

COMBINED INSTRUMENT OF DELEGATION

10 APRIL 2024



Instruments of Delegation in this Document

- Biodiversity Conservation Act 2016
- Biodiversity Conservation Regulation 2017
- Biosecurity Act 2015
- Boarding Houses Act 2012
- Building and Development Certifiers Act 2018
- Building and Development Certifiers Regulation 2020
- Building Products (Safety) Act 2017
- Cemeteries and Crematoria Act 2013
- Cemeteries and Crematoria Regulation 2022
- Community Land Development Act 2021
- Community Land Management Act 2021
- Companion Animals Act 1998
- Companion Animals Regulation 2018
- Contaminated Land Management Act 1997
- Conveyancing Act 1919
- Crown Land Management Act 2016
- Crown Land Management Regulation 2018
- Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021
- Environmental Planning and Assessment Act 1979
- Environmental Planning and Assessment Regulation 2021
- Food Act 2003
- Food Regulation 2015
- General Authority
- Heritage Act 1977
- Heritage Regulation 2012
- Holiday Parks (Long Term Casual Occupation) Act 2002
- Housing Act 2001
- Inclosed Lands Protection Act 1901
- Land and Environment Court Act 1979
- Liquor Act 2007
- Liquor Regulation 2018
- Local Government (General) Regulation 2021
- Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021
- Local Government Act 1993
- Major Events Act 2009
- NSW Road Transport Act 2013
- Pesticides Act 1999
- Pesticides Regulation 2017
- Plumbing and Drainage Act 2011
- Plumbing and Drainage Regulation 2017

- Protection of the Environment Operations Act 1997
- Public Health Act 2010
- Public Health Regulation 2022
- Public Spaces (Unattended Property) Act 2021
- Public Spaces (Unattended Property) Regulation 2022
- Restricted Premises Act 1943
- Roads Act 1993
- Rural Fires Act 1997
- Strata Schemes (Freehold Development) Act 1973
- Strata Schemes (Leasehold Development) Act 1986
- Strata Schemes Development Act 2015
- Strata Schemes Development Regulation 2016
- Strata Schemes Management Act 2015
- Strata Schemes Management Regulation 2016
- Swimming Pools Act 1992
- Tattoo Industry Act 2012
- Trees (Disputes Between Neighbours) Act 2006
- Wilderness Act 1987
- Annual Holidays Act 1944
- Children (Protection and Parental Responsibility) Act 1997
- Children’s Guardian Act 2019
- Civil and Administrative Tribunal Act 2013
- Disability Inclusion Act 2014
- Government Information (Public Access) Act 2009
- Health Records and Information Privacy Act 2002
- Independent Commission Against Corruption Act 1988
- Library Act 1939
- Library Regulation 2018
- Local Government (General) Regulation 2021 (INTERNAL)
- Local Government Act 1993 (INTERNAL)
- Privacy and Personal Information Protection Act 1998
- Public Interest Disclosures Act 2022
- State Records Act 1998
- Valuation of Land Act 1916
- Valuation of Land Regulation 2012
- Dams Safety Act 2015
- Dangerous Goods (Road and Rail Transport) Act 2008
- Electricity Supply Act 1995
- Fisheries Management Act 1994
- Fluoridation of Public Water Supplies Act 1957
- Game and Feral Animal Control Act 2002
- Gas Supply Act 1996
- Geographical Names Act 1966

- Heavy Vehicle National Law (NSW) 2013
- Pipelines Act 1967
- Public Works and Procurement Act 1912
- Public Works and Procurement Regulation 2019
- Real Property Act 1900
- State Emergency and Rescue Management Act 1989
- Surveying and Spatial Information Act 2002
- Transport Administration Act 1988
- Water Management Act 2000
- Work Health and Safety (Mines and Petroleum Sites) Act 2013

Delegation Sources

- Annual Holidays Act 1944
- Biodiversity Conservation Act 2016
- Biodiversity Conservation Regulation 2017
- Biosecurity Act 2015
- Boarding Houses Act 2012
- Building and Development Certifiers Act 2018
- Building and Development Certifiers Regulation 2020
- Building Products (Safety) Act 2017
- Cemeteries and Crematoria Act 2013
- Cemeteries and Crematoria Regulation 2022
- Children (Protection and Parental Responsibility) Act 1997
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- Community Land Management Act 2021
- Companion Animals Act 1998
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- Contaminated Land Management Act 1997
- Conveyancing Act 1919
- Crown Land Management Act 2016
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- Dams Safety Act 2015
- Dangerous Goods (Road and Rail Transport) Act 2008
- Disability Inclusion Act 2014
- Electricity Supply Act 1995
- Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021
- Environmental Planning and Assessment Act 1979
- Environmental Planning and Assessment Regulation 2021
- Fisheries Management Act 1994
- Fluoridation of Public Water Supplies Act 1957
- Food Act 2003

- Food Regulation 2015
- Game and Feral Animal Control Act 2002
- Gas Supply Act 1996
- General Authority
- Geographical Names Act 1966
- Government Information (Public Access) Act 2009
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- Local Government (General) Regulation 2021
- Local Government (General) Regulation 2021 (INTERNAL)
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- Local Government Act 1993
- Local Government Act 1993 (INTERNAL)
- Major Events Act 2009
- NSW Road Transport Act 2013
- Pesticides Act 1999
- Pesticides Regulation 2017
- Pipelines Act 1967
- Plumbing and Drainage Act 2011
- Plumbing and Drainage Regulation 2017
- Privacy and Personal Information Protection Act 1998
- Protection of the Environment Operations Act 1997
- Public Health Act 2010
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- Public Works and Procurement Act 1912
- Public Works and Procurement Regulation 2019
- Real Property Act 1900
- Restricted Premises Act 1943

- Roads Act 1993
- Rural Fires Act 1997
- State Emergency and Rescue Management Act 1989
- State Records Act 1998
- Strata Schemes (Freehold Development) Act 1973
- Strata Schemes (Leasehold Development) Act 1986
- Strata Schemes Development Act 2015
- Strata Schemes Development Regulation 2016
- Strata Schemes Management Act 2015
- Strata Schemes Management Regulation 2016
- Surveying and Spatial Information Act 2002
- Swimming Pools Act 1992
- Tattoo Industry Act 2012
- Transport Administration Act 1988
- Trees (Disputes Between Neighbours) Act 2006
- Valuation of Land Act 1916
- Valuation of Land Regulation 2012
- Water Management Act 2000
- Wilderness Act 1987
- Work Health and Safety (Mines and Petroleum Sites) Act 2013

Positions

Abbreviation	Position	Name
AQO	Administration & Quality Officer	Lynette Appleby
BEHO	Building & Environmental Health Officer	Emily Leach
CWC1	Capital Works Coordinator	Christopher Davis
CFO	Chief Financial Officer	Shageer Mohammed
CALS	Coordinator Activity and Lifestyle Support	Anthony Williams
CCYFS	Coordinator Children, Youth and Family Services	Kerry Bowman
CDS	Coordinator Direct Support	Cara Bridges

Abbreviation	Position	Name
CIWS	Coordinator Integrated Water Services	Glenn Wilson
CRF	Coordinator of Recreation Facilities	Steven McAllister
DCCS	Director of Corporate and Community Services	Fiona Plesman
DIS	Director of Infrastructure Services	Keith Appleby
DPG	Director of Place and Growth	Gayleen Burley
EDTC	Economic Development and Tourism Coordinator	Rhonda Bombell
EA (Mayor & GM)	Executive Assistant (Mayor and General Manager)	Debbie Duffell
EA (DCCS)	Executive Assistant to Director of Corporate and Community Services	Greg Ford
FO-LCSS	Finance Officer (LCSS)	Ellen Mackenzie
FA	Financial Accountant	Vacant Position
GM	General Manager	Bernard Smith
GAO	Governance Administration Officer	Simone Murray
MWC2	Maintenance Works Coordinator	Luke Eliot
MA	Management Accountant	Fiona O'Brien
MAHR	Manager of Administration & Human Resources	Peter Sayers
MAS	Manager of Asset Services	David Hunt

Abbreviation	Position	Name
MCS	Manager of Community Services	Ellie Brackenborough
MGRCP	Manager of Governance, Risk & Corporate Planning	Dennis McIntyre
MGD	Manager of Growth and Development	Andrew Neil
MID	Manager of Infrastructure Delivery	Anthony Kamphorst
MIWS	Manager of Integrated Water Services	Samuel Price
MLLS	Manager of Library & Learning Centre	Kerry Byrne
MROS	Manager of Recreation & Open Spaces	Graham Archibald
MSC	Manager of Sustainability and Compliance	Vacant Position
PO	Property Officer	Adam Reid
QM	Quarry Manager	Mark Gallagher
Ranger	Ranger	Anthony Wilkins
RGR	Ranger 02	Anthony Wilkins
RGR 3	Ranger 03	Nathan Holloway
RGR 4	Ranger 04	Jacob Lesleighter
RO	Rates Officer	Colin Woods
RS	Records Supervisor	Jeff Carroll

Abbreviation	Position	Name
MS	Saleyards Manager	Aaron Campbell
SDO	Senior Design Officer	Michael Stone
TLROS	Team Leader - Recreation and Open Spaces	Mark Howell
TEO	Tourism and Events Officer	Vacant Position
TP	Town Planner	Vacant Position
WEMO	Waste and Environmental Health Officer	Zachary Carter
LC	Waste and Recovery Coordinator	Christopher Sharman
WHSC	WHS Coordinator	Ann Blunt
WS	Workshop Supervisor	Damian McAlister

Positions Groups

Positions Group	Position	Positions
Managers	Managers	CFO, MCS, MROS, MSC, MLLS, MGD, QM, MAHR, MIWS, MGRCP, MID
Manex	Executive Management Team	DIS, DCCS, DPG

Provisions for Place and Growth

Biodiversity Conservation Act 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	General delegation –Exercise of all functions given to council in its capacity as planning authority under the Act that may be legally delegated.	MSC, MGD, DPG, TP	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993

Biodiversity Conservation Regulation 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	General delegation – Exercise of all functions of council under the Regulation that may be legally delegated.	MSC, MGD, DPG, TP	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Biosecurity Act 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Biosecurity Act 2015</p> <p>Exercise of all functions of council under the Act that may be legally delegated.</p>	MS, BEHO, MSC, DPG, Ranger, RGR 3, RGR 4	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Boarding Houses Act 2012			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Boarding Houses Act 2012</p> <p>Exercise of all functions of council under the Act that may be legally delegated.</p>	MSC, DPG, TP	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Building and Development Certifiers Act 2018			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Building and Development Certifiers Act 2018</p> <p>Exercise of all functions of council under the Act that may be legally delegated.</p>	BEHO, MSC, DPG	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Building and Development Certifiers Regulation 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Building and Development Certifiers Regulation 2020</p> <p>Exercise of all functions of council under the Regulation that may be legally delegated.</p>	BEHO, MSC, DPG	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Building Products (Safety) Act 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Building Products (Safety) Act 2017</p> <p>Exercise of all functions of council under the Act that may be legally delegated.</p>	BEHO, MSC, DPG	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Cemeteries and Crematoria Act 2013			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Cemeteries and Crematoria Act 2013</p> <p>Exercise of all functions of council under the Act that may be legally delegated</p> <p>Notes: Councils have functions under the Act as a “council”, “government agencies”, “cemetery operators” and “Crown cemetery operators” (where the council is the Crown Land Manager of a Crown cemetery). As “Crown cemetery operator”, a council may</p>	MROS, MSC, DPG	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Cemeteries and Crematoria Act 2013			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	delegate any of its functions (other than the power of delegation) to any other person or body: s.75		

Cemeteries and Crematoria Regulation 2022			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	General delegation – all functions under the Cemeteries and Crematoria Regulation 2022 Exercise of all functions of council under the Regulation that may be legally delegated.	MROS, MSC, DPG	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Community Land Development Act 2021			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation - all functions under the Community Land Development Act 2021</p> <p>Exercising all of the functions of council under the Act that can legally be delegated.</p>	MSC, DPG, TP	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Community Land Management Act 2021			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	All functions under the Community Land Management Act 2021 and the Regulations in force under that Act.	MSC, DPG	

Companion Animals Act 1998			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation - all functions under the Companion Animals Act 1998</p> <p>Exercising all of the functions of council under the Act that can legally be delegated.</p>	BEHO, MSC, DPG, Ranger, RGR 3, RGR 4	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Companion Animals Regulation 2018			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Part 3	<p>General delegation – registering companion animals</p> <p>Registering companion animals. Includes associated functions such as cancelling registrations, reinstating registrations, satisfying notification requirements, etc.</p>	BEHO, RGR 3, RGR 4	

Companion Animals Regulation 2018			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Regulation 19	<p>Registering companion animals</p> <p>Reinstating the registration of an animal.</p> <p>Note: Reinstating occurs by noting the reinstatement on the Register</p>	BEHO, RGR 3, RGR 4	Where the owner of a companion animal whose registration is cancelled under clause 19 pays the applicable registration fees within 14 days of being notified of the cancellation then the registration can be reinstated.
Regulation 20	<p>Registering companion animals</p> <p>Cancelling the registration of an animal that has ceased to be an assistance animal and for which the registration fee has not been paid including notifying the owner beforehand.</p> <p>Note: Before cancelling the registration of an animal, the council must notify the owner of the animal in writing of the proposed cancellation and of any associated action proposed to be taken (including subsequent prosecution of the owner for being the owner of an unregistered animal).</p>	BEHO, RGR 3, RGR 4	
Regulation 20	<p>Registering companion animals</p> <p>Notifying the Departmental Chief Executive of the cancellation of a former assistance animal’s registration.</p>	BEHO, RGR 3, RGR 4	

Companion Animals Regulation 2018			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Regulation 20	Registering companion animals Reinstating the registration of a former assistance animal.	BEHO, RGR 3, RGR 4	
Regulation 24	Registering companion animals Directing that nuisance dogs and cats or animals, belonging to persons who are convicted of an offence under the Companion Animals Act or who pays a penalty notice, be registered.	BEHO, RGR 3, RGR 4	
Regulation 31	Keeping a register of dog attacks Entering information about dog attacks onto the register in certain circumstances. Note: The information must be entered on the Register within 72 hours after the information is received by the Council.	BEHO, RGR 3, RGR 4	

Contaminated Land Management Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation - all functions under the Contaminated Land Management Act 1997</p> <p>Exercise of all functions of council under the Act that may be legally delegated.</p>	MSC, WEMO, DPG	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Conveyancing Act 1919			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation - all functions under the Conveyancing Act 1919</p> <p>Exercise of all functions of council under the Act that may be legally delegated.</p>	MSC, MGD, DPG, TP	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993

Crown Land Management Act 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Crown Lands Management Act 2016</p> <p>Exercise of all functions of council under the Act that may be legally delegated.</p>	MSC, MGD, DPG, TP	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Crown Land Management Regulation 2018			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Crown Land Management Regulation 2018</p> <p>Exercise of all functions of council under the Crown Land Management Regulation that may be legally delegated.</p>	MSC, MGD, DPG, TP	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021</p> <p>Exercise of all functions of council under the Regulation that may be legally delegated.</p>	BEHO	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Environmental Planning and Assessment Act 1979			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Environmental Planning and Assessment Act 1979</p> <p>Exercise of all functions of council under the Environmental Planning and Assessment Act 1979 that may be legally delegated, including all functions of council under all State Environmental Planning Policies, except the State</p>	BEHO, MSC, MGD, DPG, TP	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993. Delegation of functions to be exercised in respect of community land are limited by Division 2 of Part 2 of the Local Government Act 1993.

Environmental Planning and Assessment Act 1979			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Environmental Planning Policy (Biodiversity and Conservation) 2021		<p>Council can only directly delegate to the general manager or another "person or body" (e.g. a committee) but not Council employees: section 377(1). The general manager can sub-delegate to Council employees or other persons or bodies: section 378(2).</p> <hr/> <p>All staff with this delegation must abide by the conditions and limitations placed on Council staff by the Conflicts of Interest Policy (In Dealing with Council-related Development).</p>
Various: Part 9, Division 9.3	<p>Part 9 – Implementation and Enforcement</p> <p>General delegation – orders</p> <p>Exercising all of the functions of council that may be legally delegated in relation to the making of orders.</p>	RGR 3, RGR 4	Council cannot delegate the functions in section 377(1) of the Local Government Act 1993.

Environmental Planning and Assessment Act 1979			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various: Part 9, Division 9.2	<p>Part 9 – Implementation and Enforcement</p> <p>Investigative powers of departmental or council officers</p> <p>Exercising all of the functions of council that may legally be delegated in relation to enforcing the provisions of Act. Includes authorising persons to enter premises for the purpose of conducting an inspection, giving notice to owners/occupiers of a premises of council’s intention to conduct inspections, etc.</p>	BEHO, RGR 3, RGR 4	Council cannot delegate the power to authorise a person to use force to gain entry to a premises: section 377(1)(p) of the Local Government Act 1993.

Environmental Planning and Assessment Regulation 2021			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Environmental Planning and Assessment Regulation 2021</p> <p>Exercise of all functions of council under the Regulation that may be legally delegated.</p>	MSC, MGD, DPG, TP	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Food Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation - all functions under the Food Act 2003</p> <p>Exercising all of the functions of council that may be legally delegated under the Act.</p>	BEHO, MSC, DPG	<p>Council cannot delegate any of the functions listed ins section 377(1) of the Local Government Act 1993.</p> <p>Council may only delegate to members of council staff where it has written authorisation to do so from the NSW Food Authority: section 109E.</p>

Food Act 2003			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	(Council has responsibilities under the Food Act 2003 only where council is appointed as an “enforcement agency” by the NSW Food Authority: see sections 4 and 111.)		
37-39	Take any necessary action as an authorised officer pursuant to s 37-39 of the Food Act 2003	BEHO	

Food Regulation 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	General delegation – all functions under the Food Regulation 2015 Exercise of all functions of council under the Regulation that may be legally delegated.	BEHO, MSC, DPG	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

General Authority			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Media & Communication	To issue and make technical and/or specialised media statements to the print and electronic media in respect of issues, projects and activities arising from the management and operation in relation to the exercise of the functions of the delegate.	EDTC, Managers	Exercising this delegation is on the provision: a) that the relevant Director authorises such statements prior to exercising the function, and b) is in accordance with Council's Media Policy.
Various	To sign outward correspondence relating to the delegated functions.	BEHO, MROS, MSC, MGD, EDTC, DPG, TP, Ranger, RGR 3, RGR 4	This excludes correspondence (unless otherwise delegated through legislative provisions by the General Manager) to: (i) State and Federal Members of Parliament; (ii) Heads of Federal and State Government Departments; (iii) Mayors of other Council's; (iv) General Managers of other Council's (where specific action is required); (v) The NSW or Commonwealth Ombudsman; (vi) Local Government NSW;

General Authority			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<p>(vii) The Independent Commission Against Corruption;</p> <p>(viii) Unions covering any Council employee matter;</p> <p>(ix) Newspaper Editors;</p> <p>(x) The print and electronic media in respect of issues, projects and activities that do not arise from the management and operation in relation to the exercise of the functions of the delegate; and</p> <p>(xi) Other dignitaries.</p> <p>And excludes correspondence (unless otherwise delegated through legislative provisions by the General Manager) to:</p> <p>(i) Correspondence which offers advice and or an opinion on Council policy which varies from adopted Council policy;</p> <p>(ii) Correspondence which provides political comment;</p>

General Authority			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			(iii) Correspondence which seeks a meeting or deputation in respect of matters which may have policy and/or political implications for the Council; (iv) Correspondence which makes a major commitment, financial or otherwise, on Council's behalf.
Human Resources - Appointing Staff	To appoint staff to positions within the area of responsibility of the delegate.	Manex, Managers	Provided that the appointment accords with the organisational structure determined by the Council under Chapter 11 of the Local Government Act 1993 and the resources are approved by Council.
Human Resources - Variation to Salary (DPG)	To approve any variations to the salary of staff appointed to positions within the area of responsibility of the delegate.	MROS, MSC, MGD	Provided that: a) the delegate consults with the Director of Place and Growth prior to exercising the function, and b) the variation is in accordance with the Council's adopted salary system and within the resources approved by the Council.

General Authority			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Human Resources - Directing Staff	<p>To direct, supervise and control staff appointed to positions within the area of responsibility of the delegate in the performance of their duties including the approval and certification of:</p> <p>a) overtime, annual leave, sick leave and leave without pay (except leave without pay taken for recreational purposes),</p> <p>b) time sheets, and</p> <p>c) absence from work.</p>	BEHO, MROS, MSC, MGD, EDTC, DPG, CRF	<p>Exceptions include:</p> <p>a) leave without pay taken for recreational purposes,</p>
Human Resources - Directing Staff (Limited)	<p>To direct, supervise and control staff appointed to positions within the area of responsibility of the delegate in the performance of their duties including the approval and certification of:</p> <p>a) Time Sheets</p>	TLROS	

General Authority			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Human Resources - Discipline Staff	To discipline but not terminate staff appointed to positions within the area of responsibility of the delegate.	EDTC, DPG, CRF, Managers	
Human Resources - Accepting Resignations	To accept resignations of staff appointed to positions within the area of responsibility of the delegate.	EDTC, DPG, LC, Managers	
Media & Communications (Directors)	To issue and make media statements to the print and electronic media in respect of issues, projects and activities arising from the management and operation in relation to the exercise of the functions of the delegate.	DPG	Provided that the delegate consults with the General Manager prior to exercising the function.
Financial Delegations - Level 1	To approve requisitions to a maximum of \$249,999 plus GST.	DPG	All requisitions must be: a) for items which are approved expenditure voted within the current financial year operational plan for the department of the delegate, and

General Authority			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			b) in compliance with legislation, Council's Procurement Policy and Purchasing Procedures.
Financial Delegations - Level 2	To approve requisitions to a maximum of \$100,000 plus GST.	MROS, MSC	All requisitions must be: a) for items which are approved expenditure voted within the current financial year operational plan for the department of the delegate, and b) in compliance with legislation, Council's Procurement Policy and Purchasing Procedures.
Financial Delegations - Level 3	To approve requisitions to a maximum of \$30,000 plus GST.	EDTC	All requisitions must be: a) for items which are approved expenditure voted within the current financial year operational plan for the department of the delegate, and b) in compliance with legislation, Council's Procurement Policy and Purchasing Procedures.
Financial Delegations - Level 5	To approve requisitions to a maximum of \$5,000 plus GST.	MGD, LC	All requisitions must be:

General Authority			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			a) for items which are approved expenditure voted within the current financial year operational plan for the department of the delegate, and b) in compliance with legislation, Council's Procurement Policy and Purchasing Procedures.
Financial Delegations - Level 6	To approve purchase requisitions to a maximum of \$200.00 with use of the requisition book and to raise purchase orders for approval by the Manager of Recreation and Open Spaces.	TLROS	All requisitions must be: a) for items which are approved expenditure voted within the current financial year operational plan for the department of the delegate, and b) in compliance with legislation, Council's Procurement Policy and Purchasing Procedures.
Approving the appointment of consultants	To approve the appointment of consultants for special purposes where expert professional advice is required in the proper discharge of Council's functions within the adopted estimates of Council.	Manex, Managers	Within the limitations and conditions of the delegates Financial Delegations.

General Authority			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Financial - Signing Cheques	To sign cheques.	DPG	Under the arrangements endorsed by the General Manager and the relevant Banking Institution.
Disposal of Assets	To approve disposal of assets under the control of the delegate.	DPG	That are surplus to requirements with a book value of less than \$1,000.

Heritage Act 1977			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	General delegation - all functions under the Heritage Act 1977 Exercise of all functions of council under the Act that may be legally delegated.	MSC, MGD, DPG, TP	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Heritage Act 1977			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations

Heritage Regulation 2012			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Heritage Regulation 2012</p> <p>Exercise of all functions of council under the Regulation that may be legally delegated</p>	MSC, MGD, DPG, TP	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Holiday Parks (Long Term Casual Occupation) Act 2002			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
General Delegation	All functions under the Holiday Parks (Long Term Casual Occupation) Act 2002 and the Regulations in force under that Act.	BEHO, MSC, DPG	

Housing Act 2001			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	General delegation – all functions under the Housing Act 2001 Exercise of all functions of council and public authority under the Housing Act 2001 that may be legally delegated.	MSC, MGD, DPG	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Inclosed Lands Protection Act 1901			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
General	Exercise of all functions of council under the Act that may be legally delegated.	DPG	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Land and Environment Court Act 1979			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Land and Environment Court Act 1979</p> <p>Exercise of all functions of council under the Land and Environment Court Act that may be legally delegated.</p>	MSC, MGD, DPG, TP	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Liquor Act 2007			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation - all functions under the Liquor Act 2007</p> <p>Exercise of all functions of council under the Act that may be legally delegated.</p>	BEHO, MSC, DPG, Ranger, RGR 3, RGR 4	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Liquor Regulation 2018			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Liquor Regulation 2007</p> <p>Exercise of all functions of council under the Act that may be legally delegated.</p>	BEHO, MSC, DPG, RGR 3, RGR 4	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Local Government (General) Regulation 2021			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Regulation 166	Tendering Deciding the tender method to be used.	MGD, DPG	
Regulations 167 - 169	Making a tender submission Publishing advertisements inviting tenders.	MGD, DPG	
Regulation 170	Making a tender submission Informing relevant persons of amendments to tender proposal documents issued by council.	MGD, DPG	
Regulation 171 - 172	Tendering Shortening or extending a tender period and keeping a record of the circumstances of the shortening or extending of the time period and the council staff member handling the matter.	MGD, DPG	

Local Government (General) Regulation 2021			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Regulation 174	Tendering Providing a secure tender box for the safe custody of tenders.	MGD, DPG	
Regulation 176	Tender submissions Requesting or determining whether or not to consent to the variation of a tender submission. Keeping a record of the circumstances of variations to tenders and the council staff member handling the matter.	MGD, DPG	
Regulation 177	Tendering Assessing tenders.	MGD, DPG	
Regulation 179	Tendering Notifying acceptance of the successful tender.	MGD, DPG	

Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021</p> <p>Exercise of all functions of council under the Regulation that may be legally delegated.</p>	BEHO, MSC, DPG	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.
Regulation 69	<p>Certificates of completion</p> <p>Issuing a certificate of completion for a home or structure, or a written notice that states why such a certificate is not being issued</p>	MSC	

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 24	<p>Service functions</p> <p>Providing goods, services and facilities, and carrying out activities, appropriate to the current and future needs within the local community and of the wider public.</p> <p>Council cannot delegate the functions listed in section 377(1).</p>	DPG, Managers	
Section 36	<p>Plans of management</p> <p>Preparing a draft plan of management for community land.</p>	MGD, DPG	
Section 45	<p>Managing public land</p> <p>Granting a lease, licence or other estate in respect of community land.</p>	DPG	The power to grant a lease, licence or other estate for a term exceeding 5 years cannot be delegated unless the applicant is a non-profit organisation: see sections 46A(3) and 377(1)(i).
Section 53	Managing public land	MGD, DPG	

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Keeping a register of all land vested in the council or under its control.		
Section 54	Managing public land Issuing a certificate to an applicant stating the classification of public land.	MGD, DPG	
Section 54B	Managing public land Entering into an agreement with the trustees of private trust land for the land to be transferred to the council.	DPG	
Section 55 and Part 7, Division 4 of the Local Government	General delegation – tendering Inviting tenders for certain contracts. Includes all associated administrative functions including deciding the tender method to be used, requiring or determining whether or not to consent	MROS, MSC, MGD, DPG	Council cannot delegate the function of accepting tenders to provide services currently provided by members of staff of the council: see section 377(1)(i).

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
(General) Regulation 2021	to amendments to tenders, considering tenders and notifying tenderers of the outcome of the tender process. (The requirement to invite tenders is contained in section 55 of the Act. Associated administrative functions are contained in Part 7, Division 4 of the Local Government (General) Regulation 2021.)		
Section 55	Tendering Inviting tenders for certain contracts.	DPG	Council cannot delegate the function of accepting tenders to provide services currently provided by members of staff of the council: see section 377(1)(i).
Chapter 7, Part 1, Divisions 2, 3 and 4	General delegation - approvals Determining an application by granting approval unconditionally or subject to conditions or refusing approval. Includes associated functions such as requesting more information from the applicant, satisfying notification requirements, obtaining concurrence from any relevant concurrence authorities, rejecting incomplete or illegible	BEHO, MSC, DPG	Council may not delegate any of the functions set out in section 377(1). Regulatory functions of the council under Chapter 7 may only be delegated or sub-delegated to:

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	applications, amending, extending, renewing, revoking or modifying an approval, etc.		<p>(a) a committee of the council of which all the members are councillors or of which all the members are either councillors or employees of the council, or</p> <p>(b) an employee of the council, or</p> <p>(c) a county council.</p> <p>(s379(1))</p>
Section 72	<p>Determination of applications by the Crown</p> <p>Exercising additional functions in relation to applications for approval made by the Crown or a person prescribed by the regulations, including notifying the applicant if the Council proposes to refuse to grant approval or impose a condition and submitting information to the Minister.</p>	DPG	<p>Council may not delegate any of the functions set out in section 377(1).</p> <p>Regulatory functions of the council under Chapter 7 may only be delegated or sub-delegated to:</p>

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<p>(d) a committee of the council of which all the members are councillors or of which all the members are either councillors or employees of the council, or</p> <p>(e) an employee of the council, or</p> <p>(f) a county council.</p> <p>(s379(1))</p>
Section 77	<p>Relevant regulations and local policies to be brought to notice of intending applicants</p> <p>Taking such steps as are reasonably practicable to bring the existence of any relevant regulations and any relevant local policy adopted under Part 3 to the notice of any person it knows to be an intending applicant for an approval.</p>	BEHO, MSC, DPG	<p>Regulatory functions of the council under Chapter 7 may only be delegated or sub-delegated to:</p> <p>(a) a committee of the council of which all the members are councillors or of which all the members are either councillors or employees of the council, or</p> <p>(b) an employee of the council, or</p> <p>(c) a county council.</p> <p>(s379(1))</p>

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 80	<p>Approvals</p> <p>Requiring an applicant to pay an additional fee where an approval is amended.</p>	BEHO, MSC, DPG	<p>Regulatory functions of the council under Chapter 7 may only be delegated or sub-delegated to:</p> <p>(a) a committee of the council of which all the members are councillors or of which all the members are either councillors or employees of the council, or</p> <p>(b) an employee of the council, or</p> <p>(c) a county council.</p> <p>(s379(1))</p>
Section 82	<p>Approvals</p> <p>Directing that the provisions of a regulation or local policy do not apply to an application for approval. Includes obtaining the concurrence of the Departmental Chief Executive.</p>	DPG	<p>Regulatory functions of the council under Chapter 7 may only be delegated or sub-delegated to:</p>

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<p>(a) a committee of the council of which all the members are councillors or of which all the members are either councillors or employees of the council, or</p> <p>(b) an employee of the council, or</p> <p>(c) a county council.</p> <p>(s379(1))</p>
Section 84	<p>Approvals</p> <p>Giving an applicant for approval written acknowledgement of council's receipt of the application</p>	BEHO, MSC, DPG	<p>Regulatory functions of the council under Chapter 7 may only be delegated or sub-delegated to:</p> <p>(a) a committee of the council of which all the members are councillors or of which all the members are either councillors or employees of the council, or</p>

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			(b) an employee of the council, or (c) a county council. (s379(1))
Section 85	Approvals Rejecting unclear or illegible applications.	BEHO, MSC, DPG	Regulatory functions of the council under Chapter 7 may only be delegated or sub-delegated to: (a) a committee of the council of which all the members are councillors or of which all the members are either councillors or employees of the council, or (b) an employee of the council, or (c) a county council.

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			(s379(1))
Section 86	<p>Approvals</p> <p>Requesting, before the council determines or is taken to have determined an application, that an applicant provide more information.</p>	BEHO, MSC, DPG	<p>Regulatory functions of the council under Chapter 7 may only be delegated or sub-delegated to:</p> <p>(a) a committee of the council of which all the members are councillors or of which all the members are either councillors or employees of the council, or</p> <p>(b) an employee of the council, or</p> <p>(c) a county council.</p> <p>(s379(1))</p>

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 88	<p>Approvals</p> <p>Determining whether or not to refund the application fee where the applicant withdraws an application for an approval.</p>	BEHO, MSC, DPG	<p>Regulatory functions of the council under Chapter 7 may only be delegated or sub-delegated to:</p> <p>(a) a committee of the council of which all the members are councillors or of which all the members are either councillors or employees of the council, or</p> <p>(b) an employee of the council, or</p> <p>(c) a county council.</p> <p>(s379(1))</p>
Section 90	<p>Approvals</p> <p>Obtaining the concurrence of any relevant authorities (other than the Governor or the Minister) before granting an approval.</p>	BEHO, MSC, DPG	<p>Regulatory functions of the council under Chapter 7 may only be delegated or sub-delegated to:</p>

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<p>(a) a committee of the council of which all the members are councillors or of which all the members are either councillors or employees of the council, or</p> <p>(b) an employee of the council, or</p> <p>(c) a county council.</p> <p>(s379(1))</p>
Section 94	<p>Approvals</p> <p>Determining an application by granting approval unconditionally or subject to conditions or refusing approval.</p>	BEHO, MSC, DPG	<p>Regulatory functions of the council under Chapter 7 may only be delegated or sub-delegated to:</p> <p>(a) a committee of the council of which all the members are councillors or of which all the members are either councillors or employees of the council, or</p>

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			(b) an employee of the council, or (c) a county council. (s379(1))
Section 95	Approvals Granting a deferred commencement approval.	BEHO, MSC, DPG	Regulatory functions of the council under Chapter 7 may only be delegated or sub-delegated to: (a) a committee of the council of which all the members are councillors or of which all the members are either councillors or employees of the council, or (b) an employee of the council, or (c) a county council.

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			(s379(1))
Section 96	Approvals Granting a staged approval.	BEHO, MSC, DPG	Regulatory functions of the council under Chapter 7 may only be delegated or sub-delegated to: (a) a committee of the council of which all the members are councillors or of which all the members are either councillors or employees of the council, or (b) an employee of the council, or (c) a county council. (s379(1))

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 99	Approvals Giving an applicant notice of council's determination of the application.	BEHO, MSC, DPG	Regulatory functions of the council under Chapter 7 may only be delegated or sub-delegated to: (a) a committee of the council of which all the members are councillors or of which all the members are either councillors or employees of the council, or (b) an employee of the council, or (c) a county council. (s379(1))
Section 100	Approvals Reviewing a determination and confirming or changing the determination after the review.	BEHO, MSC, DPG	If the original determination was made by council, council cannot delegate the function of reviewing the determination: sections 100(5)(b) and 377(1)(o).

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<p>If the original determination was made by a delegate, council cannot delegate the functions of deciding whether or not to review and conducting the review to the person who made the original determination. Council can only delegate these functions to another delegate who is not subordinate to the delegate who made the original determination: see sections 100(4A) and 100(5)(a).</p> <p>Regulatory functions of the council under Chapter 7 may only be delegated or sub-delegated to:</p> <p>(a) a committee of the council of which all the members are councillors or of which all the members are either councillors or employees of the council, or</p> <p>(b) an employee of the council, or</p> <p>(c) a county council.</p> <p>(s379(1))</p>

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 103	Approvals Varying the lapsing date of an approval.	BEHO, MSC, DPG	Regulatory functions of the council under Chapter 7 may only be delegated or sub-delegated to: (a) a committee of the council of which all the members are councillors or of which all the members are either councillors or employees of the council, or (b) an employee of the council, or (c) a county council. (s379(1))
Section 106	Approvals Amending an approval.	BEHO, MSC, DPG	Regulatory functions of the council under Chapter 7 may only be delegated or sub-delegated to:

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<p>(a) a committee of the council of which all the members are councillors or of which all the members are either councillors or employees of the council, or</p> <p>(b) an employee of the council, or</p> <p>(c) a county council.</p> <p>(s379(1))</p>
Section 107	<p>Approvals</p> <p>Extending or renewing an approval.</p>	BEHO, MSC, DPG	<p>Regulatory functions of the council under Chapter 7 may only be delegated or sub-delegated to:</p> <p>(a) a committee of the council of which all the members are councillors or of which all the members are either councillors or employees of the council, or</p>

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<p>(b) an employee of the council, or</p> <p>(c) a county council.</p> <p>(s379(1))</p>
Section 107A	<p>Approvals</p> <p>Inviting a person with a sewage management system approval to apply to renew the approval.</p>	BEHO, MSC, DPG	<p>Regulatory functions of the council under Chapter 7 may only be delegated or sub-delegated to:</p> <p>(a) a committee of the council of which all the members are councillors or of which all the members are either councillors or employees of the council, or</p> <p>(b) an employee of the council, or</p>

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<p>(c) a county council.</p> <p>(s379(1))</p>
Section 108	<p>Approvals</p> <p>Revoking or modifying an approval.</p> <p>(Section 109 sets out the limited circumstances in which an approval may be revoked or modified.)</p>	BEHO, MSC, DPG	<p>Regulatory functions of the council under Chapter 7 may only be delegated or sub-delegated to:</p> <p>(a) a committee of the council of which all the members are councillors or of which all the members are either councillors or employees of the council, or</p> <p>(b) an employee of the council, or</p> <p>(c) a county council.</p> <p>(s379(1))</p>

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 110	<p>Approvals</p> <p>Giving notice of a proposed revocation or modification to any relevant concurrence authorities and anyone who would be disadvantaged by the revocation or modification.</p>	BEHO, MSC, DPG	<p>Council cannot delegate the function of giving notice to the Governor or the Minister: section 377(1)(s).</p> <p>Regulatory functions of the council under Chapter 7 may only be delegated or sub-delegated to:</p> <p>(a) a committee of the council of which all the members are councillors or of which all the members are either councillors or employees of the council, or</p> <p>(b) an employee of the council, or</p> <p>(c) a county council.</p> <p>(s379(1))</p>

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 113	<p>Approvals</p> <p>Keeping a record of approvals granted under Part 1 of the Act and of decisions on appeal from any determination made under Part 1.</p>	BEHO, MSC, DPG	<p>Regulatory functions of the council under Chapter 7 may only be delegated or sub-delegated to:</p> <p>(a) a committee of the council of which all the members are councillors or of which all the members are either councillors or employees of the council, or</p> <p>(b) an employee of the council, or</p> <p>(c) a county council.</p> <p>(s379(1))</p>
Chapter 7, Part 1, Division 4	<p>General delegation – approvals for filming</p> <p>Exercising all functions in relation to approvals for filming, including determining an application by granting approval unconditionally or subject to conditions or refusing approval or</p>	MSC, DPG	<p>Council may not delegate any of the functions set out in section 377(1).</p>

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	rejecting an application. Includes associated functions such as rejecting incomplete or illegible applications and making and adopting a filming protocol.		Regulatory functions of the council under Chapter 7 may only be delegated or sub-delegated to: (g) a committee of the council of which all the members are councillors or of which all the members are either councillors or employees of the council, or (h) an employee of the council, or (i) a county council. (s379(1))
Chapter 7, Part 2	General delegation - orders Exercising all functions of council in relation to the making, modification or revocation of orders. (The functions and responsibilities of council in relation to the making, modification and revocation of orders are set out in Chapter 7, Part 2 of the Act.)	BEHO, MSC, DPG, Ranger, RGR 3, RGR 4	Regulatory functions of the council under Chapter 7 may only be delegated or sub-delegated to: (a) a committee of the council of which all the members are councillors or of which all the members are either councillors or employees of the council, or

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			(b) an employee of the council, or (c) a county council. (s379(1))
Chapter 7, Part 3	General delegation - local policies for approvals and orders Making local policies for approvals and orders. Includes all associated functions such as preparing a draft policy, submitting the policy to the Departmental Chief Executive for approval, determining whether or not to adopt the policy, satisfying public exhibition and notification requirements, etc.	BEHO, MSC, DPG, Ranger, RGR 3, RGR 4	Council cannot delegate any of the function contained in section 377(1). Regulatory functions of the council under Chapter 7 may only be delegated or sub-delegated to: (a) a committee of the council of which all the members are councillors or of which all the members are either councillors or employees of the council, or (b) an employee of the council, or

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			(c) a county council. (s379(1))
Section 191	Entry onto land and other powers Authorising a council employee or other person to enter a premises for the purpose of enabling council to exercise its functions.	BEHO, MSC, DPG	Note that council cannot delegate the power to authorise a person to use force to gain entry to a premises: section 377(1)(p).
Section 193	Entry onto land and other powers Giving written notice to the owner or occupier of premises that council intends to carry out an inspection of the premises.	BEHO, MSC, DPG	
Section 195	Entry onto land and other powers	DPG	

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Giving notice of use of force or urgent entry onto a premises to the appropriate authorities.		
Section 197	Entry onto land and other powers Recovering the reasonable costs of an inspection from the owner or occupier of the premises.	DPG	
Section 199	Entry onto land and other powers Issuing written authorities to persons authorised by council to enter a premises.	BEHO, MSC, DPG	The authorisation must bear the signature of the general manager: section 199(2)(f).
Section 202	Special Entertainment Precincts Establishing a special entertainment precinct by amending the Council's local environmental plan to identify the special entertainment precinct.	DPG	

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 632A	<p>Offences</p> <p>Declaring the whole or part of a public place to be an alcohol prohibited area. Includes obtaining the approval of the Police Area Commander or Police District Commander.</p>	MSC, DPG	
Section 633	<p>Offences</p> <p>Erecting notices regarding the conduct and costume of bathers, the use of a place or the use of water-based recreational equipment.</p>	MSC, DPG	
Section 644	<p>Offences</p> <p>Preparing a proposal for an alcohol-free zone.</p>	MSC, DPG	Council cannot delegate the function of adopting the proposal: section 644B.
Section 644A	Offences	MSC, DPG	

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Giving public notice of a proposed alcohol-free zone by publishing a notice in a manner that the council is satisfied is likely to bring the notice to the attention of members of the public and giving a copy of the proposal to the officer in charge of the nearest police station and each holder of a liquor licence for premises that border on, or adjoin or are adjacent to, the proposed alcohol-free zone.		
Section 644B	Offences Giving public notice of council's adoption of an alcohol-free zone.	MSC, DPG	
Section 644C	Offences Erecting signs identifying alcohol-free zones.	BEHO, MSC, DPG, Ranger, RGR 3, RGR 4	

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 650	Offences Erecting signs identifying free-parking areas and the conditions of using those areas.	BEHO, MSC, DPG, Ranger, RGR 3, RGR 4	
Section 650	Offences Entering into an agreement with the owner of private land under which the land, or any part of the land, is set aside for use as a free parking area.	MSC, DPG	
Section 650A	Strata parking area Entering into an agreement with the owners corporation for the setting aside of common property for use as a strata parking area.	MSC, DPG	The Regulations may also make provision for agreements between owners corporations and local councils under Section 650A (Section 271 of the Strata Schemes Management Act 2015). Approval is required for a strata parking area or any other agreement conferring functions on Council in relation to a strata parking area by special resolution of the owners

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			corporation, and must comply with any requirements for such schemes prescribed by Regulations under the Strata Schemes Management Act 2015.
Section 650A	Community scheme parking area Entering into an agreement with the association of a community, precinct or neighbourhood scheme for the setting aside of common property for use as a community scheme parking area.	MSC, DPG	Approval is required for a community scheme parking area or any other agreement conferring functions on council in relation to a community scheme parking area by special resolution of the association, and must comply with any requirements for such schemes prescribed by Regulations under the Community Land Management Act 1989.
Section 650A	Strata and community scheme parking areas Exercising the functions under this section for both strata and community scheme parking areas, including erecting signs and notices.	MSC, DPG	
Section 650A	Strata and community scheme parking areas	MSC, DPG	

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Following the guidelines established by the Director-General for agreements regarding strata or community scheme parking areas		
Section 673	Enforcement Bringing proceedings in the Land and Environment Court or other specified court for an order to remedy or restrain a breach of the Act.	MSC, DPG	
Section 678	Enforcement Giving effect to the terms of a council order where the person the subject of the order fails to comply.	MSC, DPG	
Section 678	Enforcement	MSC, DPG	

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Bringing court proceedings to recover the costs incurred by council in carrying out the terms of an order where the person the subject of the order fails to comply.		
Section 690	<p>Enforcement</p> <p>Recovering from a person:</p> <p>a) any sum of money for damages sustained by the council because of the persons act or default, and</p> <p>b) the costs and expenses incurred by the council in remedying that damage, and</p> <p>c) the value of anything wasted, misused, or unlawfully consumed, diverted or taken by the person.</p>	MSC, DPG	
Section 695	<p>Enforcement</p> <p>Bringing court proceedings to recover a debt.</p>	DPG	

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 735A	<p>Certificates as to notices</p> <p>Issuing certificates as to whether land is subject to outstanding notices.</p>	BEHO, MSC, DPG	
Dictionary to the Act and various sections	<p>Appointing authorised officers</p> <p>Appointing authorised persons for the purpose of exercising regulatory functions under the Act and the Regulations including issuing penalty notices (section 679), applying for a search warrant (section 201), giving directions to drivers of vehicles in free parking areas (section 650), removing offenders from community land (section 681), etc.</p> <p>(The Dictionary defines an “authorised person” to mean “ an employee of a council generally or specially authorised by the council in respect of or whose duty it is to deal with, or to act in regard to, any acts, matters or things in relation to which the expression is used” .)</p>	BEHO, MSC, DPG	Authorised officers must be Council employees: Dictionary.

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations

Major Events Act 2009			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various, Sections 15, 20	General delegation – all functions under the Major Events Act 2009 Exercise of all functions of a government agency under the Major Events Act 2009 that may be legally delegated.	MGD, TEO, DPG	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

NSW Road Transport Act 2013			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation</p> <p>Exercise of all the functions of council under the Act that may be legally delegated.</p> <p>Notes: Under section 142, the Council has functions under the Act as the 'appropriate roads authority' in relation to roads within its local government area</p>	BEHO, DPG, RGR, RGR 3, RGR 4	Council cannot sub-delegate the functions listed in section 377(1) of the Local Government Act 1993.

Pesticides Act 1999			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation</p> <p>Exercise of all functions given to council in its capacity as a public authority under the Pesticides Act 1999 that may be legally delegated.</p>	MSC, DPG	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Pesticides Regulation 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	General delegation Exercise of all functions of a public authority under the Regulation that may be legally delegated.	MSC, DPG	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Plumbing and Drainage Act 2011			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	General delegation – all functions under the Plumbing and Drainage Act 2011 Exercise of all functions of council under the Act that may be legally delegated.	BEHO, MSC, DPG	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Plumbing and Drainage Regulation 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Plumbing and Drainage Regulation 2017</p> <p>Exercise of all functions of council under the Regulation that may be legally delegated.</p>	BEHO, MSC, DPG	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Protection of the Environment Operations Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation - all functions under the Protection of the Environment Operations Act 1997</p> <p>Exercise of all functions of council under the Act that may be legally delegated.</p>	BEHO, MSC, DPG, Ranger, RGR 3, RGR 4	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Public Health Act 2010			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Public Health Act 2010</p> <p>Exercise of all functions of council under the Regulation that may be legally delegated.</p>	BEHO, MSC, DPG	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Public Health Regulation 2022			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Public Health Regulation 2022</p> <p>Exercise of all functions of council under the Regulation that may be legally delegated.</p> <p>Notes: Council has functions as a “local government authority”, a “public authority”, and, if it is exercising water supply functions under Chapter 6, Part 3, Division 2 of the Local Government Act 1993, a “supplier of drinking water”.</p>	MSC, DPG	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Public Spaces (Unattended Property) Act 2021			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Public Spaces (Unattended Property) Act 2021</p> <p>Exercise of all functions of council under the Act that may be legally delegated.</p>	BEHO, MSC, DPG, Ranger, RGR 3, RGR 4	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Public Spaces (Unattended Property) Regulation 2022			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Public Spaces (Unattended Property) Regulation 2022</p> <p>Exercise of all functions of council under the Regulation that may be legally delegated.</p>	BEHO, MSC, DPG, Ranger, RGR 3, RGR 4	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Public Spaces (Unattended Property) Regulation 2022			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations

Restricted Premises Act 1943			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Restricted Premises Act 1943</p> <p>Exercise of all functions of a local council under the Restricted Premises Act 1943 that may legally be delegated.</p>	MSC, DPG	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Roads Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
140	To revoke a consent by notice of revocation served on the holder pursuant to Section 140 of the Roads Act 1993.	MSC, DPG	
139C	To revoke to a street vending consent and give notice of revocation under Section 139C of the Roads Act 1993.	MSC, DPG	
139D	To extend the term of and/or transfer a street vending consent and impose conditions pursuant to Section 139D of the Roads Act 1993.	MSC, DPG	
139E	To grant a fresh consent where previous consent revoked expired or lapsed pursuant to Section 139E of the Roads Act 1993.	MSC, DPG	

Roads Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Sections 125 and 126	<p>Footway restaurant approvals</p> <p>Granting approval for the use part of a public road for restaurant purposes. Includes the erecting by council itself or the authorising of the erection and maintenance of structures in, on or over any part of the road the subject of the approval.</p> <p>Note: Approvals for a 'classified road' under the Act require the agreement of Transport for NSW.</p>	MSC, DPG	

Rural Fires Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 63	<p>Bush fire prevention</p> <p>Taking steps prevent bushfires starting on and spreading from any land or roads owned, controlled or managed by council.</p>	DPG	

Rural Fires Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 74	Bush fire prevention Reporting to the Commissioner less than 1 month after the end of the financial year on its activities to reduce bush fire hazards on its managed land during the previous financial year.	DPG	
Section 74C	Bush fire prevention Referring bushfire hazard complaints to the Commissioner of the NSW Rural Fire Service.	DPG	
Section 100F	Bush fire prevention Issuing bush fire hazard reduction certificates.	DPG	
Section 100G	Bush fire prevention Certifying certain matters before carrying out bush fire hazard reduction work on land.	DPG	

Strata Schemes (Freehold Development) Act 1973			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation - all functions under the Strata Schemes (Freehold Development) Act 1973</p> <p>Exercise of all functions of council under the Act that may be legally delegated.</p>	MGD, DPG, TP	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Strata Schemes (Leasehold Development) Act 1986			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation - all functions under the Strata Schemes (Leasehold) Development Act 1986</p> <p>Exercise of all functions of council under the Act that may be legally delegated.</p>	MGD, DPG, TP	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Strata Schemes Development Act 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Strata Schemes Development Act 2015</p> <p>Exercise of all functions of council under the Act that may be legally delegated.</p>	MGD, DPG, TP	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Strata Schemes Development Regulation 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Strata Schemes Development Regulation 2016</p> <p>Exercise of all functions of council under the Regulations that may be legally delegated.</p>	MGD, DPG, TP	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Strata Schemes Management Act 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Strata Schemes Management Act 2015</p> <p>Exercise of all functions of council under the Act that may be legally delegated.</p>	MSC, MGD, DPG, TP	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Strata Schemes Management Regulation 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Strata Schemes Management Regulation 2016</p> <p>Exercise of all functions of council under the Regulations that may be legally delegated.</p>	MSC, MGD, DPG, TP	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Swimming Pools Act 1992			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation - all functions under the Swimming Pools Act 1992</p> <p>Exercise of all functions of council under the Act that may be legally delegated.</p>	BEHO, MSC, DPG	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Tattoo Industry Act 2012			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 36	<p>General delegation – all functions under s.36 of the Tattoo Industry Act 2012</p> <p>Exercise of all functions of a “relevant agency” under the s.36 of the Tattoo Industry Act 2012 that may legally be delegated.</p>	BEHO, MSC, DPG	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Trees (Disputes Between Neighbours) Act 2006			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Trees (Disputes Between Neighbours) Act 2006</p> <p>Exercise of all functions of council under the Act that may be legally delegated.</p>	MSC, DPG	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Wilderness Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Wilderness Act 1987</p> <p>Exercise of all functions of a statutory authority under the Act that may be legally delegated.</p>	MGD, DPG, TP	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Provisions for Corporate and Community Services

Annual Holidays Act 1944			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation - all functions under the Annual Holidays Act 1944</p> <p>Exercise of all functions of council under the Act that may be legally delegated.</p>	MAHR	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Children (Protection and Parental Responsibility) Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Children (Protection and Parental Responsibility) Act 1997</p> <p>Exercise of all functions of council under the Children (Protection and Parental Responsibility) Act 1997 that may be legally delegated.</p>	<p>MCS, CDS, CALS, AQO, MLLS, CCYFS, DCCS</p>	<p>Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.</p>

Children’s Guardian Act 2019			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Children’s Guardian Act 2019</p> <p>Exercise of all functions of the “head of a relevant entity” under the Children’s Guardian Act 2019 that may be legally delegated</p> <p>pursuant to s.65 of the Children’s Guardian Act 2019 and s.388(1) of the Local Government Act 1993</p>	<p>DCCS</p>	<p>Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.</p>

Civil and Administrative Tribunal Act 2013			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Civil and Administrative Tribunal Act 2013</p> <p>Exercise of all functions of council under the Act that may be legally delegated.</p>	DCCS, MGRCP	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Crown Land Management Act 2016			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Crown Lands Management Act 2016</p> <p>Exercise of all functions of council under the Act that may be legally delegated.</p>	FA, CFO, MA, DCCS	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Crown Land Management Regulation 2018			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Crown Land Management Regulation 2018</p> <p>Exercise of all functions of council under the Crown Land Management Regulation that may be legally delegated.</p>	FA, MA, DCCS	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Disability Inclusion Act 2014			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Disability Inclusion Act 2014</p> <p>Exercise of all functions of council under the Act that may be legally delegated.</p> <p>(Council has functions as a ‘public authority’ and an ‘eligible entity’ under the Act)</p>	MCS, CDS, CALS, AQO, MLLS, CCYFS, DCCS	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Disability Inclusion Act 2014			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations

General Authority			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
567	To approve interest charges accrued pursuant to Council's power under Section 567 of the Local Government Act 1993 being written off.	CFO, DCCS	Only in relation to: a) outstanding rates in circumstances where the person is unable to pay the accrued interest for reasons beyond that person's control or payment of the accrued interest would cause personal hardship, and b) Up to a limit of \$200.
Media & Communication	To issue and make technical and/or specialised media statements to the print and electronic media in respect of issues, projects and activities arising from the management	Managers	Exercising this delegation is on the provision: a) that the relevant Director authorises such statements prior to exercising the function, and

General Authority			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	and operation in relation to the exercise of the functions of the delegate.		b) is in accordance with Council's Media Policy.
Various	To sign outward correspondence relating to the delegated functions.	FA, WHSC, CFO, MCS, MA, MLLS, MAHR, DCCS, MGRCP	<p>This excludes correspondence (unless otherwise delegated through legislative provisions by the General Manager) to:</p> <ul style="list-style-type: none"> (i) State and Federal Members of Parliament; (ii) Heads of Federal and State Government Departments; (iii) Mayors of other Council's; (iv) General Managers of other Council's (where specific action is required); (v) The NSW or Commonwealth Ombudsman; (vi) Local Government NSW; (vii) The Independent Commission Against Corruption; (viii) Unions covering any Council employee matter;

General Authority			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<p>(ix) Newspaper Editors;</p> <p>(x) The print and electronic media in respect of issues, projects and activities that do not arise from the management and operation in relation to the exercise of the functions of the delegate; and</p> <p>(xi) Other dignitaries.</p> <p>And excludes correspondence (unless otherwise delegated through legislative provisions by the General Manager) to:</p> <p>(i) Correspondence which offers advice and or an opinion on Council policy which varies from adopted Council policy;</p> <p>(ii) Correspondence which provides political comment;</p> <p>(iii) Correspondence which seeks a meeting or deputation in respect of matters which may have policy and/or political implications for the Council;</p>

General Authority			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			(iv) Correspondence which makes a major commitment, financial or otherwise, on Council's behalf.
Human Resources - Appointing Staff	To appoint staff to positions within the area of responsibility of the delegate.	Manex, Managers	Provided that the appointment accords with the organisational structure determined by the Council under Chapter 11 of the Local Government Act 1993 and the resources are approved by Council.
Human Resources - Variation to Salary (DCCS)	To approve any variations to the salary of staff appointed to positions within the area of responsibility of the delegate.	CFO, MCS, MLLS, MAHR, MGRCP	Provided that: a) the delegate consults with the Director of Corporate and Community Services prior to exercising the function, and b) the variation is in accordance with the Council's adopted salary system and within the resources approved by the Council.

General Authority			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Human Resources - Directing Staff	<p>To direct, supervise and control staff appointed to positions within the area of responsibility of the delegate in the performance of their duties including the approval and certification of:</p> <p>a) overtime, annual leave, sick leave and leave without pay (except leave without pay taken for recreational purposes),</p> <p>b) time sheets, and</p> <p>c) absence from work.</p>	<p>FA, CFO, MCS, MA, CDS, CALS, AQO, MLLS, MAHR, CCYFS, DCCS, MGRCP</p>	<p>Exceptions include:</p> <p>a) leave without pay taken for recreational purposes,</p>
Human Resources - Discipline Staff	<p>To discipline but not terminate staff appointed to positions within the area of responsibility of the delegate.</p>	<p>FA, CFO, MA, CDS, CALS, AQO, CCYFS, DCCS, Managers</p>	

General Authority			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Human Resources - Accepting Resignations	To accept resignations of staff appointed to positions within the area of responsibility of the delegate.	FA, MA, CALS, CCYFS, DCCS, Managers	
Media & Communications (Directors)	To issue and make media statements to the print and electronic media in respect of issues, projects and activities arising from the management and operation in relation to the exercise of the functions of the delegate.	DCCS	Provided that the delegate consults with the General Manager prior to exercising the function.
Financial Delegations - Level 1	To approve requisitions to a maximum of \$249,999 plus GST.	DCCS	All requisitions must be: a) for items which are approved expenditure voted within the current financial year operational plan for the department of the delegate, and b) in compliance with legislation, Council's Procurement Policy and Purchasing Procedures.

General Authority			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Financial Delegations - Level 2	To approve requisitions to a maximum of \$100,000 plus GST.	CFO, MCS, MLLS, MAHR, MGRCP	All requisitions must be: a) for items which are approved expenditure voted within the current financial year operational plan for the department of the delegate, and b) in compliance with legislation, Council's Procurement Policy and Purchasing Procedures.
Financial Delegations - Level 3	To approve requisitions to a maximum of \$30,000 plus GST.	FA, MA	All requisitions must be: a) for items which are approved expenditure voted within the current financial year operational plan for the department of the delegate, and b) in compliance with legislation, Council's Procurement Policy and Purchasing Procedures.
Financial Delegations - Level 4	To approve requisitions to a maximum of \$10,000 plus GST.	CDS, CALS, CCYFS, FO-LCSS	All requisitions must be: a) for items which are approved expenditure voted within the current financial year operational plan for the department of the delegate, and

General Authority			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			b) in compliance with legislation, Council's Procurement Policy and Purchasing Procedures.
Approving the appointment of consultants	To approve the appointment of consultants for special purposes where expert professional advice is required in the proper discharge of Council's functions within the adopted estimates of Council.	Manex, Managers	Within the limitations and conditions of the delegates Financial Delegations.
Financial - Signing Cheques	To sign cheques.	CFO, MAHR, DCCS, MGRCP	Under the arrangements endorsed by the General Manager and the relevant Banking Institution.
Disposal of Assets	To approve disposal of assets under the control of the delegate.	DCCS	That are surplus to requirements with a book value of less than \$1,000.

General Authority			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Council Facilities - Bookings	To approve or refuse all applications for the refund of application fees, booking fees, bonds and deposits for the use of Council facilities.	FA, CFO, MAHR, DCCS, MGRCP	In accordance with any relevant adopted policies.
Write off of small year end balances	To approve the abandonment of small year end balances.	FA, CFO, DCCS	Only: a) In relation to outstanding rates and interest charges that are considered uneconomical to pursue subject to the provisions of the Local Government Act 1993, b) Up to an amount of \$15.00
Emergency or Urgent expenditure	To approve work which is considered urgent and in the public interest and for which there is no budget provision but where funds are available within the votes for the Delegates department.	DCCS	To a maximum cost of \$5,000

General Authority			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Fraud Control Officer	To act as Council's Fraud Control Officer	MGRCP	In accordance with the Fraud Control Plan

Government Information (Public Access) Act 2009			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	General delegation - all functions under the Government Information (Public Access) Act 2009 Exercise of all functions of council under the Act that may be legally delegated.	DCCS, MGRCP	Council cannot delegate any of the functions listed in section 377(1) of the Local Government Act 1993.
Section 6	Access to government information generally Making open access information publicly available unless there is an overriding public interest against disclosure.	GAO	

Government Information (Public Access) Act 2009			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 6	<p>Access to government information generally</p> <p>Keeping a record of the open access information that it does not make publicly available on the basis of an overriding public interest against disclosure.</p>	GAO	
Section 7	<p>Access to government information generally</p> <p>Making any government information held by the council publicly available unless there is an overriding public interest against disclosure.</p>	GAO	The functions of an agency under this section may only be exercised by or with the authority of the principal officer of the agency.
Section 7	<p>Access to government information generally</p> <p>Reviewing the council's program for the release of government information at least annually.</p>	GAO	The functions of an agency under this section may only be exercised by or with the authority of the principal officer of the agency.

Government Information (Public Access) Act 2009			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 8	Access to government information generally Releasing information in response to an informal request, including imposing reasonable conditions.	GAO	The functions of an agency under this section may only be exercised by or with the authority of the principal officer of the agency.
Section 16	Providing assistance Providing advice and assistance to a person who requests or proposes to request access to government information.	GAO	
Sections 20 and 21	Open access information Making an agency information guide and reviewing, updating and amending guide.	GAO	
Section 25	Open access information Keeping a disclosure log that contains information about access applications made to council.	GAO	

Government Information (Public Access) Act 2009			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 27	<p>Open access information</p> <p>Keeping a government contracts register.</p> <p>(See Part 3, Division 5 of the Act for detailed requirements in relation to the keeping of a government contracts register)</p>	MA	

Health Records and Information Privacy Act 2002			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Health Records and Information Privacy Act 2002</p> <p>Exercise of all functions of council under the Act that may be legally delegated.</p>	MCS, DCCS, MGRCP	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Inclosed Lands Protection Act 1901			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
General	Exercise of all functions of council under the Act that may be legally delegated.	DCCS, MGRCP	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Independent Commission Against Corruption Act 1988			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	General delegation - all functions under the Independent Commission Against Corruption Act 1988 Exercise of all functions of council under the Act that may be legally delegated.	MGRCP	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Library Act 1939			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	General delegation - all functions under the Library Act 1939 Exercise of all functions of council under the Act that may be legally delegated.	MLLS, DCCS	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Library Regulation 2018			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	General delegation – all functions under the Library Regulation 2018 Exercise of all functions of council under the Library Act 1939 that may be legally delegated.	MLLS, DCCS	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Local Government (General) Regulation 2021			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Regulation 166	Tendering Deciding the tender method to be used.	CFO, MCS, MA, MAHR, DCCS, MGRCP	
Regulations 167 - 169	Making a tender submission Publishing advertisements inviting tenders.	CFO, MCS, MA, MAHR, DCCS, MGRCP	
Regulation 170	Making a tender submission Informing relevant persons of amendments to tender proposal documents issued by council.	CFO, MCS, MA, MAHR, DCCS, MGRCP	
Regulation 171 - 172	Tendering Shortening or extending a tender period and keeping a record of the circumstances of the shortening or extending of the time period and the council staff member handling the matter.	CFO, MCS, MA, MAHR, DCCS, MGRCP	

Local Government (General) Regulation 2021			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Regulation 174	Tendering Providing a secure tender box for the safe custody of tenders.	CFO, MCS, MA, MAHR, DCCS, MGRCP	
Regulation 176	Tender submissions Requesting or determining whether or not to consent to the variation of a tender submission. Keeping a record of the circumstances of variations to tenders and the council staff member handling the matter.	CFO, MCS, MA, MAHR, DCCS, MGRCP	
Regulation 177	Tendering Assessing tenders.	CFO, MCS, MA, MAHR, DCCS, MGRCP	

Local Government (General) Regulation 2021			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Regulation 179	Tendering Notifying acceptance of the successful tender.	CFO, MCS, MA, MAHR, DCCS, MGRCP	

Local Government (General) Regulation 2021 (INTERNAL)			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
To act as Council's Responsible Accounting Officer	To act as Council's Responsible Accounting Officer and fulfil the requirements of sections 202, 203, 207, 208, 212, 215 and 228 of the Local Government (General) Regulation 2021	CFO	

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 9	<p>Meetings</p> <p>Giving public notice of the time and place of council meetings and meetings of those of its committees of which all the members are councillors.</p>	MGRCP	
Section 24	<p>Service functions</p> <p>Providing goods, services and facilities, and carrying out activities, appropriate to the current and future needs within the local community and of the wider public.</p> <p>Council cannot delegate the functions listed in section 377(1).</p>	DCCS, Managers	
Section 45	<p>Managing public land</p> <p>Granting a lease, licence or other estate in respect of community land.</p>	DCCS	The power to grant a lease, licence or other estate for a term exceeding 5 years cannot be delegated unless the applicant is a non-profit organisation: see sections 46A(3) and 377(1)(i).

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 55 and Part 7, Division 4 of the Local Government (General) Regulation 2021	<p>General delegation – tendering</p> <p>Inviting tenders for certain contracts. Includes all associated administrative functions including deciding the tender method to be used, requiring or determining whether or not to consent to amendments to tenders, considering tenders and notifying tenderers of the outcome of the tender process.</p> <p>(The requirement to invite tenders is contained in section 55 of the Act. Associated administrative functions are contained in Part 7, Division 4 of the Local Government (General) Regulation 2021.)</p>	CFO, MCS, MLLS, MAHR, DCCS, MGRCP	Council cannot delegate the function of accepting tenders to provide services currently provided by members of staff of the council: see section 377(1)(i).
Section 55	<p>Tendering</p> <p>Inviting tenders for certain contracts.</p>	DCCS	Council cannot delegate the function of accepting tenders to provide services currently provided by members of staff of the council: see section 377(1)(i).
Section 345	<p>Equal opportunity</p> <p>Preparing and implementing an equal opportunity plan.</p>	MAHR, DCCS	

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 361	Making a code of meeting practice Preparing a draft code of meeting practice	DCCS, MGRCP	
Section 375	Council meetings Keeping full and accurate minutes of the proceedings of a meeting of council.	MGRCP, EA (DCCS)	
Section 382	Insurance against liability Making arrangements for council's insurance against public liability and professional liability.	DCCS, MGRCP	

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 402	Strategic planning Preparing a community strategic plan.	DCCS, MGRCP	Council cannot delegate the function of endorsing a community strategic plan: section 402(5).
Section 402	Strategic planning Posting a copy of the strategic plan on the council's website and providing the Departmental Chief Executive with a copy within 28 days after the plan is adopted.	DCCS, MGRCP	
Section 403	Strategic planning Preparing a resourcing strategy.	CFO, MAHR, DCCS, MGRCP	
Section 404	Strategic planning Preparing a delivery program. Includes associated functions including satisfying public exhibition and notification requirements.	DCCS, MGRCP	Council cannot delegate the function of endorsing a delivery plan: section 404(3).

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 405	Strategic planning Preparing a draft operational plan.	CFO, DCCS, MGRCP	Council cannot delegate the function of adopting an operational plan: section 377(1)(j).
Section 405	Strategic planning Posting a copy of the operational plan on the council's website within 28 days after the plan is adopted.	DCCS, MGRCP	
Chapter 13, Part 3, Division 2	General delegation - accounting records and financial reports Keeping accounting records and preparing council's annual financial report. Includes all associated functions such as applying to the Departmental Chief Executive for an extension to the time for preparing a financial report, fixing a date for and giving public notice of the presentation of council's financial report at a council meeting, etc.	DCCS	

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 412	Accounting records and financial reports Keeping accounting records.	FA, CFO, MA	
Section 413	Accounting records and financial reports Preparing annual financial reports and referring them for audit.	CFO, DCCS	Council cannot delegate the function of adopting a financial statement included in an annual financial report: section 377(1)(k).
Section 416	Accounting records and financial reports Applying to the Departmental Chief Executive for an extension to the time for preparing an annual financial report and notifying the council's auditor of the application.	DCCS	
Section 417	Accounting records and financial reports Sending a copy of the auditor's report on the council's financial reports, together with a copy of the council's audited financial reports,	DCCS	

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	to the Departmental Chief Executive and to the Australian Bureau of Statistics.		
Section 420	Accounting records and financial reports Referring copies of submissions received by council regarding council's audited financial reports to the auditor.	CFO, DCCS	
Section 420	Accounting records and financial reports Taking such action as council considers appropriate with respect to any such submission, including the giving of notice to the Departmental Chief Executive of any matter that appears to require amendment of the council's financial reports.	DCCS	
Section 428	Annual reports Preparing council's annual report.	DCCS, MGRCP	

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 428	Annual reports Posting a copy of the council's annual report on the council's website and providing a copy to the Minister.	DCCS, MGRCP	
Chapter 15	General delegation - council rates, charges and fees Exercising all functions that may be lawfully exercised in relation to council rates and charges.	CFO, DCCS	Council cannot delegate the functions of making rates and charges: sections 377(1)(b) and (d) and section 535. Council cannot delegate the fixing of a fee: section 377(1)(e).
Section 513	Council rates, charges and fees Requesting the Valuer-General to provide estimates of certain values specified in section 513.	RO	
Section 514	Council rates, charges and fees	FA, RO	

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Declaring each parcel of rateable land in the council’s area to be farmland, residential, mining or business for the purposes of ordinary rates.		
Section 518B	Council rates, charges and fees Determining a subcategory of land for mixed development land for the purpose of rates.	FA, RO	
Section 520	Council rates, charges and fees Giving notice to each rateable person of the category declared for each parcel of land for which the person is rateable.	RO	
Section 523	Council rates, charges and fees Reviewing the categorisation of land.	RO	

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 525	Council rates, charges and fees Declaring rateable land to be of a particular category on the application of a rateable person.	FA, RO	
Section 525	Council rates, charges and fees Giving a rateable person who applies for a declaration under section 525 notice of the council's determination and reasons for the determination.	FA, RO	
Section 527	Council rates, charges and fees Making an appropriate adjustment of rates paid or payable by a rateable person following a change in category of land.	FA	
Section 529	Council rates, charges and fees Determining sub-categories of rateable land.	FA	

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 531A	Council rates, charges and fees Making an appropriate adjustment of a charge following a change in category or sub-category of land.	FA	
Section 531B	Council rates, charges and fees Treating separate parcels of land as a single parcel and levying a charge accordingly if levying it normally would apply unfairly and could cause hardship.	FA	
Section 546	Council rates, charges and fees Serving a notice of a rate or charge.	FA	
Section 548A	Council rates, charges and fees	RO	

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Aggregating the land values of parcels of land and levying the rate on the aggregated land values if the levying of a minimum rate or of a rate containing a base amount would apply unfairly and could cause hardship.		
Section 558	Council rates, charges and fees Determining whether or not a land or body is exempt from a rate.	FA, RO	
Section 575	Council rates, charges and fees Reducing a rate or charge for eligible pensioners.	FA, RO	
Section 577	Council rates, charges and fees Ordering that a person is an eligible pensioner in certain circumstances.	FA, RO	

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 598	Council rates, charges and fees Requiring the Valuer-General to re-determine the value of land where circumstances of the occupation of the land change for the purpose of re-determining the rates payable.	FA, RO	
Section 599	Council rates, charges and fees If a reduced rate applies, reducing the subsequent rate without requiring a further application.	FA, RO	
Section 602	Council rates, charges and fees Keeping a record of the rates charges levied over land in the council's area.	FA, RO	
Section 603	Council rates, charges and fees	CFO, DCCS, MGRCP	

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Issuing certificates to a person as to the amount payable to council in rates and charges or otherwise in respect of a parcel of land.		
Section 625	Council rates, charges and fees Investing money that is not, for the time being, required by the council for any other purpose.	FA, CFO, MAHR, DCCS, MGRCP	
Section 690	Enforcement Recovering from a person: a) any sum of money for damages sustained by the council because of the persons act or default, and b) the costs and expenses incurred by the council in remedying that damage, and c) the value of anything wasted, misused, or unlawfully consumed, diverted or taken by the person.	FA, CFO, DCCS	

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 695	Enforcement Bringing court proceedings to recover a debt.	FA, CFO, DCCS	
Section 715	Unpaid rates and charges Giving notice of the proposed sale of land in relation to which a rate or charge has become overdue.	CFO, DCCS	
Section 734	Public hearings Making a report of a public hearing public.	DCCS, MGRCP	
Section 739A	Record keeping Retaining, preserving and destroying council records.	MAHR, MGRCP, RS	Also requires the signature of the General Manager.

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations

Local Government Act 1993 (INTERNAL)			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
To act as Council's Public Officer as per section 342 of the Local Government Act 1993.	To act as Council's Public Officer as per section 342 of the Local Government Act 1993.	MGRCP	
353	Assess and approve Staff Secondary Employment Applications.	MGRCP	Only secondary employment applications where there is no conflict of interest may be approved. Any application that contains a conflict of interest must go to the General Manager for approval.

Privacy and Personal Information Protection Act 1998			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Privacy and Personal Information Protection Act 1998</p> <p>Exercise of all functions of a “public sector agency” and “investigative agency” under the Act that may be legally delegated.</p> <p>Notes: A council is a “public sector agency” per para (f) of the definition of public sector agency in s.3 of the Act.</p> <p>A council is also, therefore, an “investigative agency” per para (b) of its definition in s.3.</p>	DCCS, MGRCP	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Public Interest Disclosures Act 2022			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Public Interests Disclosures Act 1994</p> <p>Exercise of all functions of council under the Act that may be legally delegated.</p>	DCCS, MGRCP	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

State Records Act 1998			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation - all functions under the State Records Act 1998</p> <p>Exercise of all functions of council under the Act that may be legally delegated.</p>	MAHR, DCCS, MGRCP, RS	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Valuation of Land Act 1916			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Valuation of Land Act 1916</p> <p>Exercise of all functions of council under the Act that may be legally delegated.</p>	FA, CFO, DCCS	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Valuation of Land Regulation 2012			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Valuation of Land Regulation 2012</p> <p>Exercise of all functions of council under the Regulation that may be legally delegated.</p>	FA, CFO, DCCS	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Valuation of Land Regulation 2012			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations

Provisions for Infrastructure Services

Dams Safety Act 2015			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Dams Safety Act 2015</p> <p>Exercise of all functions of council under the Act that may be legally delegated.</p> <p>(Councils are public authorities under the Act)</p>	DIS, MIWS, CIWS	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Dangerous Goods (Road and Rail Transport) Act 2008			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	All functions under the Dangerous Goods (Road and Rail Transport) Act 2008 and the Regulations in force under that Act	DIS, QM, MIWS, CIWS, MAS, MID	

Electricity Supply Act 1995			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	General delegation - all functions under the Electricity Supply Act 1995 Exercise of all functions of council under the Act that may be legally delegated.	DIS, MAS	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Fisheries Management Act 1994			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation - all functions under the Fisheries Management Act 1994</p> <p>Exercise of all functions of council under the Act that may be legally delegated.</p>	DIS, MID	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Fluoridation of Public Water Supplies Act 1957			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Fluoridation of Public Water Supplies Act 1957</p> <p>Exercise of all functions of council under the Act that may be legally delegated.</p>	DIS, MIWS, CIWS	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Fluoridation of Public Water Supplies Act 1957			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations

Game and Feral Animal Control Act 2002			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	All functions under the Game and Feral Animal Control Act 2002 and the Regulations in force under that Act.	DIS	

Gas Supply Act 1996			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	General delegation – all functions under the Gas Supply Act 1996	DIS, MIWS, CIWS	Council cannot delegate any of the functions listed in section 377(1) of the Local Government Act 1993.

Gas Supply Act 1996			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Exercise of all functions of council or roads authority under the Gas Supply Act 1996 that may legally be delegated.		

General Authority			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Media & Communication	To issue and make technical and/or specialised media statements to the print and electronic media in respect of issues, projects and activities arising from the management and operation in relation to the exercise of the functions of the delegate.	Managers	Exercising this delegation is on the provision: a) that the relevant Director authorises such statements prior to exercising the function, and b) is in accordance with Council's Media Policy.
Various	To sign outward correspondence relating to the delegated functions.	DIS, QM, MIWS, CWC1, CIWS, SDO, MAS, MID, MWC2	This excludes correspondence (unless otherwise delegated through legislative provisions by the General Manager) to: (i) State and Federal Members of Parliament;

General Authority			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			(ii) Heads of Federal and State Government Departments; (iii) Mayors of other Council's; (iv) General Managers of other Council's (where specific action is required); (v) The NSW or Commonwealth Ombudsman; (vi) Local Government NSW; (vii) The Independent Commission Against Corruption; (viii) Unions covering any Council employee matter; (ix) Newspaper Editors; (x) The print and electronic media in respect of issues, projects and activities that do not arise from the management and operation in relation to the exercise of the functions of the delegate; and (xi) Other dignitaries.

General Authority			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<p>And excludes correspondence (unless otherwise delegated through legislative provisions by the General Manager) to:</p> <p>(i) Correspondence which offers advice and or an opinion on Council policy which varies from adopted Council policy;</p> <p>(ii) Correspondence which provides political comment;</p> <p>(iii) Correspondence which seeks a meeting or deputation in respect of matters which may have policy and/or political implications for the Council;</p> <p>(iv) Correspondence which makes a major commitment, financial or otherwise, on Council's behalf.</p>
Human Resources - Appointing Staff	To appoint staff to positions within the area of responsibility of the delegate.	Manex, Managers	Provided that the appointment accords with the organisational structure determined by the Council under Chapter 11 of the Local Government Act 1993 and the resources are approved by Council.

General Authority			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Human Resources - Directing Staff	<p>To direct, supervise and control staff appointed to positions within the area of responsibility of the delegate in the performance of their duties including the approval and certification of:</p> <p>a) overtime, annual leave, sick leave and leave without pay (except leave without pay taken for recreational purposes),</p> <p>b) time sheets, and</p> <p>c) absence from work.</p>	DIS, QM, MIWS, CWC1, CIWS, MAS, MID, MWC2	<p>Exceptions include:</p> <p>a) leave without pay taken for recreational purposes,</p>
Human Resources - Discipline Staff	To discipline but not terminate staff appointed to positions within the area of responsibility of the delegate.	DIS, CWC1, CIWS, MWC2, Managers	

General Authority			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Human Resources - Accepting Resignations	To accept resignations of staff appointed to positions within the area of responsibility of the delegate.	DIS, Managers	
Media & Communications (Directors)	To issue and make media statements to the print and electronic media in respect of issues, projects and activities arising from the management and operation in relation to the exercise of the functions of the delegate.	DIS	Provided that the delegate consults with the General Manager prior to exercising the function.
Financial Delegations - Level 1	To approve requisitions to a maximum of \$249,999 plus GST.	DIS	All requisitions must be: a) for items which are approved expenditure voted within the current financial year operational plan for the department of the delegate, and b) in compliance with legislation, Council's Procurement Policy and Purchasing Procedures.

General Authority			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Financial Delegations - Level 2	To approve requisitions to a maximum of \$100,000 plus GST.	QM, MIWS, MAS, MID	All requisitions must be: a) for items which are approved expenditure voted within the current financial year operational plan for the department of the delegate, and b) in compliance with legislation, Council's Procurement Policy and Purchasing Procedures.
Financial Delegations - Level 4	To approve requisitions to a maximum of \$10,000 plus GST.	WS, CWC1, CIWS, MWC2	All requisitions must be: a) for items which are approved expenditure voted within the current financial year operational plan for the department of the delegate, and b) in compliance with legislation, Council's Procurement Policy and Purchasing Procedures.
Approving the appointment of consultants	To approve the appointment of consultants for special purposes where expert professional advice is required in the proper discharge of Council's functions within the adopted estimates of Council.	Manex, Managers	Within the limitations and conditions of the delegates Financial Delegations.

General Authority			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Financial - Signing Cheques	To sign cheques.	DIS	Under the arrangements endorsed by the General Manager and the relevant Banking Institution.

Geographical Names Act 1966			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	All functions under the Geographical Names Act 1966 and the Regulations in force under that Act.	DIS, MAS	

Heavy Vehicle National Law (NSW) 2013			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Heavy Vehicle National Law (NSW) 2013</p> <p>Exercise of all functions of a road authority or road manager under the Heavy Vehicle National Law (NSW) 2013.</p> <p>Notes: Council can delegate these functions only if it is the relevant road manager for the purposes of the Heavy Vehicle National Law (NSW).</p>	DIS, MAS, MID	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Inclosed Lands Protection Act 1901			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
General	Exercise of all functions of council under the Act that may be legally delegated.	DIS	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Local Government (General) Regulation 2021			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Regulation 166	Tendering Deciding the tender method to be used.	DIS, QM, MIWS, MAS, MID	
Regulations 167 - 169	Making a tender submission Publishing advertisements inviting tenders.	DIS, QM, MIWS, MAS, MID	
Regulation 170	Making a tender submission Informing relevant persons of amendments to tender proposal documents issued by council.	DIS, QM, MIWS, MAS, MID	
Regulation 171 - 172	Tendering Shortening or extending a tender period and keeping a record of the circumstances of the shortening or extending of the time period and the council staff member handling the matter.	DIS, QM, MIWS, MAS, MID	

Local Government (General) Regulation 2021			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Regulation 174	Tendering Providing a secure tender box for the safe custody of tenders.	DIS, QM, MIWS, MAS, MID	
Regulation 176	Tender submissions Requesting or determining whether or not to consent to the variation of a tender submission. Keeping a record of the circumstances of variations to tenders and the council staff member handling the matter.	DIS, QM, MIWS, MAS, MID	
Regulation 177	Tendering Assessing tenders.	DIS, QM, MIWS, MAS, MID	
Regulation 179	Tendering Notifying acceptance of the successful tender.	DIS, QM, MIWS, MAS, MID	

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 24	<p>Service functions</p> <p>Providing goods, services and facilities, and carrying out activities, appropriate to the current and future needs within the local community and of the wider public.</p> <p>Council cannot delegate the functions listed in section 377(1).</p>	DIS, Managers	
Section 36	<p>Plans of management</p> <p>Preparing a draft plan of management for community land.</p>	DIS, MAS, PO	
Section 45	<p>Managing public land</p> <p>Granting a lease, licence or other estate in respect of community land.</p>	DIS	The power to grant a lease, licence or other estate for a term exceeding 5 years cannot be delegated unless the applicant is a non-profit organisation: see sections 46A(3) and 377(1)(i).

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 53	Managing public land Keeping a register of all land vested in the council or under its control.	DIS, MAS, PO	
Section 54	Managing public land Issuing a certificate to an applicant stating the classification of public land.	DIS, MAS, PO	
Section 55 and Part 7, Division 4 of the Local Government (General) Regulation 2021	General delegation – tendering Inviting tenders for certain contracts. Includes all associated administrative functions including deciding the tender method to be used, requiring or determining whether or not to consent to amendments to tenders, considering tenders and notifying tenderers of the outcome of the tender process.	DIS, QM, MIWS, MAS, MID	Council cannot delegate the function of accepting tenders to provide services currently provided by members of staff of the council: see section 377(1)(i).

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	(The requirement to invite tenders is contained in section 55 of the Act. Associated administrative functions are contained in Part 7, Division 4 of the Local Government (General) Regulation 2021.)		
Section 55	Tendering Inviting tenders for certain contracts.	DIS	Council cannot delegate the function of accepting tenders to provide services currently provided by members of staff of the council: see section 377(1)(i).
Section 59A	Water Services and facilities Operating and maintaining Council’s water supply, sewerage and stormwater drainage works to ensure that they are used in an efficient manner for their purpose.	DIS, MIWS, CIWS	Under section 55, council is required to invite tenders in relation to the carrying out of this work. Council cannot delegate its function of accepting tenders to provide services currently provided by members of staff of the council: see section 377(1)(i).
Section 61	Directions of the Minister for Primary Industries concerning certain works Complying with a direction from the Minister for Primary Industries or a person authorised by the Minister to make a direction that the	DIS, MIWS	

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	council take such measures as are specified in the direction to ensure the proper safety, maintenance and working of water treatment works or sewage treatment works.		
Section 62	<p>Directions of the Minister for Primary Industries during emergencies</p> <p>Complying with a direction from the Minister for Primary Industries or a person authorised by the Minister to make a direction that the council take such measures as are specified in the direction where, in the opinion of the Minister, an emergency exists that constitutes a threat to public health or public safety or that is causing or is likely to cause damage to property.</p>	DIS	
Section 64	<p>Construction of works for developers</p> <p>Exercise of the function of a 'water supply authority' in sections 305-307 of the Water Management Act 2000 including determining whether or not to grant a certificate of compliance for</p>	DIS, MIWS	

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	development within the meaning of that Act and imposing certain requirements on the applicant before granting a certificate of compliance.		
Section 67	Private Works Carrying out work on private land by agreement with the owner or occupier of the land.	DIS, MIWS, CWC1, CIWS, MID, MWC2	Council is required to charge a fee for carrying out work under section 67. Council cannot delegate the function of fixing an amount or rate for the carrying out of the work: see section 377(1)(m). Under section 377(1)(n), council cannot delegate the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work.
Section 191	Entry onto land and other powers Authorising a council employee or other person to enter a premises for the purpose of enabling council to exercise its functions.	MIWS, CIWS	Note that council cannot delegate the power to authorise a person to use force to gain entry to a premises: section 377(1)(p).

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 191A	Entry onto land and other powers Authorising a council employee or other person to enter a premises to carry out water supply work, sewerage work or stormwater drainage work on or under the premises	MIWS, CIWS	Note that council cannot delegate the power to authorise a person to use force to gain entry to a premises: section 377(1)(p).
Section 193	Entry onto land and other powers Giving written notice to the owner or occupier of premises that council intends to carry out an inspection of the premises.	MIWS, CIWS	
Section 195	Entry onto land and other powers Giving notice of use of force or urgent entry onto a premises to the appropriate authorities.	MIWS	

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 197	Entry onto land and other powers Recovering the reasonable costs of an inspection from the owner or occupier of the premises.	MIWS	
Section 199	Entry onto land and other powers Issuing written authorities to persons authorised by council to enter a premises.	MIWS, CIWS	The authorisation must bear the signature of the general manager: section 199(2)(f).
Section 403	Strategic planning Preparing a resourcing strategy.	DIS	
Section 690	Enforcement Recovering from a person:	DIS, MIWS, MAS, MID	

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	a) any sum of money for damages sustained by the council because of the persons act or default, and b) the costs and expenses incurred by the council in remedying that damage, and c) the value of anything wasted, misused, or unlawfully consumed, diverted or taken by the person.		
Section 695	Enforcement Bringing court proceedings to recover a debt.	DIS	

NSW Road Transport Act 2013			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation</p> <p>Exercise of all the functions of council under the Act that may be legally delegated.</p> <p>Notes: Under section 142, the Council has functions under the Act as the 'appropriate roads authority' in relation to roads within its local government area</p>	DIS, MAS	Council cannot sub-delegate the functions listed in section 377(1) of the Local Government Act 1993.

Pipelines Act 1967			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Pipelines Act 1967</p> <p>Exercise of all functions of a public authority under the Pipelines Act 1967 that may legally be delegated, and all functions of an owner under the Act that may legally be delegated,</p>	DIS, MIWS	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Pipelines Act 1967			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	but the latter only in relation to lands owned by or vested in the Council, or lands and Crown lands owned by or vested in the Council on behalf of the Crown.		

Public Works and Procurement Act 1912			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Public Works and Procurement Act 1912</p> <p>Exercise of all functions of council under the Act that may be legally delegated.</p>	DIS	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Public Works and Procurement Regulation 2019			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Public Works and Procurement Regulation 2019</p> <p>Exercise of all functions of council under the Act that may be legally delegated.</p>	DIS	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Real Property Act 1900			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Real Property Act 1900</p> <p>Exercise of all functions of council under the Act that may be legally delegated.</p>	DIS	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Roads Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation - all functions under the Roads Act 1993</p> <p>Exercise of all functions of council under the Act that may be legally delegated.</p> <p>Notes: All of the functions of council under the Act in its capacity as a “roads authority” do not need to be delegated. Under section 253, “employees”, “agents” and “independent contractors” of a roads authority have express power to carry out any of its functions. Council is the roads authority for all public roads in its area other than any freeway or Crown road and any public road for which some other public authority is declared by the regulations to be the roads authority.</p>	DIS, CWC1, SDO, MAS, MID, MWC2	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Rural Fires Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 12A	Rural fire district service agreements Exercising the functions and carry out the obligations in accordance with a rural fire district service agreement.	DIS	
Section 62	Bush fire management plans and draft bush fire management plans Making a bush fire management plan or draft bush fire management plan available for public inspection at the council's office.	DIS	
Section 62W	Construction and maintenance of fire trails Constructing (to extent not already constructed) and maintaining existing designated fire trails and registered fire trails on land for which the council is responsible for Note: 62ZF Fire trail includes a former fire trail that has fallen into disuse, been wholly or partially blocked, damaged or destroyed.	DIS	

Rural Fires Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 62ZK	Application for termination Applying to the Commissioner in writing for the termination of the registration of a fire trail.	DIS	
Section 63	Bush fire prevention Taking steps prevent bushfires starting on and spreading from any land or roads owned, controlled or managed by council.	DIS	
Section 74	Bush fire prevention Reporting to the Commissioner less than 1 month after the end of the financial year on its activities to reduce bush fire hazards on its managed land during the previous financial year.	DIS	
Section 74	Bush fire prevention	DIS	

Rural Fires Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Reporting to the Commissioner less than a week after the end of each month on activities done to reduce bush fire hazards in the preceding month; and reasons why planned activities weren't carried out.		
Section 74C	Bush fire prevention Referring bushfire hazard complaints to the Commissioner of the NSW Rural Fire Service.	DIS	
Section 83	Declaration of local bush fire danger period Consulting with and making recommendations to the Commissioner of the NSW Rural Fire Service regarding a proposal to declare a local bush fire danger period.	DIS	
Section 100F	Bush fire prevention Issuing bush fire hazard reduction certificates.	DIS	

Rural Fires Act 1997			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 100G	Bush fire prevention Certifying certain matters before carrying out bush fire hazard reduction work on land.	DIS	

State Emergency and Rescue Management Act 1989			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	General delegation - all functions under the State Emergency and Rescue Management Act 1989 Exercise of all functions of council under the Act that may be legally delegated.	DIS, MAS	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Surveying and Spatial Information Act 2002			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Surveying and Spatial Information Act 2002</p> <p>Exercise of all functions of a public authority under the Surveying and Spatial Information Act 2002 that may legally be delegated.</p>	DIS, MAS	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Transport Administration Act 1988			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Transport Administration Act 1988</p> <p>Exercise of all functions of council under the Act that may be legally delegated.</p>	DIS, SDO, MAS, MID	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Water Management Act 2000			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation – all functions under the Water Management Act 2000</p> <p>Exercise of all functions of council under the Act that may be legally delegated, including in the council’s capacity as a “landholder” where relevant.</p> <p>Notes: For the purpose of this act, the council is a landholder where it is owner of the land or the lawful occupier of land and in respect of land that comprises a public road vested in, or under the control or management of the council or land which comprises the site of a work that is, or is proposed to be, constructed for the local council.</p>	DIS, MIWS, CIWS	Council cannot delegate the functions listed in section 377(1) of the Local Government Act 1993.

Work Health and Safety (Mines and Petroleum Sites) Act 2013			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	All functions under the MAlI functions under the Mine Health and Safety Act 2004 and the Regulations in force under that Act.	QM	

Provisions for General Manager

General Authority			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Financial - Signing Cheques	To sign cheques.	GM	Under the arrangements endorsed by the General Manager and the relevant Banking Institution.

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Various	<p>General delegation - exercise of all functions under the Local Government Act 1993</p> <p>Exercise of all functions of council under the Act that may be lawfully delegated.</p>	GM	<p>Council cannot delegate the functions listed in section 377(1).</p> <p>Council can only directly delegate to the general manager or another "person or body" (e.g. a committee) but not Council employees: section</p>

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			<p>377(1). The general manager can sub-delegate to Council employees or other persons or bodies: section 378(2).</p> <p>Despite s377(1), council may delegate its functions relating to the granting of financial assistance if certain conditions are met: s377(1A)</p> <hr/> <p>1. All functions delegated to the General manager must be exercised in accordance with the applicable statutory requirements, as well as any resolution or policy adopted by the Council from time to time.</p> <p>2. The General Manager does not have the authority to accept tenders over the value of \$250,000.</p> <p>3. Write-off of sundry debts</p> <p>Council fixes the amount of \$5,000 as the amount above which sundry debts owed to the Council may be written off only by resolution of the Council, pursuant to section 131(1), 131(2) and 213 (2) of the Local Government (General) Regulation 2021 (NSW).</p>

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			4. That a person appointed to act as General Manager assume all functions, delegations and sub-delegations of the General Manager for the period only of the absence of the General Manager, unless otherwise resolved by Council.
Section 9	Meetings Giving public notice of the time and place of council meetings and meetings of those of its committees of which all the members are councillors.	EA (Mayor & GM)	
Chapter 6, Part 2, Division 2	General delegation - plans of management Making a plan of management for community land. Includes all associated functions such as satisfying notification requirements, amending or revoking plans, etc.	GM	Council may not delegate any of the functions set out in section 377(1).

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
Section 54D	<p>Environmental upgrade agreements</p> <p>Entering into an environmental upgrade agreement with a building owner and a finance provider in relation to a building.</p> <p>(See Chapter 6, Part 2A of the Act for detailed requirements as to how to properly exercise this function.)</p>	GM	Section 54D(5) provides that this function can only be delegated to the general manager and that the delegation must specify the building or buildings to which the delegation relates.
Various	<p>General delegation - environmental upgrade agreements</p> <p>Exercising all functions of the council in relation to environmental upgrade agreements that may be legally delegated.</p>	GM	<p>The function of entering into environmental upgrade agreements may only be delegated to the general manager: s54D(5).</p> <p>The council cannot delegate the power to make a charge: s377(1)(d).</p>
Section 375	<p>Council meetings</p> <p>Keeping full and accurate minutes of the proceedings of a meeting of council.</p>	EA (Mayor & GM)	

Local Government Act 1993			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations