

GENERAL MANAGER'S DELEGATIONS OF AUTHORITY

8 NOVEMBER 2021

<i>Our Vision</i>	<i>Nambucca Valley ~ Living at its best.</i>
<i>Our Mission</i>	<i>'The Nambucca Valley will value and protect its natural environment, maintain its assets and infrastructure and develop opportunities for its people.'</i>
<i>Our Values</i>	<p>Professionalism: Show drive and motivation, risk awareness, innovation, an awareness of strengths and weaknesses and a commitment to learning</p> <p>Accountability: Take responsibility for own actions, act in line with legislation and policy and be open and honest</p> <p>Community Focus: Commit to delivering customer and community focused services in line with strategic objectives</p> <p>Teamwork: Be a respectful, inclusive and reliable team member, collaborate with others and value diversity</p> <p>Safety: Strive towards a safety focused workplace culture to ensure the wellbeing of staff, their families and the community</p> <p>Value for Money: Achieve results through efficient use of resources and a commitment to quality outcomes</p> <p>Leadership (managers): Engage and motivate staff, develop capability and potential in others and champion positive change</p>

From delegations provided to the General Manager by Council on 11 October 2018

(SF35 - 33722/2018)

Reviewed: 16/5/2012 (Clause 15.5)

Updated 16/7/2015 (approve leave)

Updated 16/09/2015 (Notices and Regulatory Orders)

Updated 10/12/2015 (changes to delegations to Engineering Designer & Senior Town Planner, authorisation to deal with media.

Updated 15/12/2015 with changes to Accountant delegations

Updated 20/12/2015 with changes to position titles; withdrawal of delegations for purchase of light vehicles now authorised by GM

Updated 13/1/2016 changes to position titles and authorisation to Rates Officer to approve leave

Updated 15/11/2016 with expenditure delegations to Relief Purchasing/Stores Officer

Updated 31/01/2017 with delegation to BSU Officer Matthew Harper to authorise action to comply with the Local Government Act.

Updated 8/5/2017 with changes relating to new responsibilities for the position of Technical Officer – Water and Sewerage

Updated 27/10/2017 with expenditure delegations to Site Leader Structures and Concrete

Updated 3/11/2017 with expenditure delegations to Senior Community Development Officer, Site Leaders Green Space, Electrician, Business Services Officer

Updated 18/6/2018 with expenditure delegations to Project Engineer, Site Leader Construction, Site Leader Maintenance, Site Leader Bitumen, Site Leader Structures, Plant Mechanic, Plumber, Signs Officer, Reticulation Attendant, Bridge Carpenter, and changing names of Mechanic, Electrician and Ranger

Updated 11/10/2018 with increase in expenditure delegation to Grants and Contributions Officer; amendment to donations; updated position descriptions, updated Acts, include RAO and SRO.

Updated 26/11/2018 with changes to titles and removal of names

5/12/2018 – added to Responsible Accounting Officer

19/03/2019 – added Chief Financial Officer and deleted Manager Financial Services

29/7/2019 – Added delegation for tenders between \$150k - \$250k

5/3/20 – Replace Values and update position titles. Added Risk Management delegations.

16/6/2020 – List purchase cards and limits; changes to expenditure & leave authorisations

12/07/2020 – Business Services Officer Rochelle McMurray provided authority for cemeteries

7/08/2020 – Business Services Officer Matt Harper provided authority to issue OSSM approvals to operate

30/9/20 – delete AGMCS Credit card and add MHR Joanne Hudson

12/10/20 – Zachary Noble (Plumber) added to delegations of authority for a purchase card

9/11/20 – add Development & Project Engineer; add Fleet Officer; add Stores & Finance Officer; remove Project Engineer; remove Engineering Support Officer

10/11/20 – delegations provided to Asset Engineers under the Roads Act

22/12/20 – Increase in purchase card limit for mechanics

11/01/21 – Asset Engineers provided expenditure authorisation of \$50,000 as per request from Manager Infrastructure Services

11/02/21 - Change Title of Accountant and Finance Officer Expenditure and add Management Accountant

24/02/21 – delegation to Craig Searle, Heavy Plant Officer for purchase card with \$1,000 limit. Remove Wayne Lavery.

31/03/21 – Increase in Senior Librarians purchase card limit to \$5,000

29/04/21 – purchase card provided to Management Accountant (to allow procurement in absence of storeperson)

28/06/21 – purchase card provided to Engineering Assistant position occupied by Ben Fuller with a \$2,000 limit

29/07/21 – expenditure delegation to Weeds Officer for \$5,000
 12/08/21 – provision of a purchase card with a \$2,000 limit to Site Leader Concrete, Connor Gaige; to Site Leader Structures, Michael Stennett; to Site Leader Major Structures, Brad Watson; to Concrete, Dewayne Laverty; to Engineering Assistant, Alison Laverty
 20/08/21 – provision of delegated authority to Payroll Officer to authorise expenditure up to the value of \$5,000
 5/10/21 – expenditure delegation and delegation to appoint consultants to Project Engineer – Natural Disaster Recovery; Development Compliance and Project Planning Engineer;
 6/10/21 – Deleted Finance Petty Cash section as no longer have petty cash
 8/11/21 – AGMCS amended position titles of staff that have changed or been deleted

Michael Coubler

APPLICATIONS – COUNCIL WORK	DELEGATES
To authorise the preparation, lodgement, signing and submission on Council's behalf of development, construction or other applications for all work undertaken by Council or on behalf of Council.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services
APPLICATIONS – OWNER'S CONSENT	DELEGATES
To sign all applications involving Council as property owner to facilitate the lodgement of applications.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services
APPLICATIONS - EVENTS ON COUNCIL LAND	DELEGATES
To approve applications for activities and events on community land.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services
APPLICATIONS – EXTERNAL BODIES	DELEGATES
To sign applications for works and services to be undertaken by Government Departments, utilities and the like which are required for Council's operations.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Infrastructure Services Manager Technical Services Manager Water & Sewerage Manager Assets Manager Human Resources Manager Community Development Manager Development & Environment Chief Financial Officer Manager Information & Communication Technology Manager Business Development
To sign applications which are seeking grants or funding to assist Council in the delivery of services or the provision of facilities to the librarian.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Infrastructure Services Manager Technical Services Manager Water & Sewerage Manager Assets Manager Human Resources Manager Community Development Manager Development & Environment Chief Financial Officer Manager Information & Communication Technology Manager Business Development
ASSETS - DISPOSAL	DELEGATES
To approve of the disposal of assets that are surplus to the Council's requirements.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Information & Communication Technology

AUTHORISED OFFICERS	DELEGATES
To appoint and revoke the appointment of authorised officers for the purposes of the Local Government Act 1993 and Regulations, and any other Acts or Regulations.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services
BONDS – AGREEMENT AND RELEASE	DELEGATES
To agree to bond unfinished work and to release bonds upon the satisfactory completion of work.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Infrastructure Services Manager Technical Services Manager Water & Sewerage Manager Assets Manager Development & Environment Engineering Designer

BUSH FIRE	DELEGATES
To issue and serve notices and permits as prescribed by the Rural Fires Act 1997.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Development & Environment
CATTLE GRIDS	DELEGATES
To require the removal of cattle grids from Council roads.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Assets
CEMETERIES	DELEGATES
To deal with all matters relating to the administration of cemeteries, in accordance with the provisions of the Local Government Act.	General Manager Manager Development & Environment Grants & Contributions Officer Business Services Officer – Rochelle McMurray
CERTIFICATION OF DEVELOPMENT	DELEGATES
To assess and determine applications for Building Certificates, Compliance Certificates, Construction Certificates, Complying Development Certificates, Strata Certificates, Subdivision Certificates and Occupation Certificates, in accordance with the provisions of the Environmental Planning and Assessment Act 1979 and subject to accreditation levels under the Building and Professionals Act 2005.	General Manager Assistant General Manager Engineering Services (civil works) Manager Water & Sewerage (civil works) Manager Development & Environment Senior Health & Building Surveyor Area Health & Building Surveyors Technical Officer Development & Environment Senior Town Planner
To issue certificates of compliance in relation to development.	Assistant General Manager Engineering Services (civil works) Manager Technical Services (civil works) Manager Development & Environment Senior Health & Building Surveyor Area Health & Building Surveyors Senior Town Planner
CODES AND POLICIES	DELEGATES
To authorise any action necessary to comply with any policy or code of the Council.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Infrastructure Services Manager Technical Services Manager Water & Sewerage Manager Assets Manager Human Resources Manager Community Development Manager Development & Environment Chief Financial Officer Manager Information & Communication Technology Manager Business Development

CORRESPONDENCE	DELEGATES
Within area of responsibility, to sign correspondence, certificates and statements on behalf of the Council.	All Council staff
CONSULTANTS - APPOINTMENT	DELEGATES
To approve the appointment of consultants for special purposes where expert professional advice is required in the proper discharge of Council's functions on the condition that the expenditure has been provided for in Council's Operational Plan/Delivery Program.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Infrastructure Services Manager Technical Services Manager Water & Sewerage Manager Assets Manager Human Resources Manager Community Development Manager Development & Environment Chief Financial Officer Manager Information & Communication Technology Manager Business Development Engineering Designer Project Engineer Natural Disaster Recovery Development Compliance & Project Planning Engineer
COUNCIL/COMMITTEE MEETINGS – AUTHORITY TO VARY DATES AND TIMES	DELEGATES
To vary the schedule of meeting dates and times for meetings of Committees and the Council, when it is not practicable or desirable to hold meetings on a designated day or night.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Infrastructure Services Manager Technical Services Manager Water & Sewerage Manager Assets Manager Human Resources Manager Community Development Manager Development & Environment Chief Financial Officer Manager Information & Communication Technology Manager Business Development Business Services Co-ordinator Senior Business Services Officer
DOCUMENT - CERTIFICATION	DELEGATES
To certify documents as being originals or true copies and to verify current residency status of residents.	All Council staff who are a Justice of the Peace.
DONATIONS	DELEGATES
To approve donations in accordance with Council's Donations Policy subject to the concurrence of the Mayor and funds being available in Council's budget.	Mayor and General Manager subject to compliance with donations program or Council resolution.
EEO MATTERS	DELEGATES
To implement the statutory responsibilities of the General Manager with respect to EEO matters (Local Government Act, 1993).	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Infrastructure Services Manager Technical Services Manager Water & Sewerage Manager Assets Manager Human Resources Manager Community Development Manager Development & Environment Chief Financial Officer Manager Information & Communication Technology Manager Business Development
EMERGENCY SERVICES	DELEGATES
Authorise the use of Council's plant, staff, equipment and contractors in emergencies at the request of the State Emergency Services, the New South Wales Police or the Bushfire Co-ordinator.	General Manager Assistant General Manager Engineering Services Manager Infrastructure Services Manager Technical Services Manager Water & Sewerage Manager Assets

Authorise the sale of materials from Council stock under emergency circumstances, as considered appropriate.	General Manager Assistant General Manager Engineering Services Manager Infrastructure Services Manager Technical Services Manager Water & Sewerage Manager Assets
Lend materials from Council stock under emergency circumstances, as considered appropriate.	General Manager Assistant General Manager Engineering Services Manager Infrastructure Services Manager Technical Services Manager Water & Sewerage Manager Assets
FILMING ON COUNCIL PROPERTY	DELEGATES
To determine applications for filming or photography on Council owned or controlled land subject to the payment of any fees which may apply.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Safety and Risk Officer
FINANCE – ABANDON SMALL BALANCES	DELEGATES
To approve the abandonment of small year end balances up to an amount of \$1.00 in relation to outstanding rates, interest charges, and sundry debtors that are considered uneconomical to pursue subject to the provisions of the Local Government Act 1993.	General Manager Assistant General Manager Corporate Services Chief Financial Officer Financial Accountant Management Accountant Rates Officer Rates Assistant Finance Officer – Revenue Manager Development & Environment Business Services Officers
FINANCE – BANK GUARANTEES	DELEGATES
To approve the acceptance of bank guarantees in association with development, strata and subdivision applications or other Council requirements.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Infrastructure Services Manager Technical Services Manager Water & Sewerage Manager Assets Manager Development & Environment
FINANCE – CASHIER DISCREPANCIES	DELEGATES
To approve discrepancies of \$50 or less in cashier banking with amounts of greater than \$50 to be reported to Council.	General Manager Assistant General Manager Corporate Services Chief Financial Officer Financial Accountant Management Accountant Senior Finance Officer Finance Officer - Revenue
FINANCE – CHEQUE SIGNING	DELEGATES
To sign cheques on behalf of Council.	General Manager Assistant General Manager Corporate Services Chief Financial Officer Financial Accountant Manager Human Resources
FINANCE – DISCHARGE OF MORTGAGES	DELEGATES
To discharge mortgages held by Council on condition that there is certification that all conditions of the mortgage have been met.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Chief Financial Officer

FINANCE – EXTENSIONS OF TIME TO PAY	DELEGATES
To approve applications for extensions of time to pay accounts where they are within the officer's functional responsibility and where it is considered appropriate.	General Manager Assistant General Manager Corporate Services Chief Financial Officer Financial Accountant Rates Officer Rates Assistant Finance Officer – Revenue Manager Development & Environment Business Services Officers
FINANCE – EXPENDITURE AUTHORISATION	DELEGATES
To authorise all expenditure and/or purchase orders within the adopted Council budget.	General Manager
To authorise all expenditure and/or purchase orders within the adopted Council budget and within the officer's budget responsibility, including the payment of the salaries and wages up to the value of \$150,000.	Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Infrastructure Services Manager Technical Services Manager Water & Sewerage Manager Assets Manager Development & Environment Chief Financial Officer Manager Human Resources Manager Information & Communication Technology Manager Business Development Financial Accountant Management Accountant
To authorise all expenditure and/or purchase orders within the adopted Council budget and within the officer's budget responsibility, including the payment of the salaries and wages up to the value of \$100,000.	Manager Community Development Civic Services Coordinator
To authorise all expenditure and/or purchase orders within the adopted Council budget and within the officer's budget responsibility, including the payment of the salaries and wages up to the value of \$50,000.	Water & Sewerage Engineer Engineering Designer Assets Engineers Project Engineer Natural Disaster Recovery
To authorise all expenditure and/or purchase orders within the adopted Council budget and within the officer's budget responsibility, including the payment of the salaries and wages up to the value of \$25,000.	Structures Coordinator Roads Coordinator Depot Coordinator Safety & Risk Officer Team leader Health & Building Technical Officer – Assets Coordinator Strategic Planning & Natural Resources Green Space Coordinator Water & Sewerage Coordinator Development Compliance & Project Planning Engineer
To authorise all expenditure and/or purchase orders within the adopted Council budget and within the officer's budget responsibility, including the payment of the salaries and wages up to the value of \$10,000.	Information & Communications Technology Officer Rates Officer Senior Librarian Registered Surveyor Grants & Contributions Officer
To authorise all expenditure and/or purchase orders within the adopted Council budget and within the officer's budget responsibility, including the payment of the salaries and wages up to the value of \$5,000.	Business Services Co-ordinator Purchasing/Stores Officer Finance Officer/ Stores Relief Records Assistant Mechanic Records Officer Rates Assistant Senior Finance Officer Senior Business Services Officer Senior Town Planner Development Assessment Officer Ranger Site Leader Structures Concreter

	Site Leader Green Space Weeds Officer Electrician Site Leader Bitumen Pump Mechanic Plumbers Signs – Project Assistant Reticulation Attendant Bridge Carpenter Heavy Plant Operator Water Operator Ken Welsh Payroll Officer	
<p>To undertake purchases for Council via a purchase or credit card subject to the expenditure being authorised; the expenditure being within the officer's authorised card limit; and the provision of all receipts to allow reconciliation of the monthly statement.</p> <p><i>*The criteria to be considered in fixing card limits are whether the position has a management or supervisory role; the pattern of procurement undertaken by the position; and whether the position has any special procurement requirements that lend themselves to the use of a purchase or credit card.</i></p> <p><i>** This authorisation does not apply to fuel cards</i></p>	<p><u>Employee Responsible for Card</u></p> Paul Gallagher AGM Engineering Services 5,000 Neale Howle, Depot Coordinator 5,000 Lorraine Hemsworth, Business Services Coordinator 5,000 Heather Leclercq, Senior Business Services Officer 5,000 Darren Moulds, Manager ICT 5,000 Tim Woodward, Green Space Coordinator 5,000 Brett Willer, Structures Coordinator 5,000 Allan Ringstad, Roads Coordinator 5,000 Derek Prowse, Water & Sewerage Coordinator 5,000 David Nash, Mechanic 5,000 Craig Mills, Mechanic 5,000 Wes McQuillan, Senior Librarian 5,000 Jo Hudson, Manager Human Resources 2,000 Keegan Noble, Weeds Officer 3,000 Manus Noble, Site Leader Green Space 3,000 Malcolm Brown, Site Leader Structures 3,000 Jason Jarman, Pump Mechanic 3,000 Ashley Borthwick, Purchasing/Stores Officer 3,000 Michelle Dalziell, Management Accountant 3,000 Nigel Petersen, Registered Surveyor 3,000 Ryan Soleckhan, Electrician 2,000 Adam Lindsay, Electrician 2,000 Daniel Walsh, Manager Development & Environment 2,000 Ben Fuller, Engineering Assistant 2,000 Connor Gaige, Concreter 2,000 Michael Stennett, concreter 2,000 Dewayne Lavery, Labourer 2,000 Deb McCabe, Engineering Assistant 2,000 Matthew Sykes, Chief Financial Officer 2,000 Matthew (Tom) Cornelius, Ranger 1,500 Coral Hutchinson Manager Community Development 1,500 Trevor Mackay, Signs & Project Assistant 1,000 Craig Searle, Heavy Plant Operator 1,000 Chris Gebert, Site Leader Bitumen 1,000 Liam Williams, Reticulation Attendant 1,000 Paul Muscat, Plumber 1,000 Michael Shea, Pump Station Attendant 1,000 Ken Welsh, Water Operator 1,000 Damian Leahy, Technical Officer Assets 1,000 Zachary Noble, Plumber 1,000	<p><u>Limit</u></p>
FINANCE – INTEREST CHARGES	DELEGATES	
<p>To approve interest charges accrued pursuant to Council's power under S567 of the Local Government Act 1993 being written off up to a limit of \$200 in respect of 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.</p>	General Manager Assistant General Manager Corporate Services Chief Financial Officer Financial Accountant Rates Officer Rates Assistant	
FINANCE – INVESTMENTS	DELEGATES	
<p>To invest, in such securities as authorised under the Local Government Act and in accordance with Council's Investment Policy, and as deemed necessary, cash and other funds of the Council which may from time to time be surplus to immediate needs, subject to a report of all Council investments being submitted to the Council on a monthly basis.</p>	General Manager Assistant General Manager Corporate Services Chief Financial Officer Financial Accountant Senior Finance Officer	

FINANCE-PENSIONERS INTEREST CHARGES	DELEGATES
<p>To approve interest charges on current years rates and annual charges levied pursuant to Council's powers under S564 of the Local Government Act 1993 being written off where eligible pensioners enter into an arrangement for payment of rates and charges in full within the year in which they are levied.</p>	<p>General Manager Assistant General Manager Corporate Services Chief Financial Officer Financial Accountant Rates Officer Rates Assistant Finance Officer - Revenue</p>
FINANCE – PURCHASE ORDER SIGNING	DELEGATES
<p>To sign orders on Council's behalf within the funds available in the adopted budget.</p>	<p>Subject to the expenditure authorisation limits set out previously, the following staff:</p> <p>General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Infrastructure Services Manager Technical Services Manager Water & Sewerage Manager Assets Manager Development & Environment Chief Financial Officer Manager Human Resources Manager Information & Communication Technology Manager Business Development Financial Accountant Management Accountant Manager Community Development Civic Services Coordinator Water & Sewerage Engineer Engineering Designer Structures Coordinator Roads Coordinator Safety & Risk Officer Senior Health & Building Surveyor Technical Officer – Assets Coordinator Strategic Planning & Natural Resources Information & Communications Technology Officer Green Space Coordinator Rates Officer Senior Librarian Water & Sewerage Supervisor Surveyor Business Services Co-ordinator Senior Business Services Officer Purchasing/Stores Officer Stores & Finance Officer Depot Coordinator Mechanic Grants & Contributions Officer Technical Assistant – Assets Ranger Records Officer Rates Assistant Senior Finance Officer Finance Officer – Revenue Technical Officer – Water & Sewerage Business Services Officer Records Assistant Fleet Officer Senior Town Planner Technical Officer – Planning Development & Project Engineer Project Engineer Natural Disaster Recovery Development Compliance & Project Planning Engineer</p>

FINANCE – RESPONSIBLE ACCOUNTING OFFICER	DELEGATES
To undertake the role of Responsible Accounting Officer	Chief Financial Officer (CFO) Management Accountant (in absence of CFO) Financial Accountant (in absence of MA and CFO) Assistant General Manager Corporate Services (in absence of CFO, MA and FA)
FINANCE – RATES AND DEBT RECOVERY	DELEGATES
To authorise legal proceedings for the recovery of any outstanding rates and other debts due to Council, except for the compulsory sale of land for unpaid rates.	General Manager Assistant General Manager Corporate Services Chief Financial Officer Financial Accountant Rates Officer Rates Assistant Finance Officer - Revenue
To approve the installation of flow restrictors or the disconnection of the water supply to a property for non-payment of water charges and to order removal of flow restrictors and the reconnection of water supply.	General Manager Assistant General Manager Corporate Services Chief Financial Officer Financial Accountant Rates Officer Rates Assistant Finance Officer - Revenue
FINANCE – RATING CATEGORIES	DELEGATES
To determine categories for rating purposes and eligibility for rate concessions.	General Manager Assistant General Manager Corporate Services Chief Financial Officer Rates Officer Rates Assistant
FINANCE – REFUNDS	DELEGATES
To approve or refuse all applications for the refund of application fees, booking fees, bonds and deposits.	All staff with functional responsibility for the booking fee, bond or deposit.
FINANCE – S603 CERTIFICATES & LETTERS	DELEGATES
To issue certificates under Section 603 of the Local Government Act 1993. To issue water averaging letters. To issue special meter reads.	General Manager Assistant General Manager Corporate Services Chief Financial Officer Rates Officer Rates Assistant
FINANCE – TRAVEL EXPENSES	DELEGATES
To authorise reimbursement of councillor and staff travel expenses incurred whilst undertaking official Council business or whilst attending a conference, training or similar activity.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Infrastructure Services Manager Technical Services Manager Water & Sewerage Manager Assets Manager Development & Environment Chief Financial Officer Manager Human Resources Manager Information & Communication Technology Manager Business Development Manager Community Development Financial Accountant Management Accountant Senior Librarian

FINANCE – WRITING OFF DEBTS	DELEGATES
To approve the abandonment of debts up to an amount of \$5,000 in accordance with the provisions of Clause 213 of the Local Government (General) Regulation 2005.	General Manager Assistant General Manager Corporate Services Chief Financial Officer Financial Accountant Management Accountant Finance Officer - Revenue Rates Officer Rates Assistant
FINANCE – WAYS TO PAY ACCOUNTS	DELEGATES
To accept proposals from banks, Australia Post and financial institutions to act as agents for Council for the collection of payment of rates and charges.	General Manager Assistant General Manager Corporate Services Chief Financial Officer Financial Accountant Management Accountant
FOOD ACT 2003	DELEGATES
To exercise the powers of the Director-General of the NSW Food Authority as the “appropriate enforcement agency” in NSW for the purpose of the Food Standards Code, Standard 3.2.2 clauses 15 & 17 and Standard 3.2.3 clauses 10 & 14.	General Manager Manager Development & Environment Senior Health & Building Surveyor Area Health & Building Surveyors
GOVERNMENT INFORMATION PUBLIC ACCESS ACT 2009 – INTERNAL REVIEWS	DELEGATES
To determine applications for internal reviews made under the Government Information Public Access Act 2009.	General Manager Assistant General Manager Corporate Services
GOVERNMENT INFORMATION PUBLIC ACCESS ACT 2009 – REQUEST FOR INFORMATION	DELEGATES
To approve or refuse informal applications made under the Government Information Public Access Act 2009 for access to Council documents.	General Manager Assistant General Manager Corporate Services Records Officer
To approve or refuse formal applications made under the Government Information Public Access Act 2009 for access to Council documents.	General Manager Assistant General Manager Corporate Services Records Officer
To proactively release information under the Government Information Public Access Act 2009.	All staff
GRANTS/SUBSIDIES	DELEGATES
To make applications for grants where, except for in-kind contributions, there is no contributory funding requirement from Council or where there is a contributory funding requirement and Council’s budget has made provision for this.	All staff
To formally accept grants.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Infrastructure Services Manager Technical Services Manager Water & Sewerage Manager Assets Manager Human Resources Manager Community Development Manager Development & Environment Chief Financial Officer Manager Information & Communication Technology Manager Business Development Financial Accountant Management Accountant Grants & Contributions Officer

To undertake and certify all grant acquittal requirements.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Infrastructure Services Manager Technical Services Manager Water & Sewerage Manager Assets Manager Human Resources Manager Community Development Manager Development & Environment Chief Financial Officer Manager Information & Communication Technology Manager Business Development Financial Accountant Management Accountant Grants & Contributions Officer Engineering Designer Development & Project Engineer
INFRINGEMENT/PENALTY NOTICES	DELEGATES
To issue on the spot penalty infringement notices in relation to any legislation within Council's jurisdiction.	General Manager Assistant General Manager Corporate Services Assistant General Manager Engineering Services Manager Development & Environment Senior Health & Building Surveyor Area Health & Building Surveyors Rangers Senior Town Planner Technical Officer – Water and Sewerage
INSURANCE – INSURERS CLAIMS	DELEGATES
To authorise payment of claims against Council, subject to the acceptance of the claim by the Council's insurer if it exceeds the Council's excess.	General Manager Assistant General Manager Corporate Services Assistant General Manager Engineering Services Manager Human Resources
LEGAL ADVICE	DELEGATES
To obtain legal advice from a Solicitor or Counsel.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Infrastructure Services Manager Technical Services Manager Water & Sewerage Manager Assets Manager Human Resources Manager Community Development Manager Development & Environment Chief Financial Officer Manager Information & Communication Technology Manager Business Development Rates Officer
LEGAL DOCUMENTS - GENERAL	DELEGATES
To sign any contract, lease, licence, deed, or legal or other document, where the execution of such document is necessary to meet legal or Council formalities when such relate to the Council's normal business activities.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Infrastructure Services Manager Technical Services Manager Water & Sewerage Manager Assets Manager Human Resources Manager Community Development Manager Development & Environment Chief Financial Officer Manager Information & Communication Technology Manager Business Development

LEGAL DOCUMENTS – SERVICE	DELEGATES
To accept service of documents on behalf of Council.	All staff
LEGAL PROCEEDINGS	DELEGATES
To authorise the issue of Court attendance notices, application notices, subpoenas, the laying of any information or the making of any complaint for the recovery of any penalty or the making of any order for, or in respect of, any offence, nuisance or other matter or thing whatsoever under any Act of instrument which empowers such action to be taken by Council, or its employees and to issue such Court attendance notices, application notices, subpoenas or to lay any such information or make any such complaint.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Infrastructure Services Manager Technical Services Manager Water & Sewerage Manager Assets Manager Human Resources Manager Community Development Manager Development & Environment Chief Financial Officer Manager Information & Communication Technology Manager Business Development Rates Officer Rates Assistant Finance Officer – Revenue Rangers
To order the institution of proceedings for the recovery of any penalty or the making of any order for, or in respect of, any offence, nuisance or other matter or thing whatsoever under any Act or instrument which empowers such action to be taken by Council.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Infrastructure Services Manager Technical Services Manager Water & Sewerage Manager Assets Manager Human Resources Manager Community Development Manager Development & Environment Chief Financial Officer Manager Information & Communication Technology Manager Business Development Rates Officer Rates Assistant Finance Officer - Revenue
To represent Council in all respects in any proceedings in any Court or Inquiry.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Infrastructure Services Manager Technical Services Manager Water & Sewerage Manager Assets Manager Human Resources Manager Community Development Manager Development & Environment Chief Financial Officer Manager Information & Communication Technology Manager Business Development Coordinator Strategic Planning & Natural Resources Senior Town Planner Senior Health & Building Surveyor Area Health & Building Surveyors Technical Officer – Water & Sewerage Rangers Rates Officer

To institute any legal proceedings.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Infrastructure Services Manager Technical Services Manager Water & Sewerage Manager Assets Manager Human Resources Manager Community Development Manager Development & Environment Chief Financial Officer Manager Information & Communication Technology Manager Business Development Rates Officer
To instruct Council's solicitors and other legal representatives in the conduct of any action, suit or other legal proceedings in any court.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Infrastructure Services Manager Technical Services Manager Water & Sewerage Manager Assets Manager Human Resources Manager Community Development Manager Development & Environment Chief Financial Officer Manager Information & Communication Technology Manager Business Development Coordinator Strategic Planning & Natural Resources Senior Town Planner Senior Health & Building Surveyor Area Health & Building Surveyors Technical Officer – Water & Sewerage Rangers Rates Officer
To authorise legal and other representation of Council in any legal proceedings.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Infrastructure Services Manager Technical Services Manager Water & Sewerage Manager Assets Manager Human Resources Manager Community Development Manager Development & Environment Chief Financial Officer Manager Information & Communication Technology Manager Business Development Rates Officer
LIQUOR ACT & REGISTERED CLUBS ACT	DELEGATES
To exercise delegated authority on behalf of the Council in respect to matters arising from processes required by the Liquor Act and Registered Clubs Act.	General Manager Assistant General Manager Corporate Services Manager Community Development Manager Development & Environment
LOAD LIMITS	DELEGATES
To stop vehicles on public roads, check the tare weight of such vehicles and determine whether such vehicles comply with any load limit imposed upon the road.	Mid North Weight of Loads Group

LOCAL GOVERNMENT ACT	DELEGATES
To authorise action so as to comply with any provision of the Local Government Act.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Infrastructure Services Manager Technical Services Manager Water & Sewerage Manager Assets Manager Human Resources Manager Community Development Manager Development & Environment Chief Financial Officer Manager Information & Communication Technology Manager Business Development Financial Accountant Management Accountant Rates Officer Rates Assistant Senior Health & Building Surveyor Area Health & Building Surveyors Rangers Business Services Officers
LOCAL APPROVALS - INFRASTRUCTURE	DELEGATES
To grant local approvals contained in Section 68 of the Local Government Act, 1993, necessary to provide the public and private works and services approved by Council in the adopted budget (operational plan).	General Manager Assistant General Manager Engineering Services Manager Water & Sewerage Manager Technical Services Manager Infrastructure Services Roads Coordinator Structures Coordinator
LOCAL APPROVALS, CONSENTS AND CERTIFICATES – ASSESSMENT OF DETAILS	DELEGATES
To assess applications, subject to compliance with the term of the approval and Local Government legislation including structural engineering details, mechanical ventilation, fire safety and construction details and details submitted to comply with an approval.	General Manager Assistant General Manager Engineering Services Manager Water & Sewerage Manager Technical Services Manager Infrastructure Services Manager Assets Engineering Designer Water & Sewerage Engineer Manager Development & Environment Senior Health & Building Surveyor Area Health & Building Surveyors Coordinator Strategic Planning & Natural Resources Senior Town Planner Technical Officer Development & Environment Technical Officer – Water & Sewerage
LOCAL APPROVALS	DELEGATES
To undertake all of the functions contained in Chapter 7 of the Local Government Act, 1993 for the assessment and determination of applications for activities as contained in the Table to Section 68 of the Act.	General Manager Assistant General Manager Engineering Services Manager Water & Sewerage Manager Technical Services Manager Infrastructure Services Manager Development & Environment Civic Services Coordinator Water & Sewerage Engineer Technical Officer – Water/Sewer Senior Health & Building Surveyor Area Health & Building Surveyors Senior Town Planner Coordinator Strategic Planning & Natural Resources Technical Officer Development & Environment Business Services Officer – Matthew Harper

LOCAL APPROVALS – S82 OBJECTIONS	DELEGATES
To exercise the functions of the Council in relation to the assessment and determination of objections under Section 82 of the Local Government Act 1993.	General Manager Assistant General Manager Engineering Services Manager Water & Sewerage Manager Technical Services Manager Infrastructure Services Manager Development & Environment Civic Services Coordinator Water & Sewerage Engineer Technical Officer – Water/Sewer Senior Health & Building Surveyor Area Health & Building Surveyors
MEDIA RELATIONS	DELEGATES
To answer questions from the media and to make media statements on behalf of Council	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Water & Sewerage Manager Infrastructure Services Manager Assets Manager Technical Services Manager Human Resources Manager Development & Environment Manager Information & Communication Technology Manager Business Development Chief Financial Officer Manager Community Development
To make or authorise media releases on all matters to do with Council, provided that the concurrence of the Mayor is obtained.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services
MOTOR VEHICLES – PRIVATE LEASEBACK AND COMMUTER USE BY COUNCIL STAFF	DELEGATES
To approve applications from employees to participate in Council's leaseback motor vehicle policy, including commuter use, and to execute the appropriate standard written agreement.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services
NOTICES AND REGULATORY ORDERS	DELEGATES
To issue or serve notices and/or orders under the Environmental Planning and Assessment Act 1979; Local Government Act 1993; Public Health Act 2010, Food Act 2003; Protection of the Environment Operations Act 1997; Swimming Pools Act 1992; Biosecurity Act 2015; Roads Act 1993; Impounding Act 1993; Companion Animals Act 1998; Waste Avoidance & Resource Recovery Act 2001; Environmental Penalties and Offences Act; Trees (Disputes Between Neighbours) Act 2006 or any other Acts which Nambucca Valley Council is required by law to administer.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Development & Environment Senior Health & Building Surveyor Area Health & Building Surveyors Technical Officer – Water & Sewerage Rangers Coordinator Strategic Planning & Natural Resources Senior Town Planner Green Space Coordinator Site Leader Green Space
PLANNING CONTROL - DEVELOPMENT ASSESSMENT	DELEGATES
To determine development applications under Part 4 of the Environmental Planning and Assessment Act having regard to the relevant environmental planning instruments, development control plans and Council policies, with the exception of: 1. Applications which have been "called in" by Council 2. Applications on land owned or under the care and control of Council where objections are unresolved.	General Manager Manager Development & Environment Senior Health & Building Surveyor Area Health & Building Surveyors Coordinator Strategic Planning & Natural Resources Senior Town Planner Technical Officer Development & Environment

PLANNING CONTROL – OUTDOOR DINING	DELEGATES
To determine applications for approval to operate outdoor dining under the Roads Act 1993 and the execution of any agreement.	General Manager Manager Development & Environment Senior Health & Building Surveyor Area Health & Building Surveyors Coordinator Strategic Planning & Natural Resources Senior Town Planner Technical Officer Development & Environment
PLANNING CONTROL – PART 5 ACTIVITIES	DELEGATES
To exercise the functions of Council in determining whether an environmental impact statement is required.	General Manager Assistant General Manager Engineering Services Manager Infrastructure Services Manager Water & Sewerage Manage Assets Manager Technical Services Manager Development & Environment Coordinator Strategic Planning & Natural Resources Senior Town Planner
To exercise the functions of Council under Part 5 of the Environmental Planning and Assessment Act in granting or refusing approval to a proposed activity.	General Manager Assistant General Manager Engineering Services Manager Infrastructure Services Manager Water & Sewerage Manage Assets Manager Technical Services Manager Development & Environment Coordinator Strategic Planning & Natural Resources Senior Town Planner Engineering Designer
PLANNING CONTROL – AMENDED PLANS	DELEGATES
To agree to the amendment of a development application before determination in accordance with Clause 48A of the Environmental Planning and Assessment Regulation.	General Manager Manager Development & Environment Senior Health & Building Surveyor Area Health & Building Surveyors Coordinator Strategic Planning & Natural Resources Senior Town Planner Technical Officer Development & Environment
PLANNING CONTROL – Sections 8.2-8.5 (old S82A) REVIEW OF DETERMINATION	DELEGATES
To determine applications for the review of a determination of a development application under Sections 8.2 – 8.5 of the Environmental Planning and Assessment Act 1979.	General Manager Manager Development & Environment
PLANNING CONTROL – S4.55 (old S96) MODIFICATION OF CONSENTS	DELEGATES
To determine applications for the modification of a development consent under Section 4.55 of the Environmental Planning and Assessment Act 1979 with the exception of: 1. Applications which have been “called in” by Council 2. Applications on land owned or under the care and control of Council where objections are unresolved.	General Manager Manager Development & Environment Senior Health & Building Surveyor Area Health & Building Surveyors Coordinator Strategic Planning & Natural Resources Senior Town Planner Technical Officer Development & Environment
PLANNING CONTROL – SEPP 1 OBJECTIONS	DELEGATES
To exercise functions of the Council in relation to the assessment and determination of objections under State Environmental Planning Policy No. 1.	General Manager Manager Development & Environment Senior Health & Building Surveyor Area Health & Building Surveyors Coordinator Strategic Planning & Natural Resources Senior Town Planner Technical Officer Development & Environment

PLANNING CONTROL – SECTION 10.7 (old 149) (ZONING) CERTIFICATES	DELEGATES
Issue Section 149 zoning certificates.	General Manager Manager Development & Environment Coordinator Strategic Planning & Natural Resources Senior Town Planner Technical Officer Development & Environment
PLANNING CONTROL – STRATA SUBDIVISIONS	DELEGATES
To determine applications for strata subdivision.	General Manager Manager Development & Environment Senior Health & Building Surveyor Area Health & Building Surveyors Coordinator Strategic Planning & Natural Resources Senior Town Planner Technical Officer Development & Environment
PLANNING CONTROL – SUBDIVISION CERTIFICATES	DELEGATES
To issue subdivision certificates under the Environmental Planning and Assessment Act.	General Manager Manager Development & Environment Coordinator Strategic Planning & Natural Resources Senior Town Planner Technical Officer Development & Environment
PLANNING CONTROL – SUBDIVISION MATTERS	DELEGATES
Certify that bonded works have been completed to Council's satisfaction (including maintenance period) and then release or reduce the relevant bond.	General Manager Assistant General Manager Engineering Services Manager Assets Manager Technical Services Manager Water & Sewerage Manager Infrastructure Services Manager Development & Environment Coordinator Strategic Planning & Natural Resources Senior Town Planner Technical Officer Development & Environment
Vary, modify or release restriction to users and/or covenants created by Section 88B instruments in relation to subdivisions and to fix the common seal of Council.	General Manager Manager Development & Environment Coordinator Strategic Planning & Natural Resources Senior Town Planner Technical Officer Development & Environment
PLAN MAKING – LOCAL ENVIRONMENTAL PLANS	DELEGATES
To undertake all functions delegated to Council except for the resolution to prepare a local environmental plan and whenever Council receives public submissions in response to the advertising of a draft local environmental plan, that those submissions be reported to Council.	General Manager Manager Development & Environment Coordinator Strategic Planning & Natural Resources Senior Town Planner Technical Officer Development & Environment
PLANT DISPOSAL	DELEGATES
To dispose of surplus Council plant by auction.	General Manager Assistant General Manager Engineering Services Manager Assets
PLANT REPLACEMENT	DELEGATES
To replace plant in accordance with Council's adopted plant replacement program and Council's policies.	General Manager Assistant General Manager Engineering Services (except for light vehicles which are approved by the GM) Manager Assets (except for light vehicles which are approved done by the GM)

PRIVACY & PERSONAL INFORMATION PROTECTION ACT - APPLICATIONS	DELEGATES
To determine applications made under the Privacy and Personal Information Protection Act 1998.	General Manager Assistant General Manager Corporate Services Records Officer
PROPERTY – LEASING	DELEGATES
To authorise the leasing or licensing of Council property at market rates.	General Manager Assistant General Manager Corporate Services Manager Business Development
PROPERTY – USE OF	DELEGATES
To approve or refuse the use of Council buildings and to charge a fee, if applicable.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Infrastructure Services Manager Technical Services Manager Water & Sewerage Manager Assets Manager Human Resources Manager Community Development Manager Development & Environment Chief Financial Officer Manager Information & Communication Technology Manager Business Development
To approve the lending of Council equipment to community groups and service clubs.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Infrastructure Services Manager Technical Services Manager Water & Sewerage Manager Assets Manager Human Resources Manager Community Development Manager Development & Environment Chief Financial Officer Manager Information & Communication Technology Manager Business Development
PROPERTY – SALE OF LAND	DELEGATES
To sign any contract for sale of land where such land is sold by auction, in pursuance of a resolution of Council to sell such land.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Business Development
PUBLIC INTEREST DISCLOSURES ACT 1994	DELEGATES
To accept disclosures in accordance with the provisions of the Public Interest Disclosures Act, 1994.	General Manager Assistant General Manager Corporate Services Manager Human Resources
PUBLIC OFFICER	DELEGATES
To perform the functions of the Public Officer in accordance with the Local Government Act 1993.	Assistant General Manager Corporate Services General Manager (in absence of AGMCS) Records Officer (in absence of GM and AGMS)
PUBLIC RESERVES AND PLAYING FIELDS	DELEGATES
To approve, approve with conditions, or refuse applications for permission to use public reserves and playing fields, and for the casual and seasonal hiring and use of reserves and playing fields under the care, control and management of Council, subject to the payment of any applicable hiring charges.	Applicable Section 355 Committee of Management
To approve the refund of hiring fees, where, due to circumstances beyond the control of the hirer, the use of the reserve or playing field was impossible.	Applicable Section 355 Committee of Management

PRIVATE PROPERTY – ENTRY & INSPECTION	DELEGATES
To enter and examine at any reasonable hour, any premises within the Local Government Area for any purpose relating to the administration of the Local Government Act 1993, the Environmental Planning and Assessment Act 1979, the Public Health Act 2010, the Food Act 1989, the Protection of the Environment Operations Act 1997, Swimming Pools Act 1992, Companion Animals Act 1998, Strata Schemes Management Act 2015, Waste Avoidance & Resource Recovery Act 2001 and all other Acts which Nambucca Valley Council is required by law to administer.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Development & Environment All staff in Engineering Services Senior Health & Building Surveyor Area Health & Building Surveyors Technical Officer – Water & Sewerage Rangers Coordinator Strategic Planning & Natural Resources Senior Town Planner Technical Officer Development & Environment
PRIVATE WORKS	DELEGATES
To authorise the use of Council staff, plant, equipment and contractors to carry out private works. Also to carry out works for Government Departments and statutory bodies upon receipt of an order. Any authorisation in relation to private works is subject to the provisions of Council's Code of Conduct and its Donations Policy.	General Manager Assistant General Manager Engineering Services Manager Infrastructure Services Manager Water & Sewerage Manager Assets Manager Technical Services Structures Coordinator Roads Coordinator Water & Sewerage Coordinator Green Space Coordinator
To hire out Council's plant at charges approved by the Council. Any authorisation in relation to hiring out plant is subject to the provisions of Council's Code of Conduct and its Donations Policy.	General Manager Assistant General Manager Engineering Services Manager Infrastructure Services Manager Water & Sewerage Manager Assets Manager Technical Services Structures Coordinator Roads Coordinator Water & Sewerage Coordinator Green Space Coordinator
RECORDS – SENIOR RESPONSIBLE OFFICER	DELEGATE
The Senior Responsible Officer (SRO) is the individual within the public office who has been delegated strategic and corporate responsibility for records and information management. The SRO is responsible for ensuring that records and information management is in place and operating effectively to support business operations.	Manager Information and Communication Technology or Records Officer in the absence of the MICT
RECORDS - DISPOSAL	DELEGATES
To authorise the disposal of Council's records in accordance with statutory limitations and the adopted disposal schedule.	General Manager Assistant General Manager Corporate Services Records Officer
RISK MANAGEMENT	DELEGATE
To identify and manage risk within their work areas and be familiar with, and understand, the Risk Management Framework including the risk reporting protocols. They are to differentiate between risks within their responsibility and authority to manage, and those they should escalate through their management structure for further consideration and management.	All Council Officials
ROADS ACT 1993	DELEGATES
To approve, approve subject to conditions, or refuse applications under Section 138 of the Roads Act 1993, for work in, on or over the road reserve.	General Manager Assistant General Manager Engineering Services Manager Infrastructure Services Manager Water & Sewerage Manager Assets Manager Technical Services Engineering Designer

To approve any civil works within the road reserve.	General Manager Assistant General Manager Engineering Services Manager Infrastructure Services Manager Water & Sewerage Manager Assets Manager Technical Services Structures Coordinator Roads Coordinator Water & Sewerage Coordinator Green Space Coordinator Engineering Site Leaders Assets Engineers
ROADS, FOOTPATHS & PUBLIC PLACES	DELEGATES
Approve parking of mobile display caravans in public streets and places where the caravans display information from government organisations.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Assets Manager Technical Services
Approve the naming of new roads within subdivisions on historical, Aboriginal, prominent or famous people or a particular theme, provided such names are not the name of the subdivider or those of living persons.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Technical Services
To close roads, footpaths and public places, temporarily for repairs, construction or for public activities.	General Manager Assistant General Manager Engineering Services Manager Infrastructure Services Manager Water & Sewerage Manager Assets Manager Technical Services Structures Coordinator Roads Coordinator Water & Sewerage Coordinator Green Space Coordinator Engineering Site Leaders Assets Engineers
SEAL	DELEGATES
To affix the seal of Council to a document in accordance with a Council resolution and Clause 400 of the Local Government (General) Regulation 2005.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Infrastructure Services Manager Technical Services Manager Water & Sewerage Manager Assets Manager Human Resources Manager Community Development Manager Development & Environment Chief Financial Officer Manager Information & Communication Technology Manager Business Development
STREET NUMBERING	DELEGATES
To determine the street number of properties.	General Manager Assistant General Manager Corporate Services Manager Information & Communication Technology Senior GIS Officer
To issue orders requiring persons to identify premises under Section 124 of the Local Government Act 1993.	General Manager Assistant General Manager Corporate Services Manager Information & Communication Technology Senior GIS Officer

STAFF	DELEGATES
To authorise, approve and determine all matters in regard to staff except for the appointment of Assistant General Managers and the adoption of Council's organisation structure.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services
To approve leave	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Infrastructure Services Manager Technical Services Manager Water & Sewerage Manager Assets Manager Human Resources Manager Community Development Manager Development & Environment Chief Financial Officer Manager Information & Communication Technology Manager Business Development Senior Librarian Financial Accountant Management Accountant Rates Officer Business Services Co-ordinator Depot Coordinator Green Space Coordinator Roads Coordinator Structures Coordinator
STAFF – REDUNDANCY	DELEGATES
To enter into redundancy arrangements with staff through organisational restructuring and other changes agreed to by Council.	General Manager
STAFF – TRAINING PLAN	DELEGATES
To approve staff training in accordance with Council's budget allocation and the staff training plan.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Infrastructure Services Manager Technical Services Manager Water & Sewerage Manager Assets Manager Human Resources Manager Community Development Manager Development & Environment Chief Financial Officer Manager Information & Communication Technology Manager Business Development Financial Accountant Management Accountant Business Services Co-ordinator
STREET LIGHTING	DELEGATES
To approve the replacement of street lamps or variation in wattage or type of street lamps in accordance with proposals submitted by the energy provider.	General Manager Assistant General Manager Engineering Services Manager Assets
To approve applications being made for improved street lighting and the acceptance of charges in respect thereof.	General Manager Assistant General Manager Engineering Services Manager Assets
Determine where additional street lights are to be installed or existing lights upgraded within the limits of funds voted by Council.	General Manager Assistant General Manager Engineering Services Manager Assets

STREET PROCESSIONS, ETC	DELEGATES
To approve, subject to Police requirements and any appropriate conditions or refuse, applications for permission to hold street processions, marches, fun runs and the like on public roads.	General Manager Assistant General Manager Engineering Services Manager Technical Services
STREET STALLS, COLLECTIONS, ETC	DELEGATES
To approve, with or without conditions, or refuse applications for door knock appeals and any applications for the solicitation or collection in any public road or place of gifts of money or subscriptions for any purpose.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services (Council policy that applications be determined by the relevant Chambers of Commerce)
To issue permits, with or without conditions, or refuse applications made by charitable and non-profit organisations, churches and the like, for the conduct of street stalls.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services (Council policy that applications be determined by the relevant Chambers of Commerce)
TEMPORARY OCCUPATION	DELEGATES
Give approval to occupy a caravan on-site where an application for a construction certificate for a dwelling has been approved and buildings under construction have reached the ground floor level and toilet and washing facilities have been provided. Approval shall be for a maximum period of 6 months.	General Manager Manager Development & Environment Senior Health & Building Surveyor Area Health & Building Surveyors Coordinator Strategic Planning & Natural Resources Senior Town Planner Technical Officer Development & Environment
TENDERS – OPENING	DELEGATES
To act as the appropriate person in accordance with the Local Government (General) Regulation 2005 for the opening of tenders received in Council's tender box.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Infrastructure Services Manager Technical Services Manager Water & Sewerage Manager Assets Manager Human Resources Manager Community Development Manager Development & Environment Chief Financial Officer Manager Information & Communication Technology Manager Business Development Engineering Designer Technical Officer – Assets Civic Services Coordinator Water & Sewerage Engineer Fleet Officer Business Services Co-ordinator Senior Business Services Officer Records Officer Records Assistant Financial Accountant Development & Project Engineer
TENDERS – CALLING OF	DELEGATES
To call tenders on Council's behalf.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services
TENDERS – EXTENSION OF CLOSING TIME	DELEGATES
To extend the closing time for the lodgement of tenders where warranted.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Infrastructure Services Manager Water & Sewerage Manager Assets Manager Technical Services

TENDERS – METHOD	DELEGATES
To determine the method of tendering as prescribed in Clause 166 of the Local Government (General) Regulation 2005.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services
TENDERS –APPROVAL	DELEGATES
To approve tenders up to the value of \$250,000 without requiring Council approval. (note that tenders approved under this delegation should be submitted to Council for its information)	General Manager
TREE – REMOVAL	DELEGATES
In accordance with any applicable Council policy, authorise the removal of trees considered to have a detrimental effect on Council's infrastructure or a risk to private property.	General Manager Assistant General Manager Engineering Services Manager Infrastructure Services Green Space Coordinator Roads Coordinator Structures Coordinator
TRANSPORT MATTERS	DELEGATES
To exercise or perform on behalf of the Council, such powers, duties and responsibilities as are delegated from time to time to the Council by Roads and Maritime Services pursuant to any Roads and Transport Acts.	General Manager Assistant General Manager Engineering Services Chief Financial Officer Manager Water & Sewerage Manager Assets Manager Technical Services
VALUATION APPEALS	DELEGATES
To represent the Council, or to appoint a suitable representative to appear before the Land and Environment Court at any hearings of objections against valuations of properties in the local government area.	General Manager Assistant General Manager Corporate Services Chief Financial Officer Rates Officer
WATER RESTRICTIONS	DELEGATES
In consultation with the Mayor, to determine and implement water restrictions as appropriate.	General Manager Assistant General Manager Engineering Services Manager Water & Sewerage
WEEDS	DELEGATES
All functions in relation to the control of weeds, including the service of notice on property owners for the control of weeds.	General Manager Assistant General Manager Engineering Services Manager Infrastructure Services Noxious Weeds Inspector Green Space Assistant
WORKS - URGENT	DELEGATES
To approve work to a maximum cost of \$10,000 which is considered urgent and in the public interest and for which there is no budget provision but where funds are available within the overall vote for the particular section.	General Manager Assistant General Manager Engineering Services Assistant General Manager Corporate Services Manager Infrastructure Services Manager Technical Services Manager Water & Sewerage Manager Assets Manager Development & Environment Chief Financial Officer Manager Human Resources Manager Information & Communication Technology Manager Business Development Financial Accountant Management Accountant Manager Community Development Civic Services Coordinator Water & Sewerage Engineer Engineering Designer Structures Coordinator Roads Coordinator Safety & Risk Officer Senior Health & Building Surveyor Technical Officer – Assets

	Coordinator Strategic Planning & Natural Resources Information & Communications Technology Officer Green Space Coordinator Rates Officer Senior Librarian Water & Sewerage Coordinator Surveyor
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