



DELEGATIONS REGISTER- GENERAL MANAGER

(Sections 377 – 381 Local Government Act 1993)

DATE

- Ordinary Meeting of Council 13.08.2013
- Ordinary Meeting of Council 10.07.2018
- Ordinary Meeting of Council 14.08.2018
- Ordinary Meeting of Council 06.12.2022

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			POWERS AND FUNCTIONS
1000			GENERAL DELEGATIONS
			Specific General Manager Delegated Functions:
1000	100	01	General Delegations
			The General Manager is generally responsible for the efficient and effective operation of the Council's organisation and for ensuring the implementation, without undue delay, of decisions of the Council.
			The General Manager has the following particular functions:
			<ul style="list-style-type: none"> ▪ The day-to-day management of the Council.
			<ul style="list-style-type: none"> ▪ To exercise such of the functions of the Council as are delegated by the Council to the General Manager.
			<ul style="list-style-type: none"> ▪ To appoint staff in accordance with an organisation structure and resources approved by Council.
			<ul style="list-style-type: none"> ▪ To direct and dismiss staff.
			<ul style="list-style-type: none"> ▪ To implement the Council's equal employment opportunity management plan.
			The General Manager has such other functions as may be conferred or imposed on the General Manager by or under this or any other Act/Regulation (as amended).
1100			Designated Persons
1100	100	01	To determine Designated Persons in terms of Sections 441 and 449 of the Local Government Act 1993, as amended.
1200			Award Evenings
1200	100	01	The Mayor and General Manager be delegated authority to book tables to Award Evenings where Council is a member of the hosting organisation.
1300			Community Initiated Functions

1300	100	01	Book tickets to community-initiated functions where there is an expectation that Councillors or staff will attend.
1400			Submissions
1400	100	01	To prepare and submit written submissions on behalf of Council to any Commission, Inquiry or Body in consultation with the Mayor (where there is insufficient time to report to Council) provided such action is reported to Council.
			Other Delegated functions:
1500			Insurance/Risk Management
1500	100	01	To settle claims against Council's insurance up to the in-house deductible under each policy.
1500	100	02	To issue Council's concurrence to the appointment of loss assessors for claims against Council.
1500	100	03	To issue Council's concurrence to the settlement of claims against Council.
1600			Legal
1600	100	01	Issue/Serve Notices (including Declarations)
			To lay information, summonses and commence the issuing of Notices, Orders, Declarations, Penalty Infringement Notices, Court Attendance Notices, any prosecution or any other legal proceeding pursuant to any relevant legislation or regulation.
1600	100	02	Instigate Proceedings
			To instigate proceedings in respect of any applicable Act/Regulation, as amended, on behalf of Council.
1600	100	03	Engage Legal Representation
			a) To engage legal representation from Council's Panel or where appropriate, other specialist legal representatives. b) To engage any expert for the purposes of providing advice, opinion or evidence to Council for the purposes of legal proceedings or other.
1600	100	04	Represent Council before Commission or Inquiry or Court or Tribunal
			To represent Council before any Commission or Inquiry or Court or Tribunal
1600	100	05	Represent Council under legislation

			To represent the Council in any proceedings under any legislation, ordinance or regulation.
1600	100	06	Represent Council and lay information under legislation
			To represent the Council and lay information in all respects in any proceedings or any relevant legislation, ordinance or regulation which may be dealt with by the Council.
1600	100	07	Issue/Serve Notices (excluding Declarations)
			To lay information, summonses and commence the issuing of Notices, Orders, Penalty Infringement Notices, Court Attendance Notices, any prosecution or any legal proceeding pursuant to any relevant legislation or regulation.
1600	100	08	<u>Legal proceedings or Disputes other than Class 1 Land & Environment Court Appeals</u>
			a) To enter into any agreement to resolve litigation or disputes for an amount less than \$25,000; and
			b) To enter into any agreement to resolve any litigation or dispute for an amount exceeding \$25,000 upon obtaining approval from the General Manager.
1600	100	09	<u>Legal proceedings or Disputes other than Class 1 Land & Environment Court Appeals</u>
			a) To commence, negotiate, and settle legal proceedings in any Court of Tribunal or any general dispute where the value of any claim does not exceed \$25,000;
			b) To commence, negotiate, and settle legal proceedings in any Court of Tribunal or any general dispute where the value of any claim does exceed \$25,000 upon obtaining approval from the General Manager.
1600	100	10	Administer Liquor Licenses
			To administer applications for liquor licences in accordance with the requirements of the relevant legislation.
1600	100	11	Settlements
			To authorise the settlement of monetary claims and disputes in which Council is a party:
			a) over \$50,000, in consultation with the General Manager
			b) over \$50,000 relating to insurance matters, in consultation with the General Counsel
			c) over \$50,000 relating to workers compensation and industrial relations matters, in consultation with the General Counsel
			d) up to \$50,000, in consultation with the General Counsel

			e) up to \$50,000 relating to workers compensation matters, in consultation with the relevant group manager
			f) up to \$50,000 relating to industrial relations matters, in consultation with the group manager Finance
			g) up to \$50,000 to settle insurance claims for amounts that fall below the excess limit of insurance policies held by the shire, in consultation with the relevant group manager
			h) Health and Building inspection fees up to
			i) \$10,000 in consultation with the group manager
			j) up to \$20,000 relating to insurance matters, in consultation with the Internal Auditor.
			k) Settlement of Non-monetary Claims and Disputes To authorise the settlement of non-monetary claims and disputes in which Council is a party, in consultation with the General Counsel
1700			Telecommunications (Interception & Access) Act 1979 (Cth)
1700	100	01	Authorisation for access to information under the Telecommunications (Interception and Access) Act 1979 (Cth)
1800			Common Seal
1800	100	01	To attest the fixing of the Council seal to any document relating to the business of Council and upon which Council has resolved to affix the seal.

FINANCE AND CORPORATE STRATEGY			
1900			Procurement
1900	100	01	Commit and Authorise Expenditure
			<p>a) To commit and authorise expenditure of any amount within the area of operation and budget for which the delegate is responsible, subject to the limitations of other delegations, and in accordance with Council policies.</p> <p>b) Where the General Manager is excluded from considering a procurement matter (on the basis of probity or otherwise) the Chief Financial Officer and/or the Manager Governance will have the same delegation as the General Manager for that matter only.</p>
1900	100	02	Appointment of Consultant Services
			Subject to a budget allocation being identified, to select and appoint consultants as defined in the Council's Procedure: Purchasing Guidelines.
1900	100	03	Approval to Award a Contract
			Contract awarded by Tender up to \$ 1.0m (Tenders)
			Provided:
			a) Evaluation criteria for price remain at 50%
			b) If it's not awarded to the lowest price tenderer, then it is within 10% of the lowest price tender excluding any outliers otherwise it needs to be approved by Council.
			c) Tendered amount including contingency is within adopted budget.
1900	100	04	Executing a Contract
			a) To execute a Formal Instrument of Agreement on behalf of Council (Tenders)
			b) To execute Notice of Acceptance or any other Acceptance letter on behalf of Council (Quotes)- Per Purchasing Delegation limits
			c) Amendments to Conditions of Contract
1900	100	05	Contract Variations

			a) Contracts Approved by Council - Contract Variations for Expenditure above Contingency must be reported to Council via Budget review
			b) Contracts Approved by GM - Contract Variations for Expenditure above Contingency and within the adopted total Budget must be approved by GM
			c) Contracts Approved by Group Manager - Contract Variations for Expenditure above Contingency and within the adopted total Budget must be approved by Group Manager
1900	100	06	Insurance requirements
			To waive or reduce the Council's insurance requirements in contracts or agreements with third parties, on a case by case basis having regard to risk and market conditions.
2000			Accounting
2000	100	01	Bank Account
			a) To authorise the opening, closing and operation of bank accounts for the shire.
			b) The same delegate may not recommend and authorise the opening, closing or operation of bank accounts for the shire.
2000	100	02	Waive Bank Fees
			To waive bank fees on dishonoured payments.
2000	100	03	Write off or Reduce Interest
			To write off or reduce interest accrued on rates or charges, where a repayment arrangement has been agreed.
2000	100	04	Bank Guarantees and Security Deposits
			To authorise the release of bank guarantees, bonds and other security deposits:

2000	100	05	Investment of Funds
			To authorise the investment of Council funds in accordance with the shire's Investment Policy. The same delegate may not recommend and authorise the same investment.
			This delegation must be exercised by one of the following delegates:
			GM, CFO, Manager Governance, and Manager-Financial Strategy
2000	100	06	Advance Payments or Deposits
			Any request from a supplier for advance payments or deposits
2000	100	07	Authorise orders and Expenditure
			Authorise orders for goods and services and authorise expenditure of funds within Council's adopted budget and within financial delegation limits authorised by the General Manager. These financial limits are reflected in Finance One and in the Accounts Payable Section of Council.
2000	100	08	Authorise Salaries & Wages (incl. overtime, TIL, Leave & Allowances)
			To authorise the payment of salaries and wages (including overtime, time in lieu, leave and allowances) to staff who report to the position within Council's adopted budget.
2000	100	09	Authorise Work (Not Budgeted)
			To authorise any work (not budgeted) which in the General Manager's opinion is urgent at a cost not exceeding \$50,000 provided that such expenditure is reported to the Council at its next Ordinary meeting.
2000	100	10	Authorise the reimbursement of Council Expenses incurred by Council staff (including Petty Cash)
			To authorise the reimbursement of Council expenses incurred by Council staff who report to the position, in accordance with the "Reimbursement of Council Expenses incurred by Staff (including Petty Cash) Procedure".

2000	100	11	Loan Funding
			To negotiate and secure renewal or new loan funding but only in respect of that loan schedule as set out in the adopted budget.
2000	100	12	Disposal of Plant and Equipment
			a) To dispose of goods/equipment of value less than \$1000 by any means including scrap.
			b) To dispose of plant and equipment by auction, by inviting tenders or by trade-in provided at least three quotations have been received.
2000	100	13	Authorise Expenditure Using Procurement Cards
			To authorise staff to incur expenditure using Procurement Cards where there is a budget and within financial delegation authorised by the General Manager, in accordance with the "Reimbursement of Council Expenses incurred by Staff (including Petty Cash) Procedure" and the "Procurement Cards Procedure".
2000	100	14	Authorise changes to invoices due to errors in pricing
			Authorise changes to invoices due to errors in calculations or incorrect debtor
2000	100	15	Electronic Funds Transfer Payments and Signing Cheques
			To authorise: payment and release of funds by cheque and electronic funds transfer. The same person cannot certify the delivery of the goods and services and authorise the payment of the funds.
2000	100	16	Refunds & Overpayments
			To authorise refunds within the area of operation and budget for which the delegate is responsible, subject to the limitations of other delegations, and in accordance with Council policies.
2000	100	17	Creating New Trading Accounts

2000	100	18	Bad Debts Write Off
			To write off bad debts for amounts up to \$20,000 and report to Council for information
2000	100	19	Authorise Refunds of Moneys
			To authorise refunds of moneys held by Council of moneys overpaid to Council.
2000	100	20	Responsible Accounting Officer
			To carry out the functions of a Responsible Accounting Officer
2100			Rates
2100	100	01	Rates Exemptions
			To authorise applications for exemption from rates:
2100	100	02	Rebate of Rates
			To grant rebates of rates and concessions.
2100	100	03	Payment of Rent in lieu of Rates
			To issue notices for the recovery of outstanding rates by requiring the payment of rent in lieu of rates.
2100	100	04	Rates - Categorisation of land/Levy/Pensioner Rebates
			a) To determine, in accordance with Section 567 of the Local Government Act 1993, as amended, applications to have accrued interest written off.
			b) To determine categorisation of land in accordance with Section 514 of the Local Government Act 1993, as amended.
			c) To determine applications for pensioner rate rebates in accordance with the requirements of the Local Government Act 1993, as amended.
2100	100	05	Authorise arrangements payment of arrears of rates/Waste and miscellaneous charges.
			To authorise arrangements for the payment of arrears of rates, garbage and miscellaneous charges.

2200			Human Resources
2200	100	01	Allowances and Reimbursements
			To approve requests for allowances (including, but not limited to, licenses/fees, on call, tools, fares and meals) in accordance with the provisions of Council's Awards & policies
2200	100	02	Disciplinary Action
			To authorise:
			a) suspension with or without pay up to 5 days, in consultation with group manager HR & Wellbeing
			b) disciplinary action in the nature of verbal and written warnings, in consultation with relevant group manager, Manager Hr & Wellbeing
			c) disciplinary action in the nature of final written warnings, demotion and show cause meetings, in consultation with relevant group manager and Manager Hr & Wellbeing
2200	100	03	Fitness for Work
			Direct an employee to submit for a medical examination to determine fitness to continue or return to work and assess the fitness for work of an employee who is claiming sick leave.
2200	100	04	Higher Grade Payments
			To approve higher grade payments:
			a) for wages and salary employees below Manager level.
			b) Manager level
2200	100	05	Training, Conferences and Meetings
			To approve applications for:
			a) training, conferences and meetings (except higher education) including payment of travel and other expenses for attending conferences, training and meetings within Australia
			b) training, conferences and meetings (except higher education) including payment of travel and other expenses for attending conferences, training and meetings internationally when the total cost is under \$10,000

			c) study leave to attend lectures, compulsory residential schools, exam and pre-exam leave in consultation with relevant Principal Coordinator Manager & Organisational Policy
			d) reimbursement of study related fees and expenses in accordance with the Higher Education Policy.
2200	100	06	Paid Leave
			To approve requests for paid leave in accordance with the provisions of Council's Awards and policies for:
			a) paid sick leave, carers leave and annual leave.
			b) other paid leave such as long service, parental and jury leave.
2200	100	07	Special Leave
			To approve all forms of special leave (such as court attendance and military service leave) in accordance with the provisions of Council's Awards and policies.
2200	100	08	Leave Without Pay
			To approve leave without pay arrangements for sick leave, family or personal reasons:
			a) to a maximum of 1 week
			b) to a maximum of 12 months.
2200	100	09	Leave for Nominated Union Delegate
			Approve paid or unpaid leave for nominated union delegates to attend union related training courses and meetings, in consultation with relevant group manager.
2200	100	10	Long Service Leave
			To approve:
			a) recognition of prior service for long service leave
			b) payment of accrued long service leave to other organisations

2200	100	11	Absence after Contact with Infectious Disease
			To direct employees to cease or resume duties after contact with an infectious disease and based on medical advice.
2200	100	12	Absence without Reasonable Cause
			Approve deductions from salary due to absence without reasonable cause in conjunction with Manager HR
2200	100	13	Employment Hours of Duty
			To determine, in accordance with the provisions of Council's Awards and policies:
			a) the following:
			<ul style="list-style-type: none"> ▪ hours of duty for part-time and casual employees
			<ul style="list-style-type: none"> ▪ roster days, roster patterns, variations to rostered day off patterns and rostered working times
			<ul style="list-style-type: none"> ▪ the requirement for an employee to work overtime
			b) the transfer of a day worker to shifts on a temporary basis
2200	100	14	Industrial Action
			In an industrial dispute:
			a) give instructions to external lawyers engaged to represent the Council
			b) commence negotiations, instruct external lawyers in and approve dispute settlement arrangements, in consultation with the General Counsel.
2200	100	15	Organisational Structure
			To approve changes to positions within their group below Principal Coordinator level including:
			<ul style="list-style-type: none"> · changes to functions to meet business needs
			<ul style="list-style-type: none"> · changes to position accountabilities
			<ul style="list-style-type: none"> · reprofiling a position to a lower band
			The delegation excludes changes which will result in an increase in FTE, or an increase to salary, as these remain the General Manager's delegation.

2200	100	16	Recruitment
			To approve:
			a) filling a vacant established and funded position
			b) appointment to new positions
			c) execution of an employment contract
			d) payment of expenses to applicants for applicants attending interviews (in consultation with Principal Coordinator/ Manager)
			e) payment of expenses to relocate to take up employment position with Council
2200	100	17	Investigations
			To conduct or arrange for the conduct of an investigation of potential disciplinary or probity matters.
2200	100	18	Access to staff records
			To approve the examination of staff records including telephone and electronic communication records, where an allegation of fraud, corruption, or other misconduct has been received or such behaviour is reasonably suspected.
2200	100	19	Temporary Vehicle Lease
			To authorise agreements between Council and Staff for lease of vehicles for official use and travel between home and work, for periods of up to three (3) months.
2300			Governance
2300	100	01	Records/Minutes
			a) To authorise the destruction of records pursuant to Section 12 of the Local Government Act 1993 (as amended) and following consideration to the historical significance of the records.
			b) To rectify any mistake of fact discovered on a file or record by any person inspecting that file or record upon the written request by and verification of that person.
2300	100	02	Grant Applications/Funding Arrangements
			a) To prepare and lodge applications on behalf of Council and to accept grants,

			b) To negotiate funding agreements with various government or incorporated Associations and sign funding applications on behalf of Council.
2300	100	03	Public Officer
			To carry out the functions of Public Officer
2300	100	04	Government Information (Public Access) Act 2009 (GIPA Act)
			To determine applications under the GIPA Act for:
			a) internal review of a decision in respect of an access application.
			b) formal access application
			c) informal access application
2300	100	05	Maintenance of the non-residential register
			a) Written nomination submitted to the General Manager
			b) General Manager to determine nominees
			c) Notice of resignation/revocation submitted to the General Manager by nominee, corporation, group members
			d) General Manager to refuse to accept nomination
2300	100	06	Non-residential Rolls – objections to, and claims for, inclusion on the non-residential rolls.
			To determine applications for:
			a) Objection to, or claims for, inclusion on the non- residential rolls of a person's name or particular details
			b) Internal review of decision made in respect of objection to, or claims for, inclusion on the non- residential rolls of a person's name or particular details
2300	100	07	Section 355
			a) To administer and control the operations and activities of a Committee appointed by Council under Section 355 of the Local Government Act 1993, as amended, for any specific purpose, such authority to include the right to require any Committee to account for actions or inactions which threaten Council's operations, security and protection of assets.

			b) Each Committee has a delegation by Council as approved from time to time.
			General Correspondence
2300	100	08	Authority to sign all correspondence
			Authorised to sign all correspondence including to Ministers of the Crown and Members of Parliament.
2300	100	09	Authority to sign correspondence (except Parliamentarians)
			Authorised to sign all correspondence except to Ministers of the Crown and Members of Parliament.
2300	100	10	Authority to sign general correspondence
			Authorised to sign all correspondence, except to Ministers of the Crown, Members of Parliament and Mayors of other Councils.
2300	100	11	Authority to sign general correspondence (involving decisions made at Council Meetings)
			Authorised to sign all correspondence including decision's made at Council Meetings or considered at Council Meetings.
2300	100	12	Authority to sign general correspondence (with Manager's approval)
			Authorised to sign all correspondence except to Ministers of the Crown, Members of Parliament and Mayors of other Councils, decisions made at Council Meetings after approval by the responsible Manager.
2300	100	13	Inspections and Conferences
			To arrange inspections and conferences in accordance with a resolution of Council or committee of Council or as otherwise deemed appropriate.

COMMUNITY SERVICES			
2400			Financial Assistance – Community Groups
2400	100	01	The annual grants program continue being reported to Council and the General Manager and Mayor be delegated the authority to provide financial assistance to community groups for the donations program in accordance with the Act Section 377 subsection (1A).
2500			Community Centres Hiring
2500	100	01	Hiring
			To authorise the hiring of community centres and halls.
2500	100	02	Waiving of Deposits
			To waive deposits for permanent hirers as deemed appropriate having regard for the circumstances of the case.
2500	100	03	Refusal of Applications to Hire
			To refuse applications to hire where it is considered that the hiring would be detrimental to Council's interest due to perceived lack of supervision or the nature of a function.
2600			Library Services
2600	100	01	Library Penalties
			To instigate recovery action with regards to overdue library penalties.
2600	100	02	Suspend/restrict library membership
			To suspend or restrict library membership for failure to comply with library regulations.
2600	100	03	Close any branch library
			To close any branch library during the adopted hours due to exceptional circumstances.

2600	100	04	Library Promotional Activities
			To develop and conduct library promotional activities.
2600	100	05	Negotiate funding agreements (Library)
			To negotiate funding agreements with various funding bodies and sign funding applications on behalf of Council.
2600	100	06	Disposal of Library Resources
			To dispose of resources no longer required by the library service.
2600	100	07	Withdrawal of Incorrect Charges
			Authorise staff in the Library positions listed below (*) to withdraw incorrectly issued overdue fees in accordance with Library fee withdrawal procedure 01/2018 (*)Principal Coordinator Library Services, Library Coordinators, Senior Customer Service Officers, Customer Service Officers, Casual Customer Service Officers, Projects & Promotions Officer, Development Officers, Technical Services Officer - Bibliographic Services and Trainees.
2600	100	08	Withdrawal of Library Overdue Charges - Other Circumstances
			Withdraw Library charges and Library penalty notices in accordance with Library fee withdrawal procedure.
2600	100	09	Waive and Reduce Fees and Charges
			To waive or reduce a fee or charge receivable by the area of operation for which the delegate is responsible, in accordance with the relevant categories as determined within the Revenue Policy of the Council's Operational Plan:
			a) for cases falling within the "Hardship, Charity or Not-for-profit" category for an amount up to \$50.00, in consultation with group manager
2700			Committee appointed by Council (Section 355)
2700	100	01	a) To administer and control the operations and activities of a Committee appointed by Council under Section 355 of the Local Government Act 1993, as amended, for any specific purpose, such authority to include the right to require any Committee to account for actions or inactions which threaten Council's operations, security and protection of assets.
			Each Committee has a delegation by Council as approved from time to time.

2800			Community Services and Support
2800	100	01	To negotiate funding agreements with various government or incorporated Associations and sign funding applications on behalf of Council.
2900			Cemetery Plots
2900	100	01	To authorise the re-purchase of burial plots at the original price paid
3000			Media Relations (Including social media, website and media)
3000	100	01	To advise and respond to enquiries from the media and issue media releases and statements in respect of the affairs of Council and the local government area generally, subject to approval by Mayor or General Manager.
3100			Children's Services
3100	100	01	To remove a child from Council run long day care centres if the child's actions are posing safety or behavioural problems provided that such authority is exercised after all alternative courses of action have been pursued and following consultation with the Department of Community Services.
3200			Hills Community Care
3200	100	01	Approve rebates for HCC customers in situations where customers are assessed, at the outset of offering services, as unable to pay the scheduled fee because of financial hardship. Limit: \$1,000 for an individual customer annually, subject to available grant funding

DEVELOPMENT AND COMPLIANCE			
3300			Approvals (<i>Local Government Act 1993 as amended</i>)
			To determine applications made in accordance with Section 68 of the Local Government Act 1993 (as amended) for the following:-
			Part A (Structures)
3300	100	01	Install a manufactured home, moveable dwelling or associated structure on land.
3300	100	02	Part B (<i>Water/Sewerage/Stormwater</i>)
			Water supply, sewerage and stormwater drainage work: -
3300	100	03	Water Supply
			Carry out water supply work.
3300	100	04	Draw Water
			Draw water from a council water supply or a standpipe or sell water so drawn.
3300	100	05	Meter connection
			Install, alter, disconnect or remove a meter connected to a service pipe.
3300	100	06	Sewerage
			Carry out sewerage work.
3300	100	07	Stormwater Drainage
			Carry out stormwater drainage work.
3300	100	08	Drain/Sewer Connection
			Connect a private drain or sewer with a public drain or sewer under the control of a council or with a drain or sewer which connects with such a public drain or sewer.
			Part C (<i>Management of Waste</i>)
3300	100	09	Transport Waste
			For fee or reward, transport waste over or under a public place.
3300	100	10	Waste (Public Place)
			Place waste in a public place.
3300	100	11	Waste Storage (Public Place)

			Place a waste storage container in a public place.
3300	100	12	Disposal of Waste
			Dispose of waste into a sewer of the council.
3300	100	13	Waste Treatment/Storage Facility
			Install, construct or alter a waste treatment device or a human waste storage facility or a drain connected to any such device or facility.
3300	100	14	Sewage Management
			Operate a system of sewage management (within the meaning of section 68A).
			Community Land
3300	100	15	Trade/Business
			Engage in a trade or business.
3300	100	16	Entertainment
			Direct or procure a theatrical, musical or other entertainment for the public.
3300	100	17	Temporary Enclosure
			Construct a temporary enclosure for the purpose of entertainment.
3300	100	18	Musical Instrument
			For fee or reward, play a musical instrument or sing.
3300	100	19	Loudspeaker/Amplifier
			Set up, operate or use a loudspeaker or sound amplifying device.
3300	100	20	Public Meetings
			Deliver a public address or hold a religious service or public meeting.
3300	100	21	(Other Activities) Part F
			<ul style="list-style-type: none"> ▪ Operate a public car park.
			<ul style="list-style-type: none"> ▪ Operate a caravan park or camping ground.
			<ul style="list-style-type: none"> ▪ Operate a manufactured home estate.

			<ul style="list-style-type: none"> ▪ Install a domestic oil or solid fuel heating appliance, other than a portable appliance.
			<ul style="list-style-type: none"> ▪ Install or operate amusement devices.
			<ul style="list-style-type: none"> ▪ Use a standing vehicle or any article for the purpose of selling any article in a public place.
			<ul style="list-style-type: none"> ▪ Carry out an activity prescribed by the regulations or an activity of a class or description prescribed by the regulations.
3400			Penalty Infringement Notices
3400	100	01	Protection of the Environment Operations Act 2017 (Penalty Infringement Notices)
			Issue Penalty Infringement Notices pursuant to the Protection of the Environment Operations Act 2017, as amended.
3400	100	02	Protection of the Environment Operations (Clean Air) Regulation 2002 (Penalty Infringement Notices)
			Issue Penalty Infringement Notices pursuant to the Protection of the Environment Operations (Clean Air) Regulation 2002, as amended.
3400	100	03	Protection of the Environment Operations (Noise Control) Reg. 2008 (Penalty Infringement Notices)
			Issue Penalty Infringement Notices pursuant to the Protection of the Environment Operations (Noise Control) Regulation 2008, as amended.
3400	100	04	Protection of the Environment Operations (Waste) Regulation 2005 (Penalty Infringement Notices)
			Issue Penalty Infringement Notices pursuant to the Protection of the Environment Operations (Waste) Regulation 2005, as amended.
3400	100	05	Environmental Planning & Assessment Act 1979 & (Development Certification and Fire Safety Regulation 2021) (Penalty Infringement Notices)
			Issue Penalty Infringement Notices pursuant to the Environmental Planning & Assessment Act 1979, as amended, and Regulation 2021, as amended.

3400	100	06	Companion Animals Regulation 2008 (Penalty Infringement Notices)
			Issue Penalty Infringement Notices pursuant to the Companion Animals Regulation 2008, as amended.
3400	100	07	Companion Animals Act 1998 and Regulation 2008 (Penalty Infringement Notices)
			Issue Penalty Infringement Notices pursuant to the Companion Animals Act 1998 and Regulation 2008, as amended.
3400	100	08	Local Government Act 1993 & Regulation (Penalty Infringement Notices)
			Issue Penalty Infringement Notices pursuant to the Local Government Act 1993, as amended, and Local Government (General) Regulation 1999, as amended.
3400	100	09	Swimming Pools Act 1992 and Regulation 2018 (Penalty Infringement Notices)
			Issue Penalty Infringement Notices pursuant to the Swimming Pools Act 1992 and Regulation 2018, as amended.
3400	100	10	Public Spaces (Unattended Property) Act and Regulations 2022 as amended
			Issue Penalty Infringement Notices pursuant to the Public Spaces (unattended Property) Act 2022, as amended.
3400	100	11	Roads Act 1993 and Regulations 2008 (Penalty Infringement Notices)
			Issue Penalty Infringement Notices pursuant to the Roads Act 1993 and Regulation 2008, as amended.
3400	100	12	Roads (Gen) Regulation 2000 (Penalty Infringement Notices)
			Issue Penalty Infringement Notices pursuant to the Roads (General) Regulation 2000, as amended.

3400	100	13	Roads Regulation 2008 (Penalty Infringement Notices)
			Issue Penalty Infringement Notices pursuant to the Roads Regulation 2008, as amended.
3400	100	14	Road Transport (Gen) Act 2005 (Penalty Infringement Notices)
			Issue Penalty Infringement Notices pursuant to the Road Transport (General) Act 2005, as amended.
3400	100	15	Road Transport (Gen) Regulation 2005 (Penalty Infringement Notices)
			Issue Penalty Infringement Notices pursuant to the Road Transport (General) Regulation 2005, as amended.
3400	100	16	Road Transport (Safety & Traffic Management) Regulation 1999 (Penalty Infringement Notices)
			Issue Penalty Infringement Notices pursuant to the Road Transport (Safety & Traffic Management) Regulation 1999, as amended.
3400	100	17	Road Transport (Mass Loading & Access) Regulation 2005 (Penalty Infringement Notices)
			Issue Penalty Infringement Notices pursuant to the Road Transport (Mass Loading & Access) Regulation 2005, as amended.
3400	100	18	Australian Road Rules 2008 (Penalty Infringement Notices)
			Issue Penalty Infringement Notices pursuant to the Australian Road Rules 2008, as amended.
3400	100	19	Recreational Vehicles Act 1993 (Penalty Infringement Notices)
			Issue Penalty Infringement Notices pursuant to the Recreational Vehicles Act 1983, as amended.
3400	100	20	Rural Fire Act 1997 (Penalty Infringement Notices)
			Issue Penalty Infringement Notices pursuant to the Rural Fire Act 1997, as amended.

3400	100	21	Rural Fires Regulation 2002 (Penalty Infringement Notices)
			Issue Penalty Infringement Notices pursuant to the Rural Fires Regulation 2013, as amended.
3400	100	22	Food Act 2003 (Penalty Infringement Notices)
			Issue Penalty Infringement Notices pursuant to the Food Act 2003, as amended.
3400	100	23	Sydney Water Act 1994 (Penalty Infringement Notices)
			Issue Penalty Infringement Notices pursuant to the Sydney Water Act 1994, as amended.
3400	100	24	Sydney Water Regulation 2006 (Penalty Infringement Notices)
			Enforce water restrictions and issue Penalty Infringement Notices pursuant to the Sydney Water Regulation 2006 (NSW), as amended.
3400	100	25	Public Health Act 2010 and Public Health Regulation 2022 (Penalty Infringement Notices)
			To Issue Penalty Infringement Notices pursuant to the Public Health Act 2010, as amended and Public Health Regulation 2022, as amended.
3500			Penalty Notices-General
3500	100	01	a) To authorise withdrawal of a Penalty Notice where the notice is technically flawed.
			b) To authorise withdrawal of a Penalty Notice for reasons other than when the notice is technically flawed in accordance Council policies and procedures.
			c) To authorise withdrawal from proceedings relating to Penalty Notices.
			d) To authorise withdrawal from proceedings relating to Penalty Notices for parking offences and road related offences

3600			Approvals (Other than Section 68, Local Government Act 1993, as amended)
3600	100	01	Approvals under EP&A Act 1979, LG Act 1993 (Other than Section 68) & Roads Act 1993
			To grant, amend, extend, renew approvals pursuant to the Environmental Planning and Assessment Act 1979 (as amended), the Local Government Act 1993 (as amended) and the Roads Act 1993 (as amended).
3700			Tree Preservation - Private Land
3700	100	01	To approve, refuse or approve subject to conditions, applications made to the Council for the ringbarking, cutting down, topping, lopping, pruning or removing of trees.
3700	100	02	Approval of Amusement Device
			To approve an application to install or operate an amusement device pursuant to the Local Government (Approvals) Regulation (1999), as amended.
3700	100	03	Approval to burn vegetation
			Approval to burn vegetation under the Protection of the Environment (Control of Burning) Regulation 2021.
3800			Building
3800	100	01	Approval of Applications (Section 94, 95 & 96 of Local Government Act 1993), as amended
			To grant approval to applications where the application:-
			a) complies with the provisions of the relevant environmental planning instruments, the Building Code of Australia, the Local Government Act 1993, as amended, and Local Government (Approvals) Regulations 1993, as amended, or has a variation (see "Restricted Development Areas");
			b) is substantially in accordance with development consent;
			c) complies with adopted policies or Development Control Plans or has a variation (see "Variations to Development Control Plan(s)")
			d) does not conflict with any exhibited draft Local Environmental Plan;
			e) complies with the adopted local policy;

			f) has not attracted objections.
			To grant approval to applications outside the provisions of "Approval of Applications (Sections 94, 95 & 96 of Local Government Act 1993, as amended)" provided the application is subject to a report to the Development Assessment Unit (DAU).
3800	100	02	Refund of Security Deposits (Section 97 Local Government Act 1993), as amended
			To refund security deposits in accordance with Council's procedures.
3800	100	03	Review of Determination
			To review the determination of an application, pursuant to Section 100 of the Local Government Act 1993, as amended, and Clause 8.2 of the Environmental Planning & Assessment Act 1979, as amended
3800	100	04	Issue Building Information Certificates
			To issue building information certificates pursuant to the Environmental Planning & Assessment Act 1979, as amended, and Regulations, as amended
3800	100	05	Refuse Building Information Certificates
			To refuse building information certificates pursuant to the Environmental Planning & Assessment Act 1979, as amended, and Regulations, as amended.
3800	100	06	Assess & Determine Applications
			Assess and determine applications pursuant to the Environmental Planning and Assessment Act 1979, as amended, and Regulations, as amended.
3800	100	07	Change of Use
			To assess buildings under Section 62 of the Environmental Planning & Assessment Regulation 2021, where a there is a change in use and no building works are proposed.
3800	100	08	Alterations to a Building
			To assess buildings under Section 64 of the Environmental Planning & Assessment Regulation 2021 and to make recommendations for upgrade to partial or total conformity with the Building Code of Australia where rebuilding or alterations to an existing building are proposed.

3800	100	09	Variations to setbacks of Buildings
			To permit variations to development standards specified in Development Control Plans for the following building elements: Building setbacks /Class 1a wall to boundary setbacks/ Class 1a eave/gutter setbacks
3800	100	10	Building Certification
			To act as an authorised officer to make recommendations to Fair Trading NSW in relation to Council staff undertaking building certification work for accreditation under the Accreditation Scheme.
3800	100	11	Issue of Certificates - Flood Controlled Land
			To issue certificates relating to flood-controlled land pursuant to State Environmental Planning Policy (Exempt and Complying Development Codes) 2008, as amended.
3900			Development Assessment Unit (DAU)
3900	100	01	Determination of Applications
			To establish a unit (Development Assessment Unit) to determine Development Applications, Building Information Certificate Applications and Section 68 Applications, subject to compliance with the requirements of the Local Government Act 1993, as amended, and Environmental Planning and Assessment Act 1979, as amended, and subject to following limitations: -
3900	100	02	Limitations
			Where there is another Statutory Government Instrument that applies to the matter that requires it to be dealt with by a panel constituted by the State.
3900	100	03	Notice of Business
			The Development Assessment Unit will meet on Tuesdays, as required and only matters contained in the formal Business Paper of the Unit may be considered by the Unit. The Business Paper shall be prepared and distributed to all Councillors and the business papers published on Councils website on the Friday preceding the meeting.
4000			Development/Submissions
4000	100	01	Approval of Applications

			(Unless otherwise specified, a reference to an application shall include Development Applications, Building Information Certificate Applications and Section 68 Applications.) To grant development consent or approval to applications pursuant to the provisions of the Environmental Planning & Assessment Act 1979, as amended, where the application: a) is not of major regional environmental significance; or b) complies with the provisions of the relevant environmental planning instruments (or satisfies requirements "SEPP 1"); or Clause 4.6 of the LEP; or c) complies with adopted policies or Development Control Plans (or satisfies the requirements of "Variations to Development Control Plan(s)"; or d) does not conflict with any exhibited draft Local Environmental Plan. Exceptions:- i) The application seeks a variation to an LEP or SEPP standard of between 7% and 10% To grant a development consent to applications that are subject to the exception(s) outlined above provided the applications are subject to a report to the Development Assessment Unit (DAU).
4000	100	02	Refusal of Applications
			<p>a) To refuse development applications, where the application:-</p> <p>a) does not comply with the provisions of the relevant environmental planning instrument or where any variation is not considered justified; or</p> <p>b) b) does not comply with adopted objectives, policies, Development Control Plans and Codes of Council or where any variation is not considered justified; or</p> <p>c) c) conflicts with any exhibited draft local environmental plan; or</p> <p>d) d) has attracted objections which are considered to warrant the refusal of the application Or where</p> <p style="padding-left: 20px;">i) inadequate information has been submitted notwithstanding a request for this information; or</p> <p style="padding-left: 20px;">ii) is unclear or not legible and provided the report is subject to a report to the Manager or General Manager.</p>
4000	100	03	Review of Determination
			To review the determination of an application pursuant to the provisions of Section 8.2, 8.3, 8.4 and 8.5 of the Environmental Planning & Assessment Act 1979 as amended.

4000	100	04	Determine Applications under SEPP 1 or Clause 4.6 of the LEP
			To determine Development Applications accompanied by a written request to vary an LEP Standard where an application: -
			seeks to vary a statutory development standard where the proposed variation to the development standard does not exceed 7%; and where it has been demonstrated that the development application has merit based on planning legislation and where approval will not undermine planning objectives for the locality
			Restricted Development Areas
4000	100	05	To grant development consent to development applications involving encroachments into Restricted Development Areas where
4000	100	06	The proposal is considered to be minor in nature and is unlikely to result in any adverse environmental impact.
			Amendment to Development Consents
4000	100	07	Grant Approval
			To grant approval to an amendment to development consents in compliance with Section 4.55 of the Environmental Planning and Assessment Act 1979, as amended, provided no further variations to DCP controls are proposed and no more than two objections have been received and provided the application is the subject of a report to the Coordinator, Principal Executive Planner, Manager or Group Manager.
4000	100	08	Extension of Development Consents
			To grant a one (1) year extension to development consents pursuant to Section 4.54 of the Environmental Planning and Assessment Act 1979, as amended.
4000	100	09	Assume Concurrence
			Process applications and exercise Council's right to assume concurrence to certain matters (Section 4.13, Environmental Planning and Assessment Act 1979, as amended)
4000	100	10	Section 10.7 Planning Certificates
			To issue Planning Certificates pursuant to the provision of Section 10.7 of the Environmental Planning and Assessment Act 1979, as amended.

4000	100	11	Section 6.26 Building Information Certificates
			To issue Building Information Certificates pursuant to the provisions of Section 6.26 of the Environmental Planning and Assessment Act 1979, as amended.
			Variations to DCP(s)
4000	100	12	To determine applications involving variations to Development Control Plan(s) where an application is accompanied by a request to vary the Development Control Plan(s) and where an application:
			<ul style="list-style-type: none"> a) is consistent with the aims and objectives of the relevant planning controls; b) No more than two objections have been received; c) the variation is subject to a report to a Coordinator, Principal executive Planner, the Manager or Group Manager.
4000	100	13	Variation to LAP
			To determine applications involving variations to the Local Approval Policy (LAP) where an application is accompanied by a request to vary controls within the LAP and where an application: <ul style="list-style-type: none"> a) is consistent with the aims and objectives of the LAP; b) the variation is subject to a memo/file note to a Coordinator, the Manager or Group Manager.
4000	100	14	Naming of New Subdivision Roads
			To determine whether names submitted by developers for new subdivision roads are acceptable.
4000	100	15	Signing of Final Plan of Subdivision
			To sign and release Final Plans of Subdivision, 88B Instruments and 88G Certificates in accordance with relevant approvals and regulation.
4000	100	16	Unclear, Incomplete or Illegible Applications
			To reject unclear, incomplete or illegible applications.
4000	100	17	Post Consent Administration
			Confirm the satisfaction of all conditions of consents, approvals, permits and modifications and the activation of deferred commencement consents excluding:

			matters required to be reported back to the delegate of Council, in accordance with the provisions of the Environmental Planning & Assessment Act 1979 and the Local Government Act 1993.
4000	100	18	Determination of Certificates or Exemptions
			To determine, sign and issue certificates relating to:
			a) Section 10.7 Planning Certificates
			b) Division 6.7 Building Information Certificates
			c) the amount (if any) payable to Council following a failure to comply with a public positive covenant imposed on land under s88D or s88E of the Conveyancing Act 1919
			d) Section 22 Exemptions
			e) Section 22D certificates of compliance, Section 23 Directions and Section 23A Compliance
			f) Section 735A certificates
			g) Complying Development Certificates, including accepting professional certification from a registered certifier
			Note: By delegates who hold registration under the Building and Development Certifiers Act 2018.
			h) Compliance Certificates, Construction Certificates, Subdivision Works Certificates and Occupation Certificates
			Note: By delegates who hold registration under the Building and Development Certifiers Act 2018.
4000	100	19	Principal Certifier
			To act as Principal Certifier for building or subdivision work.
4000	100	20	Annual Fire Statement
			Authority to sign Annual Fire Safety Statements as building owner in accordance with Clause 177 of the Environmental Planning and Assessment Regulation 2000 (as amended).
4100			Power of Entry (Legislation listed)

			To enter premises under the provisions of the following legislation: -
4100	100	01	Power of Entry (Local Government Act 1993 & Regulations)
			Power of Entry pursuant to the Local Government Act 1993, as amended, and Regulations, as amended.
4100	100	02	Power of Entry (Environmental Planning & Assessment Act 1979 & Regulations)
			Power of Entry pursuant to the Environmental Planning & Assessment Act 1979, as amended, and Regulations, as amended.
4100	100	03	Power of Entry (Protection of the Environment Operations Act 1997 & Regulations)
			Power of Entry pursuant to the Protection of the Environment Operations Act 1997, as amended, and Regulations, as amended.
4100	100	04	Power of Entry (Swimming Pools Act 1992)
			Power of Entry pursuant to the Swimming Pools Act 1992, as amended.
4100	100	05	Power of Entry (Companion Animals Act 1998)
			Power of Entry pursuant to the Companion Animals Act 1998, as amended.
4100	100	06	Power of Entry (Roads Act 1993)
			Power of Entry pursuant to the Roads Act 1993, as amended.
4100	100	07	Power of Entry (Public Health Act 2010)
			Power of Entry pursuant to the Public Health Act 2010, as amended.
4100	100	08	Power of Entry (Food Act 2003)
			Power of Entry pursuant to the Food Act 2003, as amended.

4100	100	09	Power of Entry (Sydney Water Act 1994)
			Power of Entry pursuant to the Sydney Water Act 1994, as amended.
4200			General Powers (Authorised Officers)
4200	100	01	Law Enforcement (Powers & Responsibilities) Act 2002 & Regulations (General Powers)
			To act as an authorised officer to exercise, perform any power, function, duty, conferred upon the authorised officer pursuant to the Law Enforcement (Powers & Responsibilities) Act 2002, as amended, and Regulations, as amended.
4200	100	02	Local Government Act 1993 & Regulations (General Powers)
			To act as an authorised officer to exercise, perform any power, function, duty, conferred upon the authorised officer pursuant to the Local Government Act 1993, as amended, and Regulations, as amended.
4200	100	03	Environmental Planning & Assessment Act 1979 and Regulations (General Powers)
			To act as an authorised officer to exercise, perform any power, function, duty, conferred upon the authorised officer, pursuant to the Environmental Planning & Assessment Act 1979, as amended, and Regulations, as amended.
4200	100	04	The Protection of the Environment Operations Act 1997 & Regulations (General Powers)
			To act as an authorised officer to exercise, perform any power, function, duty, conferred upon the authorised officer pursuant to the Protection of the Environment Operations Act 1997, as amended, and Regulations, as amended.
4200	100	05	Companion Animals Act 1998 & Regulations 2008 (General Powers)
			To act as an authorised officer to exercise, perform any power, function, duty, conferred upon the authorised officer pursuant to the Companion Animals Act 1998, as amended, and Regulations 2008, as amended.

4200	100	06	Food Act 2003 & Regulations (General Powers)
			To act as an authorised officer to exercise, perform any power, function, duty, conferred upon the authorised officer pursuant to the Food Act 2003, as amended, and Regulations, as amended.
4200	100	07	Food Act 2003 (Reports by Enforcement Agencies)
			To report to the NSW Food Authority such information as required under Section 113 of the Food Act 2003, as amended, and/or the protocols prepared by the Food Authority.
4200	100	08	Public Health Act 2010 & Regulations (General Powers)
			To act as an authorised officer to exercise, perform any power, function, duty, conferred upon the authorised officer pursuant to the Public Health Act 2010, as amended, and Regulations, as amended.
4200	100	09	Swimming Pools Act 1992 & Regulations (General Powers)
			To act as an authorised officer to exercise, perform any power, function, duty, conferred upon the authorised officer pursuant to the Swimming Pools Act 1992, as amended, and Regulations, as amended.
4200	100	10	Impounding Act 1993 & Regulations (General Powers)
			To act as an authorised officer to exercise, perform any power, function, duty, conferred upon the authorised officer pursuant to the Impounding Act 1993, as amended, and Regulations, as amended.
4200	100	11	Road Act 1993 & Regulations (General Powers)
			To act as an authorised officer to exercise, perform any power, function, duty, conferred upon the authorised officer pursuant to the Road Act 1993, as amended, and Regulations, as amended.
4200	100	12	Road Transport (General) Act 2005 & Regulations (General Powers)
			To act as an authorised officer to exercise, perform any power, function, duty, conferred upon the authorised officer pursuant to the Road Transport (General) Act 2005, as amended, and Regulations, as amended.

4200	100	13	Road Transport (Safety & Traffic Management) Act 1999 & Regulations (General Powers)
			To act as an authorised officer to exercise, perform any power, function, duty, conferred upon the authorised officer pursuant to the Road Transport (Safety and Traffic Management) Act 1999, as amended, and Regulations, as amended.
4200	100	14	Rural Fires Act 1997 & Regulations (General Powers)
			To act as an authorised officer to exercise, perform any power, function, duty, conferred upon the authorised officer pursuant to the Rural Fires Act 1997, as amended, and Regulations, as amended.
4200	100	15	Sydney Water Act 1994 & Regulations (General Powers)
			To act as an authorised officer to exercise, perform any power, function, duty, conferred upon the authorised officer pursuant to the Sydney Water Act 1994, as amended, and Regulations, as amended.
4200	100	16	Recreational Vehicles Act 1993 & Regulations (General Powers)
			To act as an authorised officer to exercise, perform any power, function, duty, conferred upon the authorised officer pursuant to the Recreational Vehicles Act 1983, as amended, and Regulations, as amended.
4200	100	17	Recovery of Impost Act 1963 & Regulations (General Powers)
			To act as an authorised officer to exercise, perform any power, function, duty, conferred upon the authorised officer pursuant to the Recovery of Impost Act 1963, as amended, and Regulations, as amended.
4200	100	18	Conveyancing Act 1919 & Regulations (General Powers)
			To act as an authorised officer to exercise, perform any power, function, duty, conferred upon the authorised officer pursuant to the Conveyancing Act 1919, as amended, and Regulations, as amended.
4200	100	19	Surveyors Act 2002 (General Powers)
			To act as an authorised officer to exercise, perform any power, function, duty, conferred upon the authorised officer pursuant to the Surveyors Act 2002, as amended, and Regulations, as amended.

4200	100	20	Graffiti Control Act 2008 & Graffiti Control Regulation (2009) (General Powers)
			To act as an authorised officer to exercise, perform any power, function, duty, conferred upon the authorised officer pursuant to the Graffiti Control Act 2008, as amended and Graffiti Control Regulation (2009), as amended.
4200	100	21	Inclosed Lands Protection Act 1901 (General Powers)
			To act as an authorised officer to request persons to leave inclosed lands if those persons are conducting themselves in a manner that would be regarded by a reasonable person as offensive behaviour pursuant to the Inclosed Lands Protection Act 1901 (as amended). This delegation relates to Council land only.
4200	100	22	National Heavy Vehicle Regulator
			To consider and approve applications received from the National Heavy Vehicle Regulator (NHVR) for the use of Council managed roads by Restricted Access Vehicles (RAVs) in accordance with Division 3 of Part 4.5, Division 4 of Part 4.6 and Division 2 of Part 4.7 of the Heavy Vehicle National Law (NSW)
4300			Class 1 Land & Environment Court Appeals
4300	100	01	a) To reach agreement on behalf of the Council during a Conciliation Conference with the applicant in a Class 1 appeal, pursuant to Section 34(3) of the Land & Environment Court Act 1979.
			b) To give consent on behalf of Council to a Commissioner disposing of a Class 1 appeal during a Conciliation Conference pursuant to Section 34(4)(b) of the Land & Environment Court Act 1979.
4400			Disposal of Abandoned Vehicles
4400	100	01	To authorise disposal and sale of vehicles abandoned on Council owned or controlled land.
4400	100	02	Disposal of Unattended Property
			To authorise disposal of unattended property on Council owned or controlled land.
4500			Search Warrants

4500	100	01	Protection of the Environment Operations Act 2017 as amended (Search Warrants)
			Apply for a search warrant to an authorised justice pursuant to the Protection of the Environment Operations Act 2017, as amended.
4500	100	02	Local Government Act 1993 (Search Warrants)
			Apply for a search warrant to an authorised justice pursuant to the Local Government Act 1993, as amended.
4500	100	03	Environmental Planning & Assessment Act 1979 (Search Warrants)
			Apply for a search warrant to an authorised justice pursuant to the Environmental Planning & Assessment Act 1979, as amended.
4500	100	04	Public Health Act 2010 (Search Warrants) and Public Health Regulation 2022
			Apply for a search warrant to an authorised justice pursuant to the Public Health Act 2010, and Public Health Regulation 2022 as amended.
4500	100	05	Food Act 2003 (Search Warrants)
			Apply for a search warrant to an authorised justice pursuant to the Food Act 2003, as amended.
4500	100	06	Swimming Pools Act 1992 (Search Warrants)
			Apply for a search warrant to an authorised justice pursuant to the Swimming Pools Act 1992, as amended.
4500	100	07	Roads Act 1993 (Search Warrants)
			Apply for a search warrant to an authorised justice pursuant to the Roads Act 1993, as amended.
4600			Issue Notices / Orders
4600	100	01	Issue Clean-up Notice
			Issue a Clean-up Notice pursuant to the Protection of the Environment Operations Act 2017, as amended.

4600	100	02	Issue Prevention Notice
			Issue a Prevention Notice pursuant to the Protection of the Environment Operations Act 2017, as amended.
4600	100	03	Issue Compliance Cost Notice
			Issue a Compliance Cost Notice pursuant to the Protection of the Environment Operations Act 2017, as amended and the Environmental Planning & Assessment Act 1979.
4600	100	04	Issue Improvement Notice
			To issue an Improvement Notice pursuant to the Public Health Act 2010, as amended and Public Health Regulation 2022
4600	100	05	Issue Improvement Notice
			To serve on the proprietor of a food store, food vehicle or appliance in an unclean or insanitary condition an improvement notice pursuant to the Food Act 2003, as amended.
4600	100	06	Issue Prohibition Order
			To serve on the proprietor of a food store, food vehicle or appliance to which an improvement notice relates an order for closure if not satisfied that a clean and sanitary condition has been achieved pursuant to the Food Act 2003, as amended.
4600	100	07	Issue Nuisance Orders
			To issue Nuisance Orders pursuant to the Companion Animals Act 1998, as amended.
4600	100	08	Declaration of menacing dangerous and restricted dogs
			To declare a dog menacing dangerous or restricted pursuant to the Companion Animals Act 1998, as amended.
4600	100	09	Issue a Certificate of Compliance
			Issue a Certificate of Compliance - dangerous and restricted dog enclosures, pursuant to the Companion Animals Act 1998, as amended.

4600	100	10	Issue a Certificate of Clearance
			To issue a Certificate of Clearance pursuant to the Public Health Act, as amended.
4600	100	11	Issue a Certificate of Compliance
			Issue a certificate of compliance pursuant to the Swimming Pools Act 1992, as amended.
4600	100	12	Issue Notices and Orders (LG Act 1993 & EP&A Act 1979)
			To issue Notices and Orders pursuant to the Local Government Act 1993, as amended, and the Environmental Planning & Assessment Act 1979, as amended.
4600	100	13	Issue Notices (Public Spaces (Unattended Property) Act 2022 and Regulation 2022 as amended 1993)
			To issue Notices pursuant to the Public Spaces (Unattended Property) Act 2022 and Regulation 2022 as amended 1993, as amended.
4600	100	14	Issue a Noise Control Notice
			To issue a Noise Control Notice pursuant to the Protection of the Environment Operations Act 2017, as amended.
4600	100	15	Issue Notice of Direction Concerning Fires
			To give direction by notice in writing to extinguish a fire immediately and/or not to light or maintain a similar fire on the premises as specified in the notice, pursuant to the Protection of the Environment Operations Act 2017, as amended.
4600	100	16	Issue a Noise Abatement Direction
			To issue a Noise Abatement Direction pursuant to the Protection of the Environment Operations Act 2017, as amended.
4600	100	17	Issue a Stop Work Order
			To issue a Stop Work Order pursuant to the Environmental Planning & Assessment Act 1979, as amended.

4600	100	18	Supervision of Exhumations
			To supervise exhumations or to order the exhumation to stop pursuant to the Public Health Regulation 2012, as amended.
4600	100	19	Registration of Animals
			To register animals pursuant to the Companion Animals Act 1998, as amended.
4600	100	20	Access to Companion Animals Register
			To access information on the Companion Animals Register pursuant to the Companion Animals Act 1998, as amended.
4600	100	21	Exemption from Impracticable Barrier Requirements
			To exempt swimming pools from all or any of the requirements pursuant to the Swimming Pools Act 1992, as amended.
4600	100	22	Certificate of Clearance
			a) To give the proprietor a certificate of clearance certifying that the food store, food vehicle or appliance has been put into and is in a clean and sanitary condition pursuant to the Food Act 2003, as amended.
			b) To issue a Prohibition Order pursuant to the Public Health Act 2010 and Public Health Regulation 2022 as amended.
4700			Modification of Orders
4700			Modification of Orders (Local Government Act 1993)
4700	100	01	To modify an order pursuant to the Local Government Act 1993, as amended.
4700	100	02	Modification of Orders (Environmental Planning & Assessment Act 1979)
			To modify an order pursuant to the Environmental Planning & Assessment Act 1979, as amended.

4800			Issue Notice of dangerous and restricted breed declarations
4800	100	01	Issue notices of dangerous or restricted breed declarations pursuant to the Companion Animals Act, 1998, as amended.
			Issue Prohibition Order
4900			Revocation of Orders/Notices/Declarations
4900	100	01	Revocation of Orders (Local Government Act 1993)
			To revoke an order, pursuant to the Local Government Act 1993, as amended.
4900	100	02	Revocation of Orders (Environment Planning & Assessment Act 1979)
			To revoke an order, pursuant to the Environmental Planning & Assessment Act 1979, as amended.
4900	100	03	Revocation of Declarations of Dangerous Dogs and Restricted Breeds (Companion Animals Act 1998)
			To revoke a dangerous dog or restricted breed declaration pursuant to the Companion Animals Act 1998, as amended.
4900	100	04	Revocation of Certificate of Compliance
			To revoke a Certificate of Compliance - dangerous and restricted dog enclosures, pursuant to the Companion Animals Act 1998, as amended.
4900	100	05	Revocation of Improvement Notices and Prohibition Orders (Public Health Act 2010) and Public Health Regulation 2022
			a) To revoke an Improvement Notice or Prohibition Order issued under the Public Health Regulation 2010, as amended.
			b) As an authorised officer to revoke a Noise Control Notice pursuant to the Protection of the Environment Operations Act 2017, as amended.
4900	100	06	Revocation of a Noise Abatement Direction
			To revoke a Noise Abatement Direction, pursuant to the Protection of the Environment Operations Act 2017, as amended.
4900	100	07	Revocation of Clean Up Notices or Prevention Notices

			To revoke a Clean Up Notice or Prevention Notice pursuant to the Protection of the Environment Operations Act 2017 as amended
5000			Other Development Issues
5000	100	01	Vehicular Crossings
			a) To approve or refuse applications from property owners or occupiers in accordance with the charges fixed by Council, for the construction of crossings or for repairs or renewals to be affected to the vehicular crossings which serve their properties.
			b) To construct entrances and vehicular crossings to properties where the full cost of such work is paid in advance.
5000	100	02	Works for Private Owners
			a) To undertake on behalf of private persons, upon payment of the amount to cover the costs, and government bodies or instrumentalities where the expenditure is recoverable, footpath, paving, kerb and guttering, drainage and pavement and other works and to prepare designs for such works both within the public roads and private property.
			b) To undertake, in conjunction with works by or on behalf of other parties, footpath, paving, kerbing and guttering, drainage and pavement works, both within public roads and private property and to incur expenditure from funds voted within Council's adopted budget and Capital Works Program.
5000	100	03	Works by Private Owners
			To approve, refuse or approve subject to conditions, applications from property owners for footpath paving, kerbing and guttering, drainage and pavement works within public roads abutting their properties or within their properties subject to any such works being carried out at the owners full cost.
5100			Carparking
5100	100	01	Approve Use/Carparking
			To approve the use of Council's carparking areas for use other than carparking subject to the proposed use being compatible with the area and not adversely interfering with normal carparking.
5100	100	02	Set Parking Areas
			To set apart and delineate vehicle parking areas.

INFRASTRUCTURE AND WORKS			
5200			Public Land (Tree Management, Fences)
5200	100	01	Tree Management
			a) To approve, refuse or approve, subject to conditions, applications made to the Council for the ringbarking, cutting down, topping, lopping, pruning or removing of trees, which are subject to the LEP and the Environmental Planning & Assessment Act 1979, as amended.
			b) To supply trees, shrubs and other vegetation to any person for planting in the local government area.
5200	100	02	Dividing Fences
			To approve the construction of dividing fences between private land and Council property. This does not apply to land held for open space and public reserve purposes, public roads and pathways or any other public places which are exempt from the provision of the Dividing Fences Act 1991, as amended. This delegation is subject to the existing fences being in a condition to warrant replacement and/or restoration, not less than two competitive quotations being obtained and the adjoining owner contributing not less than half the cost.
5200	100	03	Approve Applications for Use
			To approve, refuse or approve with conditions, in accordance with any fee schedule fixed by Council, applications for the use of public parks, reserves and other lands and buildings thereon under the control of Council. Such approvals to be in accordance with any adopted procedures of the Council and to be for uses which, in his/her opinion are not detrimental to the accepted use of such parks, reserves and other land including public meetings, public performances, carnivals, circuses and to regulate the use of loud speakers, the lighting of fires, vehicular and pedestrian movement, bathing and the consumption of liquor and any other activity incidental to the consent.

PROPERTY, LANDUSE, BUSHFIRE AND EMERGENCY MANAGEMENT			
5300			Filming Permits
5300	100	01	To authorise filming within public roads, public reserves, and community facilities throughout the local government area in accordance with Council's Guidelines for Activities in Public Roads and the NSW Filming Protocol or any other related documents.
5400			Property and Conveyancing
5400	100	01	Date of Completion of Sale
			To extend for a period of not more than four (4) weeks the date of completion set down in a contract for sale where deemed appropriate.
5400	100	02	Development
			To issue the owner (the Council) consent as required to enable Development Applications to be lodged in respect of property owned by the Council.
			Signing Documents/Registered Owner
5400	100	03	Date of Completion of Sale
			To extend for a period of not more than four (4) weeks the date of completion set down in a contract for sale where deemed appropriate.
5400	100	04	Electronic Conveyancing Transactions
			To authorise, certify and sign electronic conveyancing transactions under land titles legislation on behalf of Council, subject to other delegations, and in accordance with Council policies.
			i. This is an administrative delegation and is specific to the electronic conveyancing of the transaction and can only be exercised following approval of the transaction (e.g. lease, voluntary planning agreement) in accordance with other relevant delegations and Council policies.
			ii. This delegation can only be exercised where the Delegate has been issued a PEXA Digital Certificate for the shire's PEXA subscription.
5400	100	05	Retail Lease Disclosure Statements

			Sign disclosure statements in accordance with the Retail Leases Act 1994.
5400	100	06	Voting rights
			a) To determine Council's position and vote on behalf of Council on Owners Corporation for Council owned strata properties, in consultation with group manager.
			b) To determine Council's position and vote on behalf of Council on Community Association for Council owned community properties, in consultation with group manager shire strategy
5400	100	07	Council Property - Notices to Quit
			To authorise notices to quit or termination notices to tenants who have breached an essential term of a lease or licence agreement, in consultation with the General Counsel.
5400	100	08	Owner's Consent to Development – Significant Property or Land
			granting of owner's consent to the lodgement of an application to carry out development on significant property or land (including roads) owned or managed by Council only where such development involves:
			a) alterations or additions to the fit-out or internal fabric or appearance of the building, in consultation with the group manager
			b) minor changes to the external fabric or appearance of the building
			c) c) works by Council in accordance with an approved budget
			d) d) a use of public or crown land, such as tables and chairs on a footway, and that such consent, granted for a period of up to 3 years.
5400	100	09	Owner's Consent to Development – Non-Significant Property or Land
			Granting of owner's consent to the lodgement of an application to carry out development on non- significant property or land (including roads) owned or managed by Council.
			a) Alterations or additions to the fit-out or internal fabric or appearance of the building, in consultation with the group manager.

			b) Granting of owner's consent to the lodgement of an application to carry out development on non- significant property or land (including roads) owned or managed by Council where such development is for the use only of public or crown land, such as tables and chairs on a footway, and that such consent, granted for a period of up to 3 years.
5400	100	10	Owner's Consent to Development (including complying development) – Minor encroachments and temporary structures
			Granting of owner's consent in writing to the lodgement of an application to carry out development or to modify a development consent on land (including roads) where Council is, or is taken to be, the owner, where the proposed development is principally contained within private land but includes minor projections over or into land (including roads) where Council is, or is taken to be, the owner including, but not limited to:
			▪ awnings
			▪ signage
			▪ shading devices
			▪ minor balcony encroachments
			▪ bay windows
			▪ other architectural embellishments that do not extend more than 450mm over the road/footpath alignment
			▪ driveways
			▪ temporary structures and uses such as hoardings, scaffolding, site sheds and equipment associated with building-related works/activities that are erected on or above a road and which adjoin a land allotment on which works are to take place.
			Note: This delegation does not apply to development that includes the projection of floor space over the street alignment or incorporates the provision of commercial space (e.g.the provision of seating above an awning) within Council land.

5400	100	11	Authority to Occupy and Use
			To authorise the use and occupation of property and land owned or controlled by Council (including Crown Land) other than footway approvals under s125 of the Road Act 1993, in accordance with Council policies, the General Manager's delegation and subject to fees as determined by Council:
			Note:
			All approvals to be reported to Council in the Quarterly Report
			a) to authorise the use and occupation of property and land (as qualified above) (rental fee not to exceed \$150,000 and term of any option must not exceed 5 years)
			b) to terminate a licence or other agreement for the use and occupation of property and land (as qualified above) in consultation with an internal solicitor
			c) temporary use (up to 40 days) of roads and footways
			d) temporary use (up to 40 days) of parks and open spaces controlled by Council
			e) for casual or regular use at Council owned or controlled properties (other than under delegation 35).
5400	100	12	Banner Poles
			To approve the use of Banner Poles in accordance with Council policies and subject to fees as determined by Council.
5400	100	13	Catering Stand Asides
			To approve catering stand asides in accordance with Council policies and procedures.
5400	100	14	Hoardings
			a) To approve or refuse applications for the erection of a hoarding which is for a period not exceeding five years.
			To revoke or modify an approval
5400	100	15	Footway Applications
			a) to grant or refuse approval for footway applications
			b) to revoke or suspend footway approvals
			c) to revoke footway approvals due to the sale of business

5400	100	16	Activities on Roads and Footways
			Consent for any activities under s138 of the Roads Act 1993, including erection of structures on roads (including the revocation of an approval).
5400	100	17	Temporary Closure of a Parking Space or Loading Zone
			To approve:
			1. temporary closure of parking spaces
5400	100	18	Public Roads and Footways
			To approve:
			1. temporary closure of a public road
			2. temporary occupation of a public footway
			3. road events, such as street parades and marches on public roads
			4. filming on public roads.
			Works, Structures and Activities in, on or over Public Roads
5400	100	19	Lift/Hoist/Tackle
			Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway.
5400	100	20	Overhang
			a) Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road.
			b) Consent or determination of an application for works, structures and activities in, on or over a public road (including revocation of an approval).
5400	100	21	Shoring and Temporary Ground Anchors
			To approve the installation of shoring and temporary ground anchors.
			Parking and Traffic Control Measures
5400	100	22	To approve and implement parking and traffic control measures including for events and filming.
5500			Bush Fire Control and Emergency Services

5500	100	01	Emergency
			a) To co-ordinate a Local Emergency Management Committee (LEMC) pursuant to the requirements of the State Emergency and Rescue Management Act 1989, as amended.
			b) To co-ordinate and make available the use of Council's resources in the event of, preparation for, responses to and recovery from emergencies as deemed appropriate and in respect to a reasonable request from the Local Emergency Operators Controllers (LEOCON) and the District and State Emergency Management Committees.
5500	100	02	Issue Notices
			To issue written notice and take appropriate action in respect of bush fire hazard work pursuant to Section 66, 67, 69 and 70 of the Rural Fires Act 1997, as amended (conferred per Service Agreement with Rural Fire Service).
5500	100	03	Consider Objections
			To consider objections lodged pursuant to Section 67 of the Rural Fires Act 1997, as amended (conferred per Service Agreement with Rural Fire Service).
5600			Emergency Management
5600	100	01	To fulfil the roles and responsibilities of the Local Emergency Management Officer :
			a) To allocate staff, plant & equipment and assets of the shire during an emergency occurring within or
			b) affecting the shire's Local Government Area up to \$500,000.00
5700			Heritage
5700	100	01	Applications under the Heritage Act 1977
			a) Applications for exemption under section 57(2) of the Heritage Act 1977
			b) Applications for works under section 60 of the Heritage Act 1977
5800			Local Environmental Plans and Development

5800	100	01	Preparation of Minor LEPs
			To proceed with the preparation of minor Local Environmental Plans, pursuant to the Environmental Planning and Assessment Act 1979, as amended, provided Council has resolved such action.
5800	100	02	Development Control Plans
			To determine a Development Control Plan may be made or amended or proceeded with pursuant to the Environmental Planning and Assessment Act 1979, as amended, and Regulations, as amended.
5800	100	03	Developer Contribution Plans
			a) To exhibit draft Section 7.11 Contributions Plans in accordance with the provisions of the Environmental Planning and Assessment Act 1979, as amended, and Regulations, as amended.
			b) To authorise the refund of Section 7.11 Contributions pursuant to the Environmental Planning and Assessment Act 1979, as amended, and the Recovery of Imposts Act 1963, as amended.
5800	100	04	To make a draft Local Environmental Plan under Section 3.36 of the EP&A Act 1979
			To undertake the plan making functions of the Minister for Planning and Infrastructure under Section 3.36 of the Environmental Planning and Assessment Act 1979, where an authorisation has been issued as part of a Gateway Determination and the draft plan is entirely consistent with the planning proposal adopted by Council.
5900			Voluntary Planning Agreements
5900	100	01	Negotiate cash contributions and works in kind to public benefit offers subject to final approval of the VPA by the Council.
6000			CCTV (Closed-Circuit Television)
6000	100	01	a) approve the location of CCTV
			b) approve applications for viewing and/or supply of recorded material
6100			Registered Owner

6100	100	01	Resumed Land
			To sign all applications for compulsory acquisition addressed to the Registrar General to record the Council as the registered owner of resumed land.
6100	100	02	Council Land
			To sign documents addressed to statutory authorities to record the Council as the registered owner of Council's land.
6200			Street Lighting/Traffic Control
6200	100	01	Street Lighting
			Subject to funds being available in Council's Management Plan:
			a) To request the responsible authority to prepare schemes for installation and improvement of street lighting
			b) To authorise the work to proceed and Council to bear the additional annual charge where the responsible authority has agreed to a scheme of street lighting improvement.
			c) To approve replacement of street lamps or variation in wattage or type of street lamps in accordance with proposals submitted by the responsible authority.
			d) To approve of the installation and energising of street lights in new urban areas.
6200	100	02	Portable Traffic Control Lights
			To authorise the use of portable traffic control lights that are used in connection with the carrying out of road works on public roads as authorised by the Roads Act 1993 where no fixed equipment or fixed cables are used and are operated generally in compliance with the RMS's publication for Traffic Control at Worksites, Section 10 on Portable Traffic Signals.
6200	100	03	Traffic Control Devices
			To authorise prescribed traffic control devices in accordance with the Road Transport (Safety & Traffic Management) Act 1999, as amended.
6200	100	04	Special Event Parking
			To authorise special event parking schemes in accordance with the Road Transport (Safety & Traffic Management) Act 1999, as amended, on public roads other than classified roads in accordance with the Roads and Traffic Authority Delegations to Councils dated 23 February 2009 in circumstances when council do not have the opportunity to consider

6300			Tourism
6300	100	01	a) To establish and cancel tourism agency agreements where considered warranted in line with purchasing delegations.
			b) To enter into and cancel commission agencies associated with Council's tourism operations in line with purchasing delegations
			c) To close the Tourist Information Centre at times of exceptional circumstances prevailing.