and materials to a value not exceeding \$1,000 following a stocktake	GM	DIS DCS
<b>C</b>	<b>Insurance Renewals</b>	That the General Manager be delegated authority to arrange property and indemnity insurance in respect of any property under the control and management of the Council or in respect of any civil liability which may arise in connection with the exercise of its powers, authorities, duties or functions.	GM	DCS SFO
<b>D</b>	<b>Issue Orders</b>	That Council delegates to the General Manager the power to issue Orders as listed in the Table to Section 124 of the <i>Local Government Act 1993</i> and the Public Health Act and Regulations thereunder.	GM	DES DIS RCO BSO
<b>E</b>	<b>Delegation to Refuse Requests</b>	That the General Manager be delegated authority, to consider applications for financial assistance, and determine which requests are to be referred to Council for decision.	GM	DIS DES DCS
<b>F</b>	<b>Penalty Notices</b>	That the General Manager be delegated authority to issue Penalty Notices under Section 679 of the <i>Local Government Act 1993</i> .	GM	DIS DES RCO BSO CBS
<b>G</b>	<b>Press Statements</b>	That the General Manager be delegated authority to respond to media publicity on Council matters and to issue media releases and make statements to the media on behalf of the Council.	GM	DIS DES DCS
<b>H</b>	<b>Public Liability and Professional Indemnity Claims</b>	That the General Manager be delegated authority to deny or accept liability for public liability and professional indemnity claims up to the excess value.	GM	DCS DIS DES

	<b>Subject</b>	<b>Description</b>	<b>Delegation by Council</b>	<b>Sub-Delegation by GM</b>
				WHS
<b>I</b>	<b>Motor Vehicle Insurance Claims</b>	That the General Manager be delegated authority to deny or accept liability for motor vehicle, insurance claims up to \$1,000.	GM	DES DIS DCS WHS
<b>J</b>	<b>Legal Proceedings</b>	That the General Manager be delegated authority to represent Council as required in any legal or court proceedings.	GM	DES DIS DCS
<b>K</b>	<b>Government Information Act (GIPA)</b>	That the General Manager be delegated authority to determine applications under the Government Information legislation and to authorise access to Council files and records.	GM	DES/DIS (Sub Right to Information Officer) DCS (Right to Information Officer)
<b>L</b>	<b>Destruction of Records</b>	That the General Manager be delegated authority that subjects to any reasonable requests or lawful direction to the contrary, to destroy or dispose of by other means, records of the Council subject to the requirements of any Act or Regulation.	GM	DCS SFO RO RC GMA HR IT WHS
<b>M</b>	<b>Applications under Privacy and Personal Information Act</b>	To determine applications made under the <i>Privacy and Personal Information Protection Act 1998</i> .	GM	DCS DIS DES HR

	<b>Subject</b>	<b>Description</b>	<b>Delegation by Council</b>	<b>Sub-Delegation by GM</b>
<b>N</b>	<b>Filming on Council Reserves and Property</b>	To approve, approve with conditions as may be appropriate in the circumstances and subject to the payment of charges and fees as determined by Council, or disapprove of applications to use public reserves, public roads or Council property for filming or photographic purposes.	GM	DES DIS DCS
<b>O</b>	<b>Signature of Correspondence</b>	Sign standard correspondence in relation to day to day operations of the officers' department, including memos.	GM	DIS DES DCS SFO HR WHS RCO CBS RC GMA HR HBSO PSO
<b>O i</b>	<b>Signature of Correspondence – Members of the public</b>	Sign standard correspondence in relation to day to day operations to members of the public.	GM	DIS DES DCS SFO RCO CBS RC HBSO PSO GMA, EAIS



	<b>Subject</b>	<b>Description</b>	<b>Delegation by Council</b>	<b>Sub-Delegation by GM</b>
<b>O</b> <b>iii</b>	<b>Signature of Correspondence – Ministers and Councillors</b>	Sign standard correspondence in relation to to any Federal or State Minister, Member of Parliament, advice to Councillors	GM	DIS DES DCS (Councillors only)
<b>O</b> <b>iv</b>	<b>Signature of correspondence – Staffing matters</b>	Sign standard correspondence in relation to day-to-day contracts, lease documents, letters of appointment for new employees, and Letters to employees regarding disciplinary matters and grievances.	GM	DIS DES DCS HR (Letters of appointment/ Disciplinary matters)
<b>P</b>	<b>Corporate Image</b>	To maintain, review and sustain a corporate image that reflects Council's corporate and community objectives and contributes to organisational development.	GM	DCS DES DIS
<b>Q</b>	<b>Licences and Permits</b>	To approve the issue of licences and permits under the <i>Local Government Act 1993</i> and Regulations or any other Act or Regulation affecting Council.	GM	DES DIS DCS RC
<b>R</b>	<b>Urgent Works</b>	To authorise any work, which in his/her opinion is urgent provided that the estimated cost does not exceed \$20,000 on any one occasion, except emergency management under the Clause 170A of the Local Government (General) Regulation 2021.	GM	DIS DES Not applicable to clause 170A
<b>S</b>	<b>Code of Conduct</b>	To perform or authorise any action necessary to comply with Council's Model Code of Conduct and Procedures	GM	DES (Complaints Coordinator) DCS (Sub

	<b>Subject</b>	<b>Description</b>	<b>Delegation by Council</b>	<b>Sub-Delegation by GM</b>
				Complaints Coordinator)
<b>T</b>	<b>Public Interest Disclosures Act 2022</b>	To be responsible for receiving and dealing with disclosures made under the <i>Public Interest Disclosures Act 2022</i> .	GM	DCS (PID) DES (Sub PID Officer)
<b>U</b>	<b>Economic Development Opportunities</b>	That the Mayor, Deputy Mayor and General Manager be delegated authority to make decisions, in respect to major economic development opportunities: i) That provides an obvious benefit to the Weddin Shire ii) That does not commit <b>Council</b> to expenditure that is not budgeted for; and iii) That will be subject of a full report to the next available Council meeting.	GM	
<b>V</b>	<b>Local Emergency Management Committee</b>	The General Manager of the Council is the Chairperson of the Local Emergency Management Committee in accordance with the State Emergency and Rescue Management Act.	GM	DIS (Local Emergency Management Officer) DES (Deputy LEMO)



## 6. RATING

	Subject	Description	Delegation by Council	Sub-Delegation by GM
A	<b>Write off Rates and Charges</b>	To write off accrued interest on rates or charges payable by a person, if in his/her opinion: <ul style="list-style-type: none"> <li>the person is unable to pay the accrued interest for reasons beyond the person's control, or</li> <li>Payment of the accrued interest would cause hardship. Provided that any such waiver shall only be exercised in accordance with a policy of the Council and subject to a limit of \$200 in any one case.</li> </ul>	GM	DCS RC
B	<b>Section 603 Certificates</b>	That the General Manager be delegated authority to Issue Section 603 Rating Certificates.	GM	DCS SFO RC
C	<b>Change in Rate Category</b>	To categorise all rateable land in accordance with Section 514 of the <i>Local Government Act 1993</i> and to determine applications for review of categories which have been determined by persons to whom the authority to categorise land has been sub-delegated by the General Manager.	GM	DCS RC
D	<b>Recovering Outstanding Rates</b>	That the General Manager be delegated authority to authorise legal proceedings for the recovery of Outstanding Rates, Charges and Interest.	GM	DCS SFO RC
E	<b>Rating Certificate</b>	That the General Manager be delegated authority to issue the appropriate Rating Certification under the <i>Local Government Act 1993</i> .	GM	
F	<b>Serve Rate Notices</b>	To prepare and serve rate notices following the making of the rate by Council.	GM	DCS SFO RC

	<b>Subject</b>	<b>Description</b>	<b>Delegation by Council</b>	<b>Sub-Delegation by GM</b>
<b>G</b>	<b>Agreements for Payment</b>	To enter into agreements for the payment of rates and charges due and payable.	GM	DCS SFO RC
<b>H</b>	<b>Rate Book</b>	To amend or alter the rate book where necessary.	GM	DCS SFO RC
<b>I</b>	<b>Rates Refund</b>	To refund rates where the amount of the rate has been reduced, after payment, by the land becoming non-rateable, or on revaluation of the land, or pensioner rate concessions or overpaid rates.	GM	DCS SFO RC

## 7. STAFF

	<b>Subject</b>	<b>Description</b>	<b>Delegation by Council</b>	<b>Sub-Delegation by GM</b>
<b>A</b>	<b>Seminars and Conferences</b>	The General Manager be delegated authority to approve staff attendance at Seminars and Conferences, in accordance with the Staff Training Program and within the approved Budget.	GM	
<b>B</b>	<b>Training and Development</b>	The General Manager be delegated authority to approve courses, vocational skills, workshops and other training and development opportunities within the approved Budget.	GM	DIS DCS DES HR
<b>C</b>	<b>Public Officer</b>	The General Manager be delegated authority to undertake the duties as Public Officer, as prescribed by Section 343 of the <i>Local Government Act 1993</i> .	GM	DCS (Public Officer) DES (Sub Public Officer)

	<b>Subject</b>	<b>Description</b>	<b>Delegation by Council</b>	<b>Sub-Delegation by GM</b>
<b>D</b>	<b>Staff</b>	Direct staff within the area of operations, in accordance with an organisation structure and resources approved by the Council.	GM	DCS DIS DES SFO WCO ATO WE RMCC LIB TVO WS RO BSO ASM ENG AE HR WSE SE CBS EPM USG WHS WE
<b>E</b>	<b>Staff Employment and Dismissal</b>	Make recommendations to the General Manager in respect of the employment/dismissal of employees within the Director's area of operation, in accordance with Council's organisation structure, resources, procedures and adopted policies.	GM	DCS DES DIS HR
<b>F</b>	<b>Staff Overtime and Time In Lieu</b>	Approve staff overtime and time in lieu in accordance with the relevant Award and/or industrial instrument.	GM	DCS DIS DES HR
<b>G</b>	<b>Staff Timesheets and Leave</b>	Authorise timesheets and leave for staff in their area of responsibility.	GM	DES DIS DCS SFO WSE WCO AE WE ASM CE

	<b>Subject</b>	<b>Description</b>	<b>Delegation by Council</b>	<b>Sub-Delegation by GM</b>
				HR RMCC WE
<b>H</b>	<b>Staff Reviews and Position Grading</b>	To perform and sign off on annual staff appraisals and authorise pay increases within the scope of the staff members Position Description.	GM	DCS DIS DES
<b>I</b>	<b>Human Resources Policies and Procedures</b>	To consider, review and adopt Human Resources policies and procedures.	GM	DCS DIS DES HR WHS
<b>J</b>	<b>Appointment of Staff</b>	To appoint staff in accordance with the organisation's structure.	GM	DCS DES DIS
<b>K</b>	<b>Staff Reviews</b>	To perform staff review and make recommendations for pay increases	GM	DCS DIS DES HR

### 8. TENDERS AND CONTRACTS

	<b>Subject</b>	<b>Description</b>	<b>Delegation</b>	<b>Sub-Delegation</b>
<b>A</b>	<b>Tenders and Quotations</b>	That the General Manager be delegated authority to open Tenders and Quotations.	GM	DCS DES DIS SFO RO ENG
<b>B</b>	<b>Contracts</b>	That the General Manager be delegated authority to sign contracts for works and/or services in accordance with the resolution of Council.	GM	DCS DIS DES

## 9. PLANT

	Subject	Description	Delegation	Sub-Delegation
A	<b>Purchase of Motor Vehicles, Plant and Equipment</b>	That the General Manager be delegated authority to purchase Motor Vehicles, Plant and Equipment, within the approved budget allocations.	GM	DIS DCS DES
B	<b>Registration of Motor Vehicles</b>	Sign as nominee for vehicle registrations.	GM	DIS DCS DES
C	<b>Light Vehicles – Purchase and Replacement</b>	To determine whether to offer vehicles for trade-in or private sale or to consign the vehicles for sale at the NSW State Government vehicle auctions.	GM	DIS DCS DES
D	<b>Auction – Reserve Price</b>	To fix a reserve price for vehicles to be offered for sale at auction.	GM	DIS DCS
E	<b>Quotations – Light Vehicles</b>	To accept quotations for the supply by way of purchase or lease of light vehicles to Council or without trade-in in accordance with Council's policies.	GM	DIS DCS
F	<b>Sale of Light Vehicles</b>	To accept offers for the sale of surplus light vehicles provided that such offers are the result of public advertising, auction or trade-in of the vehicle to be sold.	GM	DIS  DCS

## 10. COMPANION ANIMALS

	Subject	Description	Delegation	Sub-Delegation
A	<b>Companion Animals</b>	That the General Manager be delegated authority to act on Council's behalf under the <i>Companion Animals</i>	GM	DES RCO

	<b>Subject</b>	<b>Description</b>	<b>Delegation</b>	<b>Sub-Delegation</b>
		<i>Act 1998.</i>		HBSO CBS On-call for impound/seizure
<b>B</b>	<b>Authorised Servant or Agent</b>	To appoint and authorise a servant or agent of the Council for the purposes of Section 6(2) of the <i>Companion Animals Act 1998</i> .	GM	DES RCO
<b>C</b>	<b>Nuisance Cats and Dogs, Menacing Dogs, Dangerous Dog</b>	To declare a companion animal under the <i>Companion Animals Act 1998</i> as: <ul style="list-style-type: none"> <li>• Nuisance Cat under section 31.</li> <li>• Nuisance Dog under section 32A.</li> <li>• Dangerous Dog in accordance with Division 1 of Part 5 of the <i>Companion Animals Act 1998</i>.</li> <li>• Menacing Dog in accordance with Division 1 of Part 5 of the <i>Companion Animals Act 1998</i>.</li> </ul>	GM	DES
<b>D</b>	<b>Revoke declaration</b>	Council can revoke declaration in accordance with section 39 of the <i>Companion Animals Act 1993</i> . The General Manager is to refer revocation applications to Council under section 39 of the <i>Companion Animals Act 1998</i> for Council resolution.	GM	DES
<b>D</b>	<b>Penalty Notices</b>	To authorise employees of the Council to serve penalty notice in accordance with Section 92 of the <i>Companion Animals Act 1998</i> .	GM	DES RCO
<b>F</b>	<b>Impounded Dogs</b>	To authorise the sale and destruction of impounded dogs in accordance with Section 64 of the <i>Companion Animals Act 1998</i> .	GM	DES RCO

## 11. IMPOUNDING



	<b>Subject</b>	<b>Description</b>	<b>Delegation by Council</b>	<b>Sub-Delegation by GM</b>
<b>A</b>	<b>Authorised Officer: Impounding Officer</b>	That the General Manager be appointed Authorised Officer under the <i>Public Spaces (Unattended Property) Act 2021</i> .	GM	DES RCO HBSO
<b>B</b>	<b>Authorised Officer Impounding Officer Powers and Functions</b>	To exercise all of the powers and functions conferred upon the Council under the <i>Public Spaces (Unattended Property) Act 2021</i> , and without limiting the generality of the foregoing, the authority to issue penalty notices under s. 49 of the Act.	GM	DES RCO CBS HBSO

## 12. EMERGENCY

	<b>Subject</b>	<b>Description</b>	<b>Delegation by Council</b>	<b>Sub-Delegation by GM</b>
<b>A</b>	<b>Emergency Incidents</b>	That the General Manager be delegated authority to approve the use of Council plant, equipment and employees in response to emergency incidents.	GM	DIS DES WCO DCS RMCC
<b>B</b>	<b>Emergency Management under the State Emergency and Rescue Management Act</b>	The authority and delegations in accordance with the <i>State Emergency and Rescue Management Act 1989</i> .	GM	DIS DES WCO DCS RMCC

## 13. HEALTH

	<b>Subject</b>	<b>Description</b>	<b>Delegation by Council</b>	<b>Sub-Delegation by GM</b>
<b>A</b>	<b>Health Matters – Food Act</b>	That the General Manager be delegated authority to exercise each of the powers, authorities, duties and functions conferred by the <i>Food Act 2003</i> and <i>Food (General) Regulations 2015</i> as amended.	GM	DES RCO HBSO CBS

	<b>Subject</b>	<b>Description</b>	<b>Delegation by Council</b>	<b>Sub-Delegation by GM</b>
<b>B</b>	<b>Inspect Regulated Premises</b>	That the General Manager be delegated authority to inspect Premises, in accordance with the <i>Public Health Act 2010</i> and Regulations made thereunder.	GM	DES RCO HBSO CBS
<b>C</b>	<b>Issuing of Orders</b>	That the General Manager be delegated authority to issue orders as listed in the <i>Local Government Act 1993</i> and the <i>Public Health Act 2010</i> and Regulations thereunder.	GM	DES RCO CBS
<b>D</b>	<b>Powers – Health Act</b>	To exercise all of the Council's powers and the powers of an authorised officer appointed by the Local Authority, pursuant to the provisions of the <i>Public Health Act 2010</i> , as amended and regulations made thereunder and without limiting the generality of the foregoing: <ul style="list-style-type: none"> <li>• to inspect regulated systems (air-conditioning systems)</li> <li>• to make an order closing a public swimming pool</li> <li>• to revoke an order closing a public swimming pool</li> <li>• to supervise exhumation</li> </ul>	GM	DES RCO HBSO

#### 14. TOWN PLANNING

	<b>Subject</b>	<b>Description</b>	<b>Delegation by Council</b>	<b>Sub-Delegation by GM</b>
<b>A</b>	<b>Development Application Consent</b>	That the General Manager be delegated authority to consent to Development Applications where Council is	GM	DES CBS



	<b>Subject</b>	<b>Description</b>	<b>Delegation by Council</b>	<b>Sub-Delegation by GM</b>
		the consent authority under the <i>Environmental Planning and Assessment Act 1979</i> or State Environmental Planning Policy (Exempt and Complying Development Codes) 2008		
<b>B</b>	<b>Certificate – Planning 10.7, 10.5, Sewer Plan, 735A, and swimming pool compliance</b>	To sign and issue any Certificate for which provision is made for the issue of Certification by the Council under any Act or Regulation.	GM	DES CBS
<b>C</b>	<b>Subdivision Certificates</b>	To determine Development Applications and applications to subdivide land made pursuant to the <i>Environmental Planning and Assessment Act 1979</i> and the <i>Local Government Act 1993</i> and Regulations made thereunder and subject to compliance with Council's Local Environmental Plan and Development Control Plan and adopted policies.	GM	DES
<b>D</b>	<b>Use of Footpaths</b>	That the General Manager be delegated authority to approve the use of the footpath area for commercial activities.	GM	DES DIS
<b>E</b>	<b>Environmental Planning and Assessment - Orders</b>	To issue orders in accordance with pursuant to the <i>Environmental Planning and Assessment Act 1979</i> , subject to any policy of the Council or any condition imposed by the Council.	GM	DES RCO CBS
<b>F</b>	<b>Environmental Planning and Assessment – LEP's</b>	That the General Manager be delegated authority and functions under Section 3.36 of the EPA Act 1979 for the making of Local Environmental Plans (LEP's).	GM	
<b>G</b>	<b>Temporary Occupation of Land</b>	That the General Manager be delegated authority to Consent to applications for temporary occupation of land, in terms of Council policy.	GM	DES CBS

	<b>Subject</b>	<b>Description</b>	<b>Delegation by Council</b>	<b>Sub-Delegation by GM</b>
<b>H</b>	<b>Issuing of Building Certificate</b>	That the General Manager be delegated authority to the Issue of Building Certificates.	GM	DES CBS
<b>I</b>	<b>Swimming Pools Act</b>	That the General Manager be delegated authority to exercise functions under the <i>Swimming Pools Act 1992</i> .	GM	DES CBS
<b>J</b>	<b>4.6 Variations</b>	That the General Manager refer development applications seeking a 4.6 variation under the Weddin Local Environmental Plan 2011 to Council for determination.	GM	DES
<b>K</b>	<b>Table of Approvals</b>	To consider any application for approval of any item in the Table of Approvals in Chapter 7 of the <i>Local Government Act 1993</i> and: i) Grant approval either unconditionally or subject to conditions, or ii) If of the opinion that the application should be refused, submit the application to Council for its determination iii) Pursuant to Section 381(3) of the <i>Local Government Act 1993</i> the powers, authorities, duties and functions under Section 82(3) of the Act to concur in the making of a direction when determining an application for approval where the General Manager is satisfied that the objection is lodged with Council under Section 82(1) of the Act to a Local Approvals Policy of Council.	GM	DES CBS
<b>L</b>	<b>Deferred Approvals Assessment - Orders</b>	To approve applications for “deferred approvals” or “staged approvals”.	GM	DES CBS

	<b>Subject</b>	<b>Description</b>	<b>Delegation by Council</b>	<b>Sub-Delegation by GM</b>
<b>M</b>	<b>Advertising Signs</b>	To determine applications for the erection or display of advertising signs or structures subject to Council's Local Environmental Plan.	GM	DES CBS
<b>N</b>	<b>Approval Extension/Renewal</b>	To extend or renew an approval if satisfied that there is good cause for so doing.	GM	DES CBS
<b>O</b>	<b>Reject Application</b>	To reject any application if it is not sufficiently clear as to the approval sought or it is not easily legible.	GM	DES CBS
<b>P</b>	<b>Temporary Buildings</b>	To determine applications for the erection of temporary buildings and to determine the period from the date of approval within which that building is to be demolished or removed.	GM	DES CBS
<b>Q</b>	<b>Certificates</b>	To determine applications for Construction and Compliance Certificates.	GM	DES CBS
<b>R</b>	<b>Occupation Certificates</b>	To classify buildings and issue Occupation Certificates.	GM	DES CBS
<b>S</b>	<b>Department Fair Trading</b>	To advise the Department of Fair Trading of possible breaches of the requirements of the Department.	GM	DES CBS
<b>T</b>	<b>Plumbing and Drainage Act 2011</b>	That the General Manager be delegated authority to exercise functions under the <i>Plumbing and Drainage Act 2011</i> as a plumbing regulator.	GM	DES CBS

## 15. ENVIRONMENT

	<b>Subject</b>	<b>Description</b>	<b>Delegation by Council</b>	<b>Sub-Delegation by GM</b>
<b>A</b>	<b>Grenfell Waste Disposal Depot Operation</b>	That the General Manager be delegated authority for the day-to-day operation of the Grenfell Waste Disposal Depot.	GM	DES CBS
<b>B</b>	<b>Waste Minimisation and Management</b>	That the General Manager be delegated authority to exercise the powers and functions under <i>Protection of Environment Operations Act 1997</i> and <i>Protection of the Environment Operations (Waste) Regulation 2005</i> .	GM	DES CBS RCO
<b>C</b>	<b>Environment Protection</b>	That the General Manager be delegated authority to appoint authorised officers and to exercise the functions conferred on Council pursuant to the <i>Protection of the Environment Operations Act 1997</i> .	GM	DES DIS RCO
<b>D</b>	<b>Clean Air Regulations</b>	That the General Manager be delegated authority to exercise the Powers and Functions under the <i>Protection of the Environment Operations (Clean Air) Regulations, 2002</i> .	GM	DES DIS RCO CBS
<b>E</b>	<b>Environment Protection and Waste Minimisation</b>	That the General Manager be delegated authority to exercise the powers and functions of the Environment Protection Authority and to appoint a person as an authorised officer under the <i>Waste Avoidance and Resource Recovery Act 2001</i> .	GM	DES CBS RCO
<b>F</b>	<b>Removal Fallen Timber</b>	To approve applications for the removal of fallen timber on roads, subject to conditions to protect standing timber, roadside drainage and traffic safety or such other conditions as are considered relevant.	GM	DES DIS
<b>G</b>	<b>Tree Lopping/Removal</b>	To approve applications to remove or lop trees made in accordance with the requirements of Council's Tree Preservation Order.	GM	DES DIS CBS

	<b>Subject</b>	<b>Description</b>	<b>Delegation by Council</b>	<b>Sub-Delegation by GM</b>
<b>H</b>	<b>Biosecurity Act 2015</b>	That the General Manager be delegated authority to exercise functions of the <i>Biosecurity Act 2015</i> .	GM	DES DIS BSO
<b>I</b>	<b>Heritage Act 1997</b>	That the General Manager be authorised to implement the delegations from the NSW Heritage Office in respect of issuing approvals under Section 60 of the <i>Heritage Act 1977</i> and the making of orders.	GM	DES DIS CBS

#### 16. CEMETERIES

	<b>Subject</b>	<b>Description</b>	<b>Delegation by Council</b>	<b>Sub-Delegation by GM</b>
<b>A</b>	<b>Exhumations</b>	That the General Manager be delegated authority to supervise Exhumations in accordance with the Public Health Regulation 2022	GM	DIS DES
<b>B</b>	<b>Public Health Regulation</b>	To control the handling and disposal of bodies under the Public Health Regulation 2022 including but not limited to the supervision and approval of private burials, in accordance with any policy of the Council, under the Public Health Regulation 2022.	GM	DIS DES USG USL

#### 17. PARKS AND GARDENS, SPORTING FIELDS, RESERVES, AND SWIMMING POOLS

	<b>Subject</b>	<b>Description</b>	<b>Delegation by Council</b>	<b>Sub-Delegation by GM</b>
<b>A</b>	<b>Approve use of Swimming Pools</b>	To approve applications for the use of the Grenfell Aquatic Centre and Quandialla Pool excepting where the care, control and management has been delegated to a Committee/Contractor	GM	DES ACM



	<b>Subject</b>	<b>Description</b>	<b>Delegation by Council</b>	<b>Sub-Delegation by GM</b>
<b>B</b>	<b>Ordering Swimming Pool Closure</b>	That the General Manager be delegated authority to issue an Order to Close the Swimming Pool, in accordance with <i>Public Health Act 2010</i> .	GM	DES CBS
<b>C</b>	<b>Revoking Order to Close Swimming Pool</b>	That the General Manager be delegated authority to revoke an Order to Close a Swimming Pool, in accordance with the <i>Public Health Act 2010</i> .	GM	DES CBS
<b>D</b>	<b>Carnivals and Circuses</b>	That the General Manager be delegated authority to consider, approve or refuse applications for the operation of carnivals, circuses and the like and when approved, impose conditions deemed necessary. That all other applications be referred to Council for consideration on their merits.	GM	DES CBS
<b>E</b>	<b>Swimming Pools Act</b>	To authorise employees as Inspectors under Section 7 of the <i>Swimming Pools Act 1992</i> as amended and to exercise all or any functions of an Inspector for the purpose of that Act or Regulations made thereunder.	GM	DES CBS HBSO
<b>F</b>	<b>Approve use of Parks, Playing Fields and Reserves</b>	To approve applications and determine the conditions of use for all parks, playing fields and reserves excepting those where the care, control and management have been delegated to a Committee.	GM	DIS EA EAIS

### 18. SEWAGE

	Subject	Description	Delegation by Council	Sub-Delegation by GM
A	<b>Annual Treatment Works Return</b>	That the General Manager be given delegated authority to sign future returns for the Grenfell Sewerage Treatment Works in accordance with Section 377 of the <i>Local Government Act 1993</i> .	GM	DIS

### 19. ROADS

	Subject	Description	Delegation by Council	Sub-Delegation by GM
A	<b>Temporary Street Closures</b>	That the General Manager be delegated authority to refer temporary street closures for community functions to the Local Traffic Management Committee.	GM	DIS
B	<b>Traffic Control Signs and Devices</b>	That the General Manager be delegated authority to assume the functions in accordance with clauses pursuant to <i>Road Transport Act 2013</i> .	GM	DIS
C	<b>Regulation of Traffic by Road Authorities</b>	That the General Manager be delegated authority to assume the functions in accordance with clauses pursuant to the <i>Road Transport Act 2013</i> .	GM	DIS
D	<b>Breaches under the Roads Act 1993 and Interstate Road Transport Act 1985</b>	That the General Manager be delegated authority to be the Authorised Officer to commence an action for breaches under the <i>Roads Act 1993</i> and <i>Interstate Road Transport Act 1985</i> , within Council's area.	GM	DIS
E	<b>Matter Escaping onto Road</b>	That the General Manager be delegated authority to be the authorised officer under the Roads Transport (General) Regulations 2021 and the <i>Public Spaces (Unattended Property) Act 2021</i> .	GM	DIS DES RCO WCO WE

	<b>Subject</b>	<b>Description</b>	<b>Delegation by Council</b>	<b>Sub-Delegation by GM</b>
<b>F</b>	<b>Roads Act</b>	<p>a) Pursuant to Section 88 of the <i>Roads Act 1993</i> to authorise the removal or lopping of any tree or other vegetation that is on or overhanging a public road where it is considered necessary to do so for the purpose of carrying out road work or removing a traffic hazard.</p> <p>b) To take any action and exercise any power devolved on Council by Division 1, 2, 3 and 4 of Part 7 of the <i>Roads Act 1993</i>.</p> <p>c) To regulate traffic on a Public Road pursuant to the provision of Division 1, 2, 3 and 4 of Part 8 of the <i>Roads Act 1993</i>.</p> <p>d) Pursuant to Section 138 of that Act to grant consent to works and structures on public roads and to revoke such consents pursuant to Section 140 of that Act.</p> <p>e) Pursuant to Section 144 of that Act to grant permits for road events.</p> <p>f) Pursuant to Division 1 of Part II of the <i>Roads Act 1993</i> to authorise employees to enter onto land for the purpose of inspections and investigations and to issue certificates of authority under his or her signature to employees so authorised.</p>	GM	DIS WCO DES RMCC WE
<b>G</b>	<b>Local Traffic Committee</b>	That the General Manager be delegated the authority to obtain advice by establishing a Local Traffic Committee.	GM	DIS



**20. PRIVATE WORKS**

	<b>Subject</b>	<b>Description</b>	<b>Delegation by Council</b>	<b>Sub-Delegation by GM</b>
<b>A</b>	<b>Private Works</b>	That the General Manager be delegated authority to undertake Private Works in accordance with Council's Policy.	GM	DIS DES DCS WE WCO

**21. SCHEDULE OF PURCHASE AUTHORISATION LIMITS (all monetary amounts include GST)**

<b>POSITION TITLE</b>	<b>PURCHASE AUTHORISATION LIMIT</b>	<b>PURCHASE ORDER AUTHORISATION LIMIT (CONTRACTS APPROVED BY COUNCIL)</b>	<b>CREDIT CARD LIMIT</b>
General Manager	\$249,999	Contract Value	\$15,000
Director Corporate Services	\$100,000	\$1,000,000	\$10,000
Team Leader Finance	\$15,000		\$2,000
Director Infrastructure Services	\$100,000	\$1,000,000	\$10,000
Project Engineers	\$10,000		
Works Co-ordinator	\$25,000		
Director Environmental Services	\$100,000	\$1,000,000	\$10,000
Project Engineer	\$25,000		
Works Engineer	\$35,000		
Water and Sewer Engineer	\$25,000		
Asset Engineer	\$25,000		