



Register of Delegations

Part 2 – revised October 2018

Version 10.2: Amended 7/12/2018



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Part 2

Register of Delegations

Delegations to Staff

Version 10 Adopted:

30 October 2018

Revisions approved by General Manager

Introduction

In accordance with Section 377 of the *Local Government Act 1993*, the Council at its meeting of 29 September 2009 granted the delegations as set out in the Register of Delegations to the General Manager, the Mayor, and Committees.

The General Manager has delegated those matters set out in this document – Delegations Register – Part 2: “Delegations to Staff”.

This Register of Delegations is to be read in conjunction with Council’s Policies and Procedures as well as relevant Acts and Regulations.

Register of delegations

The register of delegations is in two parts:

- Part 1: Delegations of Council, the Mayor, Committees and the General Manager.
- Part 2: Delegations to staff and purchasing delegations

These documents are available to view on Council’s website and Intranet and are version controlled in Council’s Electronic Data Management System (Content Manager).

Position titles

Titles of officers are as per the BVSC Establishment Listing unless mentioned as a group or team. Teams are grouped together under a common name (e.g. Weeds Officers) and the individuals and positions recorded in the establishment list.

The positions listed reflect the job performed rather than the individual person, and include any staff acting in the listed position.

The “Act as Public Officer” and “Children’s Services” delegations require a person to be delegated rather than their position.

The delegations are reported in this register are presented in line with Council’s organisation structure and reflect the three major directorates – Community, Environment & Planning, Assets & Operations, and Business & Governance.

Changes/Revisions

Section 380 of the *Local Government Act 1993* stipulates the Delegation of Functions of the Council and those of the General Manager should be reviewed within twelve (12) months of each term of office.

Part 2 of the Register of Delegations is to be reviewed annually or as required. Any required or recommended changes will be reported to Council’s Leadership Executive Group (LEG). Changes to delegations of staff and including purchasing delegations can only be made through a formal request to the General Manager or triggered by legislative/statutory changes.

Any changes to the position titles are to be approved by the Director | Business & Governance so the establishment list and position descriptions match the delegated position. Request for changes are to be in writing and can be sent via email or via the internal CRM process.

Delegation to Staff

Task	Details	Delegates of the GENERAL MANAGER (Department and Position)		
		• Community, Environment & Planning (CEP)	• Assets & Operations (A&O)	• Business & Governance (B&G)
Access to Information	<p>1. Governance Coordinator Authority to act as the primary contact for all GIPA Applications and to exercise Council's functions in relation to release of information within the meaning of the <i>Government Information Public Access (GIPA) Act 2009</i>.</p>	•	•	• Governance Coordinator
	<p>2. Rights to Information Officers Authority to act as Rights to Information Officers and to exercise Council's functions in relation to release of 'Open Access Information' with the meaning of the GIPA Act (hereinafter referred to as Rights to Information Officers (RIOs).</p>	• Executive Assistant	• Executive Assistant	• Executive Assistant
	<p>3. Gather Information Principal of the Agency as per the <i>Government Information Public Access (GIPA) Act 2009</i></p>	• Executive Assistant	• Executive Assistant	• Public Officer • Governance Coordinator • Executive Assistant
Act as Public Officer	Act within the requirements of the Act pursuant to s342 Appointment of the Public Officer and s343 Functions of the Public Officer within the meaning of the Local Government Act 1993	•	•	• Executive Manager

	(hereinafter referred to as the Public Officer.			
Activity proposals	Determine activity applications (refer to list in s68 LGA 1993) under Section Chapter 7 Part 1 of the <i>Local Government Act 1993</i>	<ul style="list-style-type: none"> • Director • Certification & Compliance Manager • Environmental Health & Building Coordinator • Senior Environmental Health & Building Surveyor • Environmental Health & Building Surveyor • Senior Environmental Health Officer • Environmental Health Officer • Environmental Health Technical Officer • Planning & Sustainability Manager • Planning Services Coordinator • Senior Town Planner • Strategic Planning Coordinator • Biosecurity & Invasive Species Coordinator • Community Safety & Compliance Coordinator • Ranger • Senior Development Engineer • Development Engineer • Property and Facilities Coordinator 	<ul style="list-style-type: none"> • Director • Works Manager • Strategy & Assets Manager • Water & Sewer Manager • Waste & Recycling Manager • Recreation and Leisure Manager 	<ul style="list-style-type: none"> • Director • Executive Manager • Finance Manager • Risk Coordinator • Insurance Officer

		<ul style="list-style-type: none"> • Property Services Officer 		
<p>Authorised and/or Enforcement / Investigation Officers</p>	<p>Exercise the powers and functions of an authorised officer/enforcement officer/investigation officer under the <i>Protection of the Environment Operations Act 1997</i>, subject to any conditions advised by the General Manager or relevant Director.</p>	<ul style="list-style-type: none"> • Director • Certification & Compliance Manager • Environmental Health & Building Coordinator • Senior Environmental Health Officer • Environmental Health Officer • Environmental Health Technical Officer • Environmental Health Cadet (Aboriginal) • Senior Environmental Health & Building Surveyor • Environmental Health & Building Surveyor • Community Safety & Compliance Coordinator • Ranger • Biosecurity & Invasive Species Coordinator • Biosecurity & Invasive Species Officer • Planning & Sustainability Manager • Environment & Sustainability Coordinator • Environmental Management Officer 	<ul style="list-style-type: none"> • Director • Natural Assets Officer • Waste and Recycling Manager 	<ul style="list-style-type: none"> •

		<ul style="list-style-type: none"> • Coastal Management Officer • Planning Services Coordinator • Senior Town Planner • Town Planner • Graduate Town Planner • Senior Development Engineer • Development Engineer 		
Biosecurity	Administer the provisions of the <i>Biosecurity Act 2015</i> of notices, authorisation of prosecutions and taking action in the case of failure to comply with a notice or order in respect to private property.	<ul style="list-style-type: none"> • Director • Certification & Compliance Manager • Biosecurity & Invasive Species Coordinator • Biosecurity & Invasive Species Officer 	<ul style="list-style-type: none"> • Natural Assets Officer 	•
Burials of Human Bodies - approval	Approve the burial of human bodies on private land with a minimum of five hectares and in a location that is unlikely to contaminate a drinking water support or domestic water supply in accordance with Clause 661(1)(c) of the <i>Public Health Regulations 2012</i>	<ul style="list-style-type: none"> • Certification & Compliance Manager • Environmental Health & Building Coordinator Senior Environmental Health Officer • Environmental Health Officer • Environmental Health Cadet (Aboriginal) 	<ul style="list-style-type: none"> • Director 	•
Carparking	Exercise powers of an authorised officer under the <i>Local Government Act 1993</i> and the <i>Road Transport (General) Act and Regulation 2005</i>	<ul style="list-style-type: none"> • Community Safety & Compliance Coordinator • Ranger 	<ul style="list-style-type: none"> • Director • Strategy and Asset Services Manager • Transport & Drainage Planning Services Coordinator 	•
Children Services	1. Child Care Licensee Act as Licensee and Licensee Delegate.	<ul style="list-style-type: none"> • General Manager (Approved Provider) 	•	•

	Approved provider of child care/pre-schools under Council's control in the absence of a Supervisor authorised by <i>Community Services NSW</i>	<ul style="list-style-type: none"> • Director (Authorised Delegate) 		
	<p>2. Children Services Operations Act as Nominated Supervisor of the childcare/preschools under Council's control</p>	<ul style="list-style-type: none"> • Nominated Supervisor • Educational Leader or Responsible Person (in absence of Nominated Supervisor) 	•	•
	<p>3. Children's Services Oversee and manage daily implementation of National Standards and Regulations in Children's Services sites. Authorise the purchase of materials, equipment, repairs and maintenance to budget limits determined in <i>Council's Annual Adopted Budget</i></p>	<ul style="list-style-type: none"> • Community Connections Manager • Children Services Coordinator • Nominated Supervisor (Northern) • Nominated Supervisor (Southern) 	•	•
Companion Animals	Act on Council's behalf in all matters relating to the administration of the Companion Animal Management Facility in accordance with Council's policy and guidelines.	<ul style="list-style-type: none"> • Certification & Compliance Manager • Community Safety & Compliance Coordinator 	•	•
Complying Development	<p>1. Determination (s4.28) Assess and determine complying development under the <i>Environmental Planning and Assessment Act 1979</i> relating to such approvals. (Officers must hold relevant BPB accreditation.)</p>	<ul style="list-style-type: none"> • Certification & Compliance Manager • Environmental Health & Building Coordinator Senior Environmental Health & Building Surveyor9s) • Environmental Health & Building Surveyor • Planning & Sustainability Manager • Planning Services Coordinator 	•	•

		<ul style="list-style-type: none"> • Senior Town Planner • Town Planner • Graduate Town Planner 		
Corruption	Mandatory reporting pursuant to Section 11 of the <i>Independent Commission Against Corruption (ICAC) Act 1998</i> and management of any Section 53/54 investigations and reports on matters referred by the ICAC.	<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> • General Manager • Director • Public Officer
Crown Land Offences	An authorised person appointed as a Council Investigation Officer may serve a penalty notice on anyone who appears to the authorised person to have committed an offence under the <i>Crown Land Management Act 2016 and Regulation 2018</i> , the regulations or the by-laws made under Section 128, being an offence prescribed by the regulations for the purpose of this Section.	<ul style="list-style-type: none"> • Director • Planning & Sustainability Manager • Environment & Sustainability Coordinator • Community Safety & Compliance Coordinator • Compliance Officer • Ranger • Biosecurity & Invasive Species Coordinator • Biosecurity & Invasive Species Officer • Natural Assets Officer 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Delegations of Director – General	Use the delegations granted to Council by the Director General of the relevant Government body, including the delegations under Section 2.4 of the <i>Environmental Planning and Assessment Act 1979</i> and any other delegation granted by the Director General to the Council currently in force.	<ul style="list-style-type: none"> • Director • Planning & Sustainability Manager • Environment & Sustainability Coordinator • Certification & Compliance Manager 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

		<ul style="list-style-type: none"> • Environmental Health & Building Coordinator Senior • Environmental Health Officer • Environmental Health Officer • Environmental Health Cadet (Aboriginal) • Planning & Sustainability Manager • Planning Service Coordinator • Senior Town Planner • Town Planner • Graduate Town Planner • Strategic Planning Coordinator • Environment & Sustainability Coordinator • Senior Environmental Health & Building Surveyor • Environment & Building Surveyor 		
Development Assessment	<p>1. Determination (s4.16) Assess and determine development applications under the <i>Environmental Planning and Assessment Act 1979</i> relating to such approvals.</p> <p>Note 1: Unrestricted delegation to Director of Community, Environment & Planning.</p>	<ul style="list-style-type: none"> • Director • Certification & Compliance Manager • Environmental Health & Building Coordinator Senior • Environmental Health & Building Surveyor • Environmental Health & Building Surveyor • Technical Officer • Development Specialist 	•	•

		<ul style="list-style-type: none"> • Planning & Sustainability Manager • Planning Services Coordinator • Senior Town Planner • Town Planner • Graduate Town Planner 		
	<p>2. Review of determination Determine requests for a review of development consent under Division 8.2 of the <i>Environmental Planning and Assessment Act 1979</i>.</p>	<ul style="list-style-type: none"> • Director • Manager Planning and Sustainability 	•	•
	<p>3. Extension of consent (s 4.54) Determine applications for extensions of time in regards to use or development consent in accordance with provisions of the <i>Environmental Planning and Assessment Act 1979</i></p>	<ul style="list-style-type: none"> • Director • Certification & Compliance Manager • Environmental Health & Building Coordinator Senior • Environmental Health & Building Surveyor • Environmental Health & Building Surveyor • Planning & Sustainability Manager • Planning Services Coordinator • Senior Town Planner • Town Planner • Graduate Town Planner 	•	•
	<p>4. Modification of consent (s 4.55-4.56) Modify development approval and approvals for complying developments under the <i>Environmental Planning and Assessment Act</i></p>	<ul style="list-style-type: none"> • Director • Certification & Compliance Manager • Environmental Health & Building 	•	•

	1979	<p>Coordinator Senior Environmental Health & Building Surveyor</p> <ul style="list-style-type: none"> • Environmental Health & Building Surveyor • Development Specialist • Planning & Sustainability Manager • Planning Services Coordinator • Senior Town Planner • Town Planner • Graduate Town Planner 		
	<p>4b. Modification of Complying Developments under Section 87 of the Environmental Planning and Assessment Act 1979 <i>(Officers must hold relevant BPB accreditation.)</i></p>	<ul style="list-style-type: none"> • Certification & Compliance Manager • Environmental Health & Building Coordinator Senior Environmental Health & Building Surveyor • Environmental Health & Building Surveyor • Environment & Sustainability Coordinator • Planning & Sustainability Manager • Planning Services Coordinator • Senior Town Planner • Town Planner • Graduate Town Planner 	•	•
	<p>5. Refusal of development application (s 4.16 and Council minute 103a/00)</p>	<ul style="list-style-type: none"> • Director 	•	•

	<p>The following procedures are to be carried out where the Director of Community, Environment & Planning is of the view that development applications may be reused which are deficient in the required information or where the development is prohibited or is contrary to the adopted Council policy.</p>	<ul style="list-style-type: none"> • Planning & Sustainability Manager • Certification & Compliance Manager 		
	<p>6. Execution of Voluntary Planning Agreements – Commercial Carparking</p> <p>Authority to execute Voluntary Planning Agreements in accordance with Council’s adopted policy where there is a deficit in carparking provision for commercial developments not exceeding 10 carparking spaces.</p>	<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
	<p>7. Power of Entry and Inspection of premises (s118A-118F)</p> <p>Enter any premises to carry out inspections, conduct surveys, take measurements and photographs considered necessary for the purposes of the <i>Environmental Planning and Assessment Act 1979</i> and Regulations and any planning instrument with the consent of the occupier.</p>	<ul style="list-style-type: none"> • Director • Certification & Compliance Manager • Senior Environmental Health Officer • Environmental Health Officer • Environmental Health Cadet (Aboriginal) • Environmental Health Technical Officer • Environmental Health & Building Coordinator • Senior Environmental Health & Building Surveyor • Environmental Health & Building Surveyor 	<ul style="list-style-type: none"> • Director • Natural Assets Officer • Water & Sewerage Services Manager • Water and Sewer Operations Superintendent • Water and Sewer Operations Coordinator 	<ul style="list-style-type: none"> •

		<ul style="list-style-type: none"> • Biosecurity & Invasive Species Coordinator • Biosecurity & Invasive Species Officer • Planning & Sustainability Manager • Senior Development Engineer Development Engineer • Environment & Sustainability Coordinator • Environmental Management Officer • Development Specialist • Planning Services Coordinator • Senior Town Planner • Town Planner • Graduate Town Planner 		
	<p>8. Legal Proceedings (s122-127) Act as Council's representative in hearings before the Courts in accordance with the <i>Environmental Planning & Assessment Act 1979</i></p>	<ul style="list-style-type: none"> • Director • Certification & Compliance Manager • Environmental Health & Building Coordinator Senior Environmental Health & Building Surveyor • Environmental Health & Building Surveyor • Planning & Sustainability Manager • Planning Services Coordinator • Senior Development Engineer 	<ul style="list-style-type: none"> • Director • Strategy & Asset Services Manager • Project Development Manager • Engineering Development Coordinator • Water & Sewer Manager 	<ul style="list-style-type: none"> •

		<ul style="list-style-type: none"> • Development Engineer • Strategic Planning Coordinator • Senior Town Planner • Town Planner • Graduate Town Planner 		
	<p>9. Planning Certificates (s10.7) Issue Planning Certificates under Section 149 of the <i>Environmental Planning and Assessment Act 1979</i>.</p>	<ul style="list-style-type: none"> • Director • Development & Support Services Coordinator • Support Specialist • Support Administrator • Development Specialist • Planning & Sustainability Manager • Planning Services Coordinator • Senior Town Planner • Town Planner • Graduate Town Planner • Strategic Planning Coordinator 	•	•
	<p>10. Building Certificates (s149A) Approve, refuse and sign all building certificates and certificates of classifications and certificates of occupancies required under the <i>Local Government Act 1993</i>, the <i>Environmental Planning and Assessment Act 1979</i>, Regulations, and approvals regulations and/or the Building Code of Australia.</p>	<ul style="list-style-type: none"> • Certification & Compliance Manager • Environmental Health & Building Coordinator Senior Environmental Health & Building Surveyor • Environmental Health & Building Surveyor 	•	•
	<p>11. Subdivision Certificates Approve, refuse and sign subdivision certificates and linen plans in accordance with the</p>	<ul style="list-style-type: none"> • Director • Planning & Sustainability 	•	•

	<p><i>Environmental Planning and Assessment Act 1979 and Conveyancing Act 1919</i></p>	<p>Manager</p> <ul style="list-style-type: none"> • Planning Services Coordinator • Senior Town Planner • Town Planner • Graduate Town Planner • Senior Development Engineering • Development Engineer 		
	<p>12. Endorsement of 88B Instruments Sign 88B Instruments as Authorised officer where Council is denoted as having the power to release, vary or modify the easement, restriction or positive covenant under the <i>Conveyancing Act 1919</i>.</p> <p><i>Note 1:</i> <i>This delegation does not apply to matters involving public land or where the Council seal needs to be affixed.</i></p>	<ul style="list-style-type: none"> • Director • Planning & Sustainability Manager • Planning Services Coordinator • Senior Town Planner • Town Planner • Graduate Town Planner 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
	<p>12(a) Vary, Modify or remove restrictions under Section 88B of the <i>Conveyancing Act 1919</i> imposed by condition of Develop Consent</p>	<ul style="list-style-type: none"> • Director • Planning & Sustainability Manager • Planning Services Coordinator • Senior Town Planner • Town Planner • Graduate Town Planner • Certification & Compliance Manager • Environmental Health & Building Coordinator Senior Environmental Health & Building 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

		<p>Surveyor</p> <ul style="list-style-type: none"> Environmental Health & Building Surveyor 		
	<p>13. Refund of Development Application fees Refund development application fees. This delegation does not apply to the refund of development application fees in accordance with Council's procedure dealing with 'Development by registered charities and other community groups'.</p>	<ul style="list-style-type: none"> Director Planning & Sustainability Manager Planning Services Coordinator Development Specialist Certification & Compliance Manager Environmental Health & Building Coordinator Senior Environmental Health & Building surveyor Environmental Health & Building Surveyor Coordinator Development HUB and support services 	•	•
	<p>14. Review of Environmental Factors Under Part 4 of the <i>Environmental Planning and Assessment Act 1979</i></p>	<ul style="list-style-type: none"> Director Planning & Sustainability Manager Planning Services Coordinator Senior Town Planner Town Planner Graduate Town Planner 	<ul style="list-style-type: none"> Director Project Development Manager 	•
	<p>15. Construction Certificates Approve construction certificates under Section 142 of the <i>Environmental Planning and Assessment Regulation 2000</i>, Section 138 of the</p>	<ul style="list-style-type: none"> Certification & Compliance Manager Environmental Health & Building Coordinator Senior 	•	•

	<i>Roads Act 1993</i> <i>(Officers must have relevant BPB accreditation)</i>	Environmental Health & Building Surveyor <ul style="list-style-type: none"> Environmental Health & Building Surveyor. 		
Enter premises	Enter any premises at any reasonable hour or time at which the business is usually carried out to exercise the functions of Council in accordance with Chapter 8 Part 2 of the <i>Local Government Act 1993</i> and appointed as Council Investigation Officers under Division 9.2 and 9.14 of the <i>Environmental Planning and Assessment Act 1979</i>	<ul style="list-style-type: none"> Director Planning & Sustainability Manager Planning Services Coordinator Strategic Planning Coordinator Senior Town Planner Town Planner Graduate Town Planner Environment & Sustainability Coordinator Environmental Management Officer Coastal Management Officer Certification & Compliance Manager Environmental Health & Building Coordinator Senior Environmental Health & Building Surveyor Environmental Health & Building Surveyor Senior Environmental Health Officer Environmental Health Technical Officer Environmental Health Cadet 	<ul style="list-style-type: none"> Director Strategy & Asset Services Manager Works Manager Water & Sewer Manager Water & Sewer Services Team Project Development Manager 	<ul style="list-style-type: none">

		<p>(Aboriginal)</p> <ul style="list-style-type: none"> • Biosecurity & Invasive Species Coordinator • Biosecurity & Invasive Species Officer • Community Safety & Compliance Coordinator • Compliance Officer • Ranger • Development Specialist • Natural Assets Officer 		
Filming applications	Manage the approval and oversight of filming applications pursuant of s114-119 of the <i>Local Government Act 1993</i> .	<ul style="list-style-type: none"> • General Manager • Director • Communication & Events Coordinator 	•	•
Finance	<p>1. Funding agreements</p> <p>Negotiate and sign funding agreements with government departments and agencies in accordance with Council's policy and endorsed at the Council meeting held to adopt the annual budget.</p>	<ul style="list-style-type: none"> • Director 	• Director	<ul style="list-style-type: none"> • Director • Executive Manager
	<p>2. Acquittals</p> <p>The acquittal of funding agreements unless otherwise stated on the funding agreement.</p>	<ul style="list-style-type: none"> • Director 	• Director	<ul style="list-style-type: none"> • Director • Finance Manager
	<p>3. Transferring of bank funds</p> <p>Cash movement from Bank Account (i.e. Payroll, Creditors, Refunds, etc.). The Finance Manager</p>	•	•	<ul style="list-style-type: none"> • Director • Finance Manager • Management Accountant

	has the delegation to appoint or withdraw authorised representatives from this delegation.			<ul style="list-style-type: none"> Financial Accountant Authorised Representatives
	<p>4. Organisational purchases</p> <p>Signoff on organisational purchases (insert upper limit) Organisational purchases are described as purchases that span multiple dept. or any one delegated approver.</p>	•	•	<ul style="list-style-type: none"> Finance Manager
	<p>5. Small credit agreements</p> <p>Enter into minor credit arrangements less than \$25,000 for each facility. Facilities would include Purchase Cards Corporate Credit Cards, Store Cards, Supplier Accounts, etc.</p>	•	•	<ul style="list-style-type: none"> Director Finance Manager Procurement & Contracts Coordinator
	<p>6. Refunds</p> <p>Authorise any refunds from Councils operations. All refunds should contain the signature of an Operational Mgr as well as an Accounting staff member.</p>	•	•	<ul style="list-style-type: none"> Director Finance Manager Management Accountant Financial Accountant
	<p>7. Investments</p> <p>a. Enter into and transfer funds to meet any eligible investment opportunity under Council policy and procedures.</p> <p>b. Authority to enter into and transfer investment funds</p>	•	•	<ul style="list-style-type: none"> Director Finance Manager Management Accountant Financial Accountant
	<p>8. Collection of debts</p> <p>Collect Rates and Charges (including general debtors). This includes the full recovery process including authorisation to commence legal action on any entity under the <i>Local Government Act 1993</i>.</p>	•	•	<ul style="list-style-type: none"> Director Finance Manager Management Accountant Financial Accountant Debtors Officers
	<p>9. Cessation of Legal Action</p>	•	•	<ul style="list-style-type: none"> Director

	Authorisation to cease legal actions under Council policy and procedures.			<ul style="list-style-type: none"> Finance Manager
Fire Safety	Take action against an owner to erect a Fire Safety Notice adjacent to a fire isolated passageway, ramp or stairway in accordance with <i>Environmental Planning and Assessment Regulation 2000</i> , Section 183.	<ul style="list-style-type: none"> Certification & Compliance Manager Environmental Health & Building Coordinator Senior Environmental Health & Building Surveyor Environmental Health & Building Surveyor 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Food and Food premises hygiene	Authorised officers under sections 114 and 115 of the <i>Food Act 2003</i> are entitled to exercise all powers and functions of authorised officer under the <i>Food Act 2003</i> without limitations and conditions.	<ul style="list-style-type: none"> Director Certification & Compliance Manager Environmental Health & Building Coordinator Senior Environmental Health Officer Environmental Health Officer Environmental Health Cadet (Aboriginal) 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Governance	1. Use of Common Seal Local Government Act (General Regulations 2005 – No 400)	<ul style="list-style-type: none"> General Manager 	<ul style="list-style-type: none"> General Manager 	<ul style="list-style-type: none"> General Manager
	2. Non-standard correspondence Authorise correspondence of a non-standard nature such as interpretation of Council policy and responses to public complaints with the exception of correspondence to Members of Parliament or for direct attention of heads of government departments and agencies.	<ul style="list-style-type: none"> Director Planning & Sustainability Manager Planning Services Coordinator Senior Town Planner Town Planner Graduate Town Planner 	<ul style="list-style-type: none"> Director Strategy & Asset Services Manager Works Manager Water & Sewer Manager Project Development Management 	<ul style="list-style-type: none"> Director Executive Manager Finance Manager Economic Development Manager Governance Coordinator Risk Coordinator

		<ul style="list-style-type: none"> • Senior Development Engineer • Development Engineer • Strategic Planning Coordinator • Environment & Sustainability Coordinator • Environmental Management Officer • Coastal Management Officer • Certification & Compliance Manager • Environmental Health & Building Coordinator Senior • Environmental & Building Surveyor • Senior Environmental Health Officer • Environmental Health Officer • Environmental Health Cadet (Aboriginal) • Environmental Health & Building Surveyor • Biosecurity & Invasive Species Coordinator • Biosecurity & Invasive Species Officer • Community Safety & Compliance Coordinator • Community Connections Manager • Community & Cultural Assets 	<ul style="list-style-type: none"> • Parks, Aquatics & Recreation Manager • Waste & Recycling Manager 	<ul style="list-style-type: none"> • People and Culture Coordinator
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		<p>Manager</p> <ul style="list-style-type: none"> • Communication & Events Coordinator 		
	<p>3. Signing Contracts Execute any contract agreement, deed or other document that has the capacity to bind the Council legally to another party.</p>	<ul style="list-style-type: none"> • General Manager • Director 	<ul style="list-style-type: none"> • General Manager • Director 	<ul style="list-style-type: none"> • General Manager • Director • Executive Manager • Finance Manager
Human resources	<p>1. Timesheets Authorise timesheets and leave applications for employees</p>	<ul style="list-style-type: none"> • Director • Certification & Compliance Manager • Environmental Health & Building Coordinator Biosecurity & Invasive Species Coordinator • Community Safety & Compliance Coordinator • Planning & Sustainability Manager • Planning Services Coordinator • Strategic Planning Coordinator • Environmental & Sustainability Coordinator • Coordinator HUB and Support Services • Manager Community Connections • Children's Services Coordinator • Brighter Futures, Ageing & Disability Coordinator • Community Engagement & 	<ul style="list-style-type: none"> • Director • Strategy & Asset Services Manager • Asset Management Coordinator • Works Manager • Works Engineer • Supply Services Coordinator • Fleet Facilities Coordinator • Projects Coordinator • Road Maintenance Coordinator • Vegetation & Drainage Coordinator • Urban Maintenance Coordinator • Works Team Leader (Eden) • Works Team Leader (Bega) • Works Team Leader (Bermagui) • Works Team Leader (Merimbula) • Waste and Recycling Manager • Water and Sewer Manager • Recreation and Leisure Manager 	<ul style="list-style-type: none"> • Director • Executive Manager • Governance Coordinator • People and Culture Coordinator • Risk Coordinator, • Finance Manager • Financial Accounting Coordinator • Management Accounting Coordinator • Procurement & Contracts Coordinator • Technology Services Coordinator • Revenue & Customer Service Coordinator

		<p>Library Services Coordinator Community & Cultural Assets Manager</p> <ul style="list-style-type: none"> • Gallery Director • Economic Development Manager Property & Facilities Coordinator • Civic & Learning Centre Coordinator • Communication & Events Coordinator 		
	<p>2. Position descriptions Exercise the functions of the Council to which the position holder is appointed in accordance with the job description for the position, Council policies and management direction.</p>	<ul style="list-style-type: none"> • Director • Planning & Sustainability Manager • Certification & Compliance Manager • Community Connections Manager • Community & Cultural Assets Manager • Communication & Events Coordinator 	<ul style="list-style-type: none"> • Director • Strategy & Asset Services Manager • Works Manager • Water & Sewer Manager • Project Development Manager • Parks, Aquatics & Recreation Manager • Waste & Recycling Manager 	<ul style="list-style-type: none"> • Director • Executive Manager • Finance Manager • Economic Development Manager
	<p>3. Appointment of Employees <i>Local Government Act 1993</i> Recommend appointment and terms and conditions of appointment of employees to General Manager including permanent, permanent part-time, fixed term contract and casual employment.</p>	<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> • Director
	<p>4. Staff salary band Recommend to General Manager advance by way of one or more levels in any Band any</p>	<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> • Director

	<p>member of staff or to transfer any member of staff from one Band to a higher Band in accordance with the <i>Local Government Act 1993</i>. Local Government (State) Award. and Local Government (State) Electrician Award</p>			
	<p>5. Salary & Award Variations Recommend to General Manager variations including salary increases (within the adopted budget) in accordance with the Award and Council's salary Admin policies (excluding "Senior Officers") in accordance with the <i>Local Government (State) Award and the Local Government (State) Electricians Award..</i></p>	<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> • Director
	<p>6. Staff Overtime Approve overtime for any member of staff as considered necessary in accordance with the <i>Local Government (State) Award and Local Government (State) Electricians Award.</i> <u>Time in lieu (TIL)</u></p>	<ul style="list-style-type: none"> • Director • Planning & Sustainability Manager • Certification & Compliance Manager • Environmental Health & Building Coordinator • Community Connections Manager • Brighter Futures, Ageing & Disability Coordinator • Children's Services Coordinator • Community Engagement & Library Services Coordinator • Community & Cultural Assets Manager • Communication & Events Coordinator 	<ul style="list-style-type: none"> • Director • Strategy & Asset Services Manager • Works Manager • Water & Sewer Manager • Project Development Manager • Parks, Aquatics & Recreation Manager • Waste & Recycling Manager 	<ul style="list-style-type: none"> • Director • Executive Manager • Governance Coordinator • Risk Coordinator • People and Culture Coordinator • Finance Manager

		<ul style="list-style-type: none"> • Economic Development Manager 		
	<p>7. Staff attendance at conferences Determine applications for staff attendance at conferences including conferences outside New South Wales but within Australia in accordance with the <i>Local Government Act 1993</i>.</p>	<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> • Director
	<p>8. Staff Higher Duties Arrangements Recommend to General Manager that staff to undertake high duties arrangements including payment of higher duties in accordance with the <i>Local Government (State) Award and the Local Government (State) Electricians Award</i>.</p>	<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> • Director • Executive Manager
	<p>9. Approve staff leave Approve the following leave: Recreation, & sick leave personal/carers; long service leave; maternity; supporting parent; bereavement; jury service; Union Training, Union Conference and leave without pay in accordance with the <i>Local Government (State) Award and the Local Government (State) Electricians Award Provisions</i>.</p>	<ul style="list-style-type: none"> • Director • Planning & Sustainability Manager • Planning Services Coordinator • Strategic Planning Coordinator • Coordinator HUB and Support Services • Environment & Sustainability Coordinator • Certification & Compliance Manager • Environmental Health & Building Coordinator Biosecurity & Invasive Species Coordinator • Community Safety & Compliance Coordinator • Community Connections Manager 	<ul style="list-style-type: none"> • Director • Strategy & Asset Services Manager • Asset Management Coordinator • Works Manager • Works Engineer • Supply Services Coordinator • Fleet Facilities Coordinator • Projects Coordinator • Road Maintenance Coordinator • Vegetation & Drainage Coordinator • Urban Maintenance Coordinator • Works Team Leader (Eden) • Works Team Leader (Bega) • Works Team Leader (Bermagui) • Works Team Leader (Merimbula) 	<ul style="list-style-type: none"> • Director • Executive Manager • Governance Coordinator • People and Culture Coordinator • Risk Coordinator • Finance Manager • Financial Accounting Coordinator • Management Accounting Coordinator • Procurement & Contracts Coordinator • Technology Services Coordinator • Revenue & Customer Service Coordinator

		<ul style="list-style-type: none"> • Children’s Services Coordinator • Brighter Futures, Ageing & Disability Coordinator • Community Engagement & Library Services Coordinator • Community & Cultural Assets Manager • Gallery Director • Property & Facilities Coordinator • Civic & Learning Centre Coordinator • Communication & Events Coordinator • Economic Development Manager 	<ul style="list-style-type: none"> • Water and Sewer Manager • Water Sewer Supervisor • Water Sewer Team Leader • Recreation and Leisure Manager • Waste and Recycling Manager • Business Support Coordinator 	
	<p>10. Discipline and misconduct processes Conduct a discipline/misconduct investigation and process as per the provisions of the <i>Workplace Relations Act 1996</i> and <i>Local Government (State) Award 2017</i>, the <i>NSW Local Government (State) Electricians Award</i>.</p>	<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> • Director • Executive Manager • People and Culture Coordinator
	<p>11. Termination of employment (discipline) Recommend to the General Manager to terminate employment of staff on the grounds of serious misconduct/discipline grounds as per the provisions of the <i>Workplace Relations Act 1996</i> and <i>Local Government (State) Award 2017</i>, the <i>NSW Local Government (State) Electricians Award</i>.</p>	<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> • Director • Executive Manager
	<p>12. Termination of employment (Workplace Change)</p>	<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> • Director

	Recommend to General Mgr to terminate employment of staff on the grounds of workplace change and redundancy as per the provisions of the <i>Workplace Relations Act 1996</i> and <i>Local Government (State) Award and the Local Government (State) Electricians Award</i> .			
	13. HR procedures Approve Human Resource procedures	<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> • Director • Executive Manager
	14. Salary Packaging Recommend to the General Manager for employee to commence salary packaging arrangements (novated lease)	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director • Executive Manager • Finance Manager
Impounding	<i>Exercise the powers of an impounding officer under the provisions of the Impounding Act 1993</i>	<ul style="list-style-type: none"> • Certification & Compliance Manager • Community Safety & Compliance Coordinator • Compliance Officer • Ranger 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Information and Communications	1. Monitoring and electronic information Authority to recommend to General Manager <i>a. Monitoring incoming and outgoing information via email to ensure compliance with Council's policies</i> <i>b. Monitoring of internet usage to ensure compliance with Council's policies.</i>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director • Technology Services Coordinator • Public Officer • Governance Coordinator
	2. Phone Monitoring Authority to recommend to General Manager Monitoring of phone (fixed-line and mobile) usage to ensure compliance with <i>Council's</i>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director • Technology Services Coordinator • Public Officer

	<i>policies.</i>			<ul style="list-style-type: none"> Governance Coordinator
	<p>3. Security Authority to recommend to General Manager</p> <p>a. Create, monitor, suspend or delete user access (including logons and access privileges) to all aspects of Council Information Technology.</p> <p>b. Access all Secured ICT Areas.</p> <p>c. Provide supervised access to Secured ICT Areas for other staff and external suppliers. issue, monitor, recover, approve use and rescind use of Council Information Technology services and equipment (including, but not limited to: Laptop Computers, Desktop Computers, Electronic Door “Swipes”, Mobile Phones, Desktop Phones, Digital Cameras, ADSL Modems and connections, Monitors, Printers, Photocopiers).</p>	<ul style="list-style-type: none"> Director 	<ul style="list-style-type: none"> Director 	<ul style="list-style-type: none"> Director Executive Manager
	<p>4. Contracts & Agreements Authority to recommend to the General Manager</p> <p>Negotiate, ICT software and service agreements (including, but not limited to: application software, system software, network software, network infrastructure and LAN WAN and Tele communications infrastructure and services).</p>	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Director Finance Manager Procurement & Contracts Coordinator Technology Services Coordinator
	<p>5. Service Standards Authority to:</p>	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Director Technology Services

	<p>a. Monitor and remove devices, software and ICT service from Council's network.</p> <p>b. Remove electronically stored material that may be in breach of Copyright, Council policies, legal requirements or legislation.</p> <p>c. Monitor and perform Maintenance on ICT equipment and devices (including, but not limited to: software and hardware). This may include the remove of equipment and devices from general and corporate use for the duration of this Maintenance.</p> <p>d. Relocate, remove, backup and approve the removal of electronically stored material.</p>			<p>Coordinator</p> <ul style="list-style-type: none"> Records Team Leader Public Officer Governance Coordinator
Information - supply of information to the media	<p>Receive queries from the media and refer to the relevant Council officer for comment or information.</p> <p>Distribute media releases or responses to queries from the media.</p>	<ul style="list-style-type: none"> Director Communication & Events Coordinator Web and Design Communication Officer Communication Officer Communication and Design Assistant Event and Communication Officer 	<ul style="list-style-type: none"> Director Water & Sewerage Services Manager 	<ul style="list-style-type: none"> Director Executive Manager Governance Coordinator
Information available on website and social media	<p>Approve the removal of any publication or application that infringes Council policy or restricts or negatively impacts on others.</p>	<ul style="list-style-type: none"> Director Communication & Events Coordinator Web and Design Communication 	<ul style="list-style-type: none"> Director 	<ul style="list-style-type: none"> Director Executive Manager Governance Coordinator

		<p>Officer</p> <ul style="list-style-type: none"> • Communication Officer • Communication and Design Assistant • Event and Communication Officer • Planning & Sustainability Manager • Certification & Compliance Manager • Development & Support Services Coordinator 		
	Approve the loading of material onto website and social media	<ul style="list-style-type: none"> • Director • Planning & Sustainability Manager • Certification & Compliance Manager • Community Connections Manager • Community & Cultural Assets Manager • Communication & Events Coordinator • Web and Design Communication Officer • Communication Officer • Communication and Design Assistant • Event and Communication Officer 	<ul style="list-style-type: none"> • Director • Strategy & Assets Services Manager • Works Manager • Water & Sewer Manager • Project Development Manager • Parks, Aquatics & Recreation Manager • Waste & Recycling Manager • Group Business Coordinator 	<ul style="list-style-type: none"> • Director • Executive Manager • Governance Coordinator • People and Culture Coordinator • Risk Coordinator

Information Privacy	Collection of personal information, retention and security of personal information and access and distribution of personal information in line with Council's policy and procedure.	<ul style="list-style-type: none"> • Director • Community Connections Manager • Children's Services Coordinator • Brighter Futures, Ageing & Disability Coordinator 	<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> • Director • Public Officer • Governance Coordinator
Internal Audit	Ensure the internal audit activity fulfils its responsibilities in accordance with the Guidelines under Section 23A of the <i>Local Government Act 1993</i>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director • Executive Manager • Risk Coordinator
Leases & Licences	<p>1. Lands under Council's jurisdiction</p> <p>Apply and interpret policy and act in accordance with Council's policy and procedures on behalf of Council.</p>	<ul style="list-style-type: none"> • Director • Community & Cultural Assets Manager • Property & Facilities Coordinator • Property Services Officer 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
	<p>2. Application to occupy Council land</p> <p>Determine applications for a licence to use and occupy Council land (including public reserves, beaches, sports fields and public roads) on a short term casual basis in accordance with the <i>Local Government Act 1993</i> and <i>Regulations</i>.</p>	<ul style="list-style-type: none"> • Director • Community & Cultural Assets Manager • Property & Facilities Coordinator • Property Services Officer 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
	<p>3. Termination of lease or rental agreements</p> <p>In accordance with Council's policies and procedures, authority to make recommendations to the General Manager to terminate any lease or rental agreement on any Council owned or managed property where the terms of the lease have been breached and/or accounts have fallen into arrears.</p>	<ul style="list-style-type: none"> • Director • Community & Cultural Assets Manager • Property & Facilities Coordinator • Property Services Officer 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

<p>Legal Proceedings</p>	<p>1. Appearance in Court Under the provisions of Section 687 of the <i>Local Government Act 1993</i>, and appointed as Council Investigation Officers under Division 9.2 and 9.14 of the <i>Environmental Planning and Assessment Act 1979</i>, represent Council in a Local Court or institute and carry on any proceedings which the Council is authorised to do.</p>	<ul style="list-style-type: none"> • Director • Planning & Sustainability Manager • Planning Services Coordinator • Senior Town Planner • Town Planner • Graduate Town Planner • Senior Development Engineer • Development Engineer • Strategic Planning Coordinator • Environment & Sustainability Coordinator • Certification & Compliance Manager • Environmental Health & Building Coordinator Senior Environmental Health Officer • Senior Environmental Health & Buildings Surveyor • Environmental Health & Building Surveyor • Biosecurity & Invasive Species Coordinator • Biosecurity & Invasive Species Officers • Community Safety & Compliance Coordinator • Compliance Officer • Ranger 	<ul style="list-style-type: none"> • Director • Strategy & Asset Services Manager • Works Manager • Water & Sewer Manager • Project Development Manager • Parks, Aquatics & Recreation Manager • Waste & Recycling Manager 	<ul style="list-style-type: none"> • Director • Executive Manager • Public Officer • Finance Manager • Economic Development Manager
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		<ul style="list-style-type: none"> • Community Connections Manager • Children’s Services Coordinator 		
	<p>2. Laying of information Under the provisions of Section 684 of the <i>Local Government Act 1993</i>, authority is granted to lay information in any proceeding for an offence.</p>	<ul style="list-style-type: none"> • Director • Planning & Sustainability Managers • Planning Services Coordinator • Senior Town Planner • Town Planners • Graduate Town Planner • Senior Development Engineer • Development Engineer • Strategic Planning Coordinator • Environment Management Coordinator • Environment Management Officer • Certification & Compliance Manager • Environmental Health & Building Coordinator • Senior Environmental Health & Building Surveyor • Senior Environmental Health Officer • Environmental Health & Building Surveyor • Environment & Sustainability Coordinator 	<ul style="list-style-type: none"> • Director • Strategy & Asset Services Manager • Works Manager • Water and Sewer Manager • Project Development Manager • Parks, Aquatics & Recreation Manager • Waste & Recycling Manager 	<ul style="list-style-type: none"> • Director • Executive Manager • Public Officer

		<ul style="list-style-type: none"> • Environmental Management Officer • Development & Support Services Coordinator • Biosecurity & Invasive Species Coordinator • Biosecurity & Invasive Species Officers • Community Safety & Compliance Coordinator • Compliance Officer • Ranger 		
	<p>3. Legal advice</p> <p>In accordance with Council’s policies and procedures:</p> <p>a. Seek expert legal advice from Council Solicitor or other sources as appropriate.</p> <p>b. Authority to request legal opinions and/or advices from authorised legal providers and to incur legal expenses.</p> <p>Give instructions to Council’s solicitors or other professional advisers to provide advice to the Council on any matter concerning Council within the areas of responsibility.</p>	<ul style="list-style-type: none"> • Director • Planning & Sustainability Manager • Planning Services Coordinator • Strategic Planning Coordinator • Environment & Sustainability Coordinator • Certification & Compliance Manager • Environmental Health & Building Coordinator Community Safety & Compliance Coordinator • Community Connections Manager • Coordinator Brighter Futures and Ageing & Disability • Children’s Services Coordinator • Community & Cultural Assets 	<ul style="list-style-type: none"> • Director • Strategy & Asset Services Manager • Works Manager • Water and Sewer Manager • Project Development Manager • Parks, Aquatics & Recreation Manager • Waste & Recycling Manager 	<ul style="list-style-type: none"> • Director • Executive Manager • Finance Manager • Economic Development Manager

		<p>Manager</p> <ul style="list-style-type: none"> Property & Facilities Coordinator 		
	<p>4. Engaging barristers/senior counsel in accordance with Council's policies and procedures:</p> <p>a. Engage legal expert to represent Council in legal proceedings.</p> <p>b. Authority to engage advisers as required.</p> <p>Institute conduct and defend legal proceedings with respect to Council's activities in all Courts and instruct and engage Council's solicitors and Counsel where necessary to act on Council's behalf.</p>	<ul style="list-style-type: none"> Director Planning & Sustainability Manager Certification and Compliance Manager Community Connections Manager Community & Cultural Assets Manager 	<ul style="list-style-type: none"> Director 	<ul style="list-style-type: none"> Director Executive Manager
Local Policies	<p>Authority to prepare a draft local policy for approvals and orders under sections 158 and 159, <i>Local Government Act 1993</i></p>	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Director Assets & Operations Water & Sewerage Services Manager 	<ul style="list-style-type: none">
Mortuaries, Crematory and Cemeteries – inspection	<p>Enter and inspect any equipment, register, record or part of a mortuary, crematory or cemetery in accordance with Section 91 of the <i>Public Health Regulations 2012</i></p>	<ul style="list-style-type: none"> Certification & Compliance Manager Environmental Health & Building Coordinator Senior Environmental Health Officer Environmental Health Officer Environmental Health Cadet (Aboriginal) Senior Environmental Health & Building Surveyor(s) Environmental Health & Building Surveyor 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Native Title	<p>Consideration of Native Title implications</p>	<ul style="list-style-type: none"> Officers holding Native Title 	<ul style="list-style-type: none"> Officers holding Native Title 	<ul style="list-style-type: none"> Officers holding Native Title

Management	under the <i>Crown Land Management Act 2016 (NSW) Part 8</i>	Manager qualifications issued by Crown Lands NSW	Manager qualifications issued by Crown Lands NSW	Manager qualifications issued by Crown Lands NSW
Orders and Notices	<p>1. Serve – Local Government Act 1993</p> <p>a. Orders and Notices and review and determine representations made under Chapter 7, Part 2.</p> <p><i>Managers only to review and determine representations under s134 and 135.</i></p> <p>b. Penalty Notices in respect to offences under the <i>Local Government Act 1993</i> (other than an offence under Section 312, 642) and the <i>Crown Land Management Act 2016 and Regulation 2018</i> (650 or 651).</p>	<ul style="list-style-type: none"> • Director • Planning and Sustainability Manager • Planning Services Coordinator • Senior Town Planner • Town Planner • Graduate Town Planner • Senior Development Engineer • Development Engineer • Environment & Sustainability Coordinator • Environmental Management Officer • Certification & Compliance Manager • Environmental Health & Building Coordinator Senior • Environmental Health & Building Surveyor • Senior Environmental Health Officer • Environmental Health & Building Surveyor • Environmental Health Technical Officer • Biosecurity & Invasive Species Coordinator 	<ul style="list-style-type: none"> • Director • Strategy & Asset Services Manager • Works Manager • Project Development Manager • Parks, Aquatics & Recreation Manager • Water & Sewer Manager • Water & Sewer Operations Coordinator • Waste & Recycling Manager 	<ul style="list-style-type: none"> • Director • Executive Manager

		<ul style="list-style-type: none"> • Biosecurity & Invasive Officer • Community Safety & Compliance Coordinator • Compliance Officer • Ranger 		
	<p>2. Serve – Environmental Planning and Assessment Act 1979</p> <p>Persons appointed as Council Investigations Officers may serve:</p> <p>a. Orders and Notices and review and determine representations made under Part 6, Division 2A.</p> <p>b. Penalty Notices in respect to offences under Section 9.58 (prev 127A).</p>	<ul style="list-style-type: none"> • Director • Planning & Sustainability Manager • Planning Services Coordinator • Senior Town Planner • Town Planner • Graduate Town Planner • Certification & Compliance Manager • Environmental Health & Building Coordinator Senior • Environmental Health & Building Surveyor • Environmental Health & Building Surveyor • Biosecurity & Invasive Species Coordinator • Biosecurity & Invasive Species Officer • Community Safety & Compliance Coordinator • Compliance Officer • Ranger 	•	•
	<p>3. Failure to comply</p>	<ul style="list-style-type: none"> • Director 	• Director	•

	<p>Take action against a person who fails to comply with an Order issued under Section 124 or approval issued under s68 of the <i>Local Government Act 1993</i>.</p>	<ul style="list-style-type: none"> • Planning & Sustainability Manager • Environment & Sustainability Coordinator • Planning Services Coordinator • Certification & Compliance Manager • Environmental Health & Building Coordinator Senior Environmental Health & Building Surveyor • Senior Environmental Health Officer • Environmental Health & Building Surveyor • Biosecurity & Invasive Species Coordinator • Community Safety & Compliance Coordinator • Compliance Officer • Ranger 	<ul style="list-style-type: none"> • Strategy & Asset Services Manager • Works Manager • Project Development Manager • Parks, Aquatics & Recreation Manager • Waste & Recycling Manager 	
	<p>4. Modify or remove In accordance with Sections 152 and 153 of the <i>Local Government Act 1993</i>, authorisation to modify an Order given to a person if agreed to by that person, and revoke any Order given by Council.</p>	<ul style="list-style-type: none"> • Director • Planning & Sustainability Manager • Planning Services Coordinator • Certification & Compliance Manager • Environmental Health & Building Coordinator Senior Environmental Health & Building 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

		<p>Surveyor</p> <ul style="list-style-type: none"> • Environmental Health & Building Surveyor • Senior Environmental Health Officer • Environmental Health Technical Officer • Community Safety & Compliance Coordinator • Compliance Officer • Ranger 		
Private Works	In accordance with Section 67 of the <i>Local Government Act 1993</i> , be able to enter into agreements for private works with the owner / occupier of private land for work that can be carried out on the land at the rates fixed by Council.	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director • Works Manager • Water & Sewer Manager 	<ul style="list-style-type: none"> •
Public Health	Implement the primary function of control of communicable disease pursuant to the <i>Public Health Act 1991</i> and the <i>Skin Penetration Guidelines</i> issued by the NSW Health Department and all other ancillary functions	<ul style="list-style-type: none"> • Certification & Compliance Manager • Senior Environmental Health & Building Surveyor • Senior Environmental Health Officer • Environmental Health Officer • Environmental Health Technical Officer • Environmental Health Cadet (Aboriginal) 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Public Interest	1. Make a disclosure under the <i>Public Interest Disclosures Act 1994</i> .	<ul style="list-style-type: none"> • 1. All staff • 2. Director 	<ul style="list-style-type: none"> • 1. All staff • 2. Director 	<ul style="list-style-type: none"> • 1. All staff • 2. Director

Disclosures	<p>2. Receive a report (Disclosure Officer)</p> <p>3. Assess Reports</p>			<ul style="list-style-type: none"> 2. Executive Manager 3. Public Officer
Purchasing and procurement	<p>1. Purchasing delegations</p> <p>Approve expenditure in accordance with Council's policy and adopted budget endorsed at the Council meeting held to adopt the annual budget.</p> <p>Authorise expenditure on the provision of goods, works and services to Council and sign documents arising from such expenditure up to the amount including GST indicated with the position.</p> <p>Procure goods or services for Council by means of a Council Purchase Card subject to the transaction or monthly limit and in compliance with policy and procedure.</p>	<ul style="list-style-type: none"> Director 	<ul style="list-style-type: none"> Director 	<ul style="list-style-type: none"> Director Executive Manager Finance Manager Procurement & Contracts Coordinator Economic Development Manager
	<p>2. Procurement policy</p> <p>Apply and interpret policy and act in accordance with Council's policy and procedures on behalf of Council.</p>	<ul style="list-style-type: none"> Director Community & Cultural Assets Manager 	<ul style="list-style-type: none"> Director 	<ul style="list-style-type: none"> Director Executive Manager Governance Coordinator Finance Manager
	<p>3. Preferred suppliers</p> <p>Authority to:</p> <p>a. issue request to suppliers for inclusion on a Preferred Supplier panel and to approve inclusion of a supplier on the Preferred Supplier panel in accordance with Council's policy and procedures.</p> <p>b. select preferred supplier for the supply of individual goods and services from the preferred Supplier List in accordance with Council's policy and procedures.</p>	<ul style="list-style-type: none"> Director 	<ul style="list-style-type: none"> Director Works Manager Water and Sewerage Services Manager 	<ul style="list-style-type: none"> Director Executive Manager Finance Manager Procurement & Contracts Coordinator

	<p>4. Quotes and Tenders</p> <p>Authority to:</p> <p>a. decide the method of tendering to be used where Council is required to invite tenders in accordance with the provisions of the <i>Local Government Act</i> and clause 166 of the Regulations.</p> <p>b. issue Public Tender, Request for Proposal, Request for Information or Expressions of Interest for individual goods and service agreements in accordance with Council's policy and procedures.</p> <p>c. act as an appropriate person within the meaning of the Local Government Act and clause 164 of the Regulations to receive or deal with tenders submitted to Council.</p> <p>d. open tenders (invited under section 55 of the <i>Local Government Act</i>) and as outlined in clause 175 of the Regulations.</p>	<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> • Director • Executive Manager • Finance Manager • Procurement & Contracts Coordinator
	<p>5. Quotes and Tenders under \$50,000</p> <p>Accept quotations for the provision of goods, works and services for under \$50,000 in line with the provisions of Section 55 of the <i>Local Government Act, 1993</i> and the <i>Local Government (General) Regulation</i>.</p>	<ul style="list-style-type: none"> • Director • Planning & Sustainability Manager • Certification & Compliance Manager • Community Connections Manager • Community & Cultural Assets Manager • Communication and Events Coordinator 	<ul style="list-style-type: none"> • Director • Strategy & Asset Services Manager • Works Manager • Water & Sewer Manager • Project Development Manager • Parks, Aquatics & Recreation Manager • Waste & Recycling Manager 	<ul style="list-style-type: none"> • Director • Executive Manager • Finance Manager • Economic Development Manager

	6. Procurement Departure from competitive procurement process.	<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> • Director • Executive Manager • Finance Manager • Procurement & Contracts Coordinator
Records	Consent to destruction of records after required length of time as requested by the <i>State Records Act 1998</i>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director • Technology Services Coordinator • Records Team Leader
Recreation – confiscating equipment	Authority under Section 681A of the <i>Local Government Act 1993</i> to take into possession of skating or water based recreational equipment used in contravention of Sections 632 and 633	<ul style="list-style-type: none"> • Director • Planning & Sustainability Manager • Environment & Sustainability Coordinator • Certification & Compliance Manager • Community Safety & Compliance Coordinator • Compliance Officer • Ranger 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Regional Gallery – acquisitions	Authorise the acquisition of works of art for the Bega Regional Gallery collection subject to budget limits determined in Council’s adopted budget.	<ul style="list-style-type: none"> • Director • Community & Cultural Assets Manager • Gallery Director 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Remove Offenders	Under Section 681 of the <i>Local Government Act 1993</i> authority to remove a person committing an offence against the Act from Council owned	<ul style="list-style-type: none"> • Planning & Sustainability Manager • Environment & Sustainability 	<ul style="list-style-type: none"> • Parks, Aquatics & Recreation Manager • Natural Assets Officer 	<ul style="list-style-type: none"> •

	community land.	<p>Coordinator</p> <ul style="list-style-type: none"> • Certification & Compliance Manager • Biosecurity & Invasive Species Coordinator • Biosecurity & Invasive Species Officer • Community Safety & Compliance Coordinator • Compliance Officer • Ranger 		
Roads	<p>Under the provisions of the <i>Roads Act 1993</i></p> <p>1. Widening (s18, 23)</p> <p>Direct surveys to be carried out for the widening of a public road and invite by public notice submissions to the proposed plan.</p>	•	<ul style="list-style-type: none"> • Director • Strategy & Asset Services Manager • Works Manager • Works Engineer • Projects Development Manager 	•
	<p>2. Level (Part 3, Division 3)</p> <p>Fix or vary the levels of a public road.</p>	•	<ul style="list-style-type: none"> • Director • Strategy & Asset Services Manager • Works Manager • Works Engineer • Projects Coordinator 	•
	<p>3. Agreements (s62)</p> <p>Enter into agreements under which some or all of the functions of the Roads Authority in respect to a classified road become, to the extent provided in the Agreement, the</p>	•	<ul style="list-style-type: none"> • Director • Strategy & Asset Services Manager 	•

	responsibility of the RTA.			
	<p>4. Works (s71) Authorise road work to be carried out on any public road within expenditure limits voted by Council.</p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director • Strategy & Asset Services Manager • Works Manager • Projects Development Manger 	<ul style="list-style-type: none"> •
	<p>5. Speed zoning Approve road works speed limits on Council roads.</p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director • Strategy & Asset Services Manager • Works Manager • Projects Development Manager • Works Engineer 	<ul style="list-style-type: none"> •
	<p>6. Construct bridges and tunnels (S55, 78 – 79) Authorise the construction of bridges and tunnels across navigable waters.</p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director • Strategy & Asset Services Manager • Asset Management Coordinator • Works Manager • Works Engineer • Team Leader Specialist (Bridges) 	<ul style="list-style-type: none"> •
	<p>7. Private road (s86) Direct the owner of a private road to carry out work considered necessary</p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director • Strategy & Asset Services Manager • Works Manager 	<ul style="list-style-type: none"> •
	<p>8. Tree felling (s88) Authorise the removal or lopping of any tree or other vegetation on a public road that is considered necessary.</p>	<ul style="list-style-type: none"> • Planning & Sustainability Manager • Environment & Sustainability Coordinator 	<ul style="list-style-type: none"> • Director • Works Manager • Vegetation & Drainage Coordinator • Strategy & Asset Services 	<ul style="list-style-type: none"> •

			Manager	
	<p>9. Drainage adjacent (s94) Authorise drainage works in or on any land in the vicinity of a road for draining or protecting a road</p>	•	<ul style="list-style-type: none"> • Director • Works Manager • Works Engineer • Vegetation & Drainage Coordinator • Projects Coordinator • Team Leader Specialist (Bridges) • Road Maintenance Coordinator • Team Leader Sealed Roads • Strategy & Asset Services Manager • Projects Development Manager 	•
	<p>10. Alter structures (s98) Direct a person having a structure on a road to alter the structure or its location.</p>	•	<ul style="list-style-type: none"> • Director • Works Manager • Road Maintenance Coordinator • Vegetation & Drainage Coordinator • Strategy & Asset Services Manager • Water & Sewer Manager • Water & Sewer Operations Superintendent • Operations Coordinator Water & Sewer 	•
	<p>11. Regulate traffic (s115, s122) The regulation of traffic on a public road under the provisions of Section 115 of the <i>Roads Act</i></p>	•	<ul style="list-style-type: none"> • Director • Works Manager • Strategy & Asset Services 	•

	1993.		Manager	
	<p>12. Use of footpaths (s125) The approval of the footpath of a public road for the purpose of a restaurant.</p>	<ul style="list-style-type: none"> • Director • Certification & Compliance Manager • Senior Environmental Health & Building Surveyor • Senior Environmental Health Officer • Environmental Health Officer • Environmental Health Cadet (Aboriginal) • Senior Environmental Health & Building Surveyor • Environmental Health & Building Surveyor • Community Safety & Compliance Coordinator • Compliance Officer • Ranger • Planning & Sustainability Manager • Planning Services Coordinator • Senior Town Planner • Town Planner • Graduate Town Planner 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
	<p>13. Public gates (s128, 130) Issue or revoke a permit for the erection of a gate across an unfenced public road adjacent to a boundary fence subject to Part 6 of the <i>Roads</i></p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director • Strategy & Asset Services Manager 	<ul style="list-style-type: none"> •

	<i>(General) Regulation 2000.</i>			
	<p>14. Bypass (s133, 136) Permit the construction or closure of a bypass where a road intersects a boundary fence, such bypass to consist of a ramp to allow vehicles to be driven over the top of a boundary fence, or, a cattle or sheep grid located beside the gate under the <i>Roads Act 1993</i>.</p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director • Works Manager • Works Engineer • Road Maintenance Coordinator • Team Leader Specialist (Bridges) • Strategy & Asset Services Manager 	<ul style="list-style-type: none"> •
	<p>15. Offences (s137) Take action for offences caused under the <i>Roads Act 1993</i>.</p>	<ul style="list-style-type: none"> • Certification & Compliance Manager • Community Safety & Compliance Coordinator • Compliance Officer • Ranger 	<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> •
	<p>16. Traffic control plans (s138) Approve traffic control plans for works on all roads within the shire Authority to carry out traffic control work on unclassified road or transitway or road or road related area.</p>	<ul style="list-style-type: none"> • Senior Development Engineer • Development Engineer 	<ul style="list-style-type: none"> • Director • Water & Sewerage Services Manager • All staff appropriately qualified 	<ul style="list-style-type: none"> •
	<p>17. Events (s144) Consent or grant a permit to any person to conduct an event on a public road</p>	<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> • Director • Strategy & Asset Services Manager 	<ul style="list-style-type: none"> •
	<p>18. Leasing space (s149) Lease airspace above or land below the surface of a public road for up to 99 years but not without Council approval and consent from the Director (Govt Body)</p>	<ul style="list-style-type: none"> • Director • Community & Cultural Assets Manager • Property & Facilities Coordinator • Property Services Officer 	<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> •

	<p>19. Leasing land (s153) Lease land comprising a public road to the adjoining owner or lessee (Section 17) if the road is not being used by the public, for up to 10 years subject to conditions and compliance with Section 154</p>	<ul style="list-style-type: none"> • Director • Community & Cultural Assets Manager • Property & Facilities Coordinator • Property Services Officer 	<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> •
	<p>20. Naming (s162) Name roads under the control of Council including; public roads or a road dedicated to Council by way of a subdivision of land and excludes Crown public roads, private roads and roads under the control of any state government authority.</p>	<ul style="list-style-type: none"> • Director • Community & Cultural Assets Manager • Property & Facilities Coordinator • Property Services Officer 	<ul style="list-style-type: none"> • Director • Strategy & Asset Services Manager 	<ul style="list-style-type: none"> •
	<p>21. Entry onto land (s164 – 168) Enter any land during daylight hours or for emergency purposes in respect to road work for the purpose of inspecting the land, digging up any ground, taking measurements, making surveys and taking levels, taking samples or photographs. Note: Section 172 provides that a certificate of authority must be given to the appropriate officers</p>	<ul style="list-style-type: none"> • Director • Community & Cultural Assets Manager • Property & Facilities Coordinator • Property Services Officer • Senior Development Engineer • Development Engineer 	<ul style="list-style-type: none"> • Director • Works Manager • Works Engineer • Transport Asset Inspector • Road Maintenance Coordinator • Team Leader Sealed Roads • Strategy & Asset Services Manager • Vegetation & Drainage Coordinator • Development Engineer 	<ul style="list-style-type: none"> •
	<p>22. Possession of land (s175) Take possession of land along or near the line of the road for as long as necessary for</p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director • Works Manager • Works Engineer 	<ul style="list-style-type: none"> •

	<p>carrying out roadwork or providing a temporary road, provided seven days written notice is given.</p>		<ul style="list-style-type: none"> • Strategy & Asset Services Manager • Projects Development Manger 	
	<p>23. Recovery of costs (s217) Determine contributions from adjacent private land owners for the cost of constructing or paving any kerb, gutter or footway on the public road adjoining any property.</p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director • Works Manager • Strategy & Asset Services Manager 	<ul style="list-style-type: none"> •
	<p>24. Notice (s254) Notices are to be served personally, by post or left at the person's address</p>	<ul style="list-style-type: none"> • Certification & Compliance Manager • Senior Environmental Health & Building Surveyor • Senior Environmental Health & Building Surveyor • Senior Environmental Health Officer • Environmental Health Officer • Environmental Health Cadet (Aboriginal) • Environmental Health & Building Surveyor • Biosecurity & Invasive Species Coordinator • Biosecurity & Invasive Species Officer • Community Safety & Compliance Coordinator • Compliance Officer • Ranger 	<ul style="list-style-type: none"> • Director • Strategy & Asset Services Manager • Works Manager • Water & Sewer Manager • Project Development Manager • Parks, Aquatics & Recreation Manager • Waste & Recycling Manager 	<ul style="list-style-type: none"> •

<p>Signs – wilful destruction</p>	<p>Authority under Section 667 of the <i>Local Government Act 1993</i> to take action against a person, who wilfully destroys, defaces, damages, or interferes with a sign erected by Council.</p>	<ul style="list-style-type: none"> • Certification & Compliance Manager • Environmental Health & Building Coordinator • Senior Environmental Health & Building Surveyor • Senior Environmental Health Officer • Environmental Health Officer • Environmental Health Cadet (Aboriginal) • Environmental Health & Building Surveyor • Community Safety & Compliance Coordinator • Compliance Officer • Ranger 	<p>•</p>	<p>•</p>
<p>Swimming pools</p>	<p>1. Private Exercise or perform any or all powers, authorities, duties and functions pertinent to the <i>Swimming Pools Act 1992</i>.</p>	<ul style="list-style-type: none"> • Director • Certification & Compliance Manager • Senior Environmental Health & Building Surveyor • Senior Environmental Health & Building Surveyor • Environmental Health & Building Surveyor • Senior Environmental Health Officer • Environmental Health Officer • Environment Health Technical 	<p>•</p>	<p>•</p>

		<p>officer</p> <ul style="list-style-type: none"> • Environmental Health Cadet (Aboriginal) • 		
	<p>2. Public Control and regulate public swimming pools and spas in accordance with <i>Public Health Regulations 1991, Sections 14 – 17A</i></p>	<ul style="list-style-type: none"> • Certification & Compliance Manager • Environmental Health & Building Coordinator • Senior Environmental Health & Building Surveyor • Environmental Health & Building Surveyor • Senior Environmental Health Officer • Environmental Health Officer • Environmental Health Technical Officer • Environmental Health Cadet (Aboriginal) 	<ul style="list-style-type: none"> • Parks, Aquatics & Recreation Manager • Aquatic & Leisure Facilities Coordinator 	<ul style="list-style-type: none"> •
<p><i>Surveillance Devices Act 2007</i> – Optical surveillance devices</p>	<p>Authority on behalf of Council as the owner or occupier of premises or vehicles or any other object to consent to the installation, use and maintenance of an optical surveillance device on the premises or vehicle or object.</p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director Assets & Operations • Water & Sewerage Services Manager 	<ul style="list-style-type: none"> •
<p>Surveying and Spatial Information</p>	<p>Authority to exercise and/or perform on behalf of Council the Council's delegable functions under this Act and the regulations in force and as amended from time to time. <i>Surveying and Spatial Information Act 2002</i></p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Direct Assets & Operations • Water & Sewerage Services Manager • Water & Sewer Assets Coordinator 	<ul style="list-style-type: none"> •

<p>Trees – preservation</p>	<p>Approve and refuse applications made under Council’s Tree Preservation Order, subject to any conditions, in accordance with clause 8 of the <i>Environmental. Planning & Assessment Model Provisions 1980.</i></p>	<ul style="list-style-type: none"> • Director • Planning & Sustainability Manager • Environment & Sustainability Coordinator • Environmental Management Officer • Planning Services Coordinator • Senior Town Planner • Town Planner • Graduate Town Planner • Certification & Compliance Manager • Biosecurity & Invasive Species Coordinator • Biosecurity & Invasive Species Officer 	<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> •
<p>Vermin</p>	<p>Under Section 82 of the <i>Public Health Regulations 1991</i>, take action against an owner or occupier for the control of vermin on private property</p>	<ul style="list-style-type: none"> • Director • Certification & Compliance Manager • Environmental Health & Building Coordinator • Senior Environmental Health & Building Surveyor • Environmental Health & Building SurveyorSenior Environmental Health Officer • Environmental Health Officer • Environmental Health Technical 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

		<p>Officer</p> <ul style="list-style-type: none"> • Environmental Health Cadet (Aboriginal) 		
Water & Sewer	<p>1. Water supply, sewerage and stormwater drainage</p> <p>Exercise powers in relation to water supply, sewerage and stormwater drainage in accordance with Local Government (General) Regulation 2005. <i>Local Government Act 1993</i></p>	<ul style="list-style-type: none"> • Certification & Compliance Manager • Environmental Health & Building Coordinator • Senior Environmental Health & Building Surveyor • Environmental Health & Building Surveyor 	<ul style="list-style-type: none"> • Director • Water & Sewerage Services Manager • Water & Sewer Operations Superintendent • Treatment Plant Operations Superintendent 	•
	<p><i>Water supply may be restricted</i></p> <p>Authority to form an opinion that the available stored water or capacity of a water supply system is insufficient and publish a notice in accordance with s.137.</p> <p><i>Local Government (General) Regulation 2005 –</i></p>	•	<ul style="list-style-type: none"> • Director • Water & Sewerage Services Manager 	•
	<p><i>Cutting off or restricting water supply</i></p> <p>Authority to cut off or restrict the supply of water to premises and refuse to supply water to premises in accordance with cl.144(1) and (3).</p> <p><i>Local Government (General) Regulation 2005 -</i></p>	•	<ul style="list-style-type: none"> • Director Assets & Operations • Water & Sewerage Services Manager • Water & Sewer Operations Superintendent • Water & Sewer Operations Coordinator 	•

	<p><i>Restrictions on use of water during periods of shortage</i> Authority to issue a notice to regulate or restrict water in accordance with clause 136, <i>Water Management (General) Regulation 2011</i></p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director • Water & Sewerage Services Manager • Environmental Science Coordinator 	<ul style="list-style-type: none"> •
	<p><i>Cutting off or restricting water supply</i> Authority to cut off or restrict the supply of water in circumstances provided for in clause 207, <i>Water Management (General) Regulation 2011</i></p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director • Water Sewerage Services Manager 	<ul style="list-style-type: none"> • Director
	<p><i>Installation and Use of fire hydrants</i> Authority to authorise a person to take water from a fire hydrant in accordance with clause 135. Authority to install fire hydrants and remove any fire hydrant in accordance with clause 132 <i>Water Management (General) Regulation 2011</i></p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director Assets & Operations • Water & Sewerage Services Manager • Water & Sewer Assets Coordinator • Water & Sewer Operations Superintendent • Water & Sewer Operations Coordinator 	<ul style="list-style-type: none"> •
	<p><i>Premises to be connected to water supply</i> Authority to exercise and/or perform the Council's functions in relation to the connection of premises to water supply by an independent house service pipe. <i>Local Government (General) Regulation 2005 -</i></p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director Assets & Operations • Water & Sewerage Services Manager • Water & Sewer Operations Superintendent 	<ul style="list-style-type: none"> •

	<p><i>Water Meters Installation</i> Authority to install, charge hire for, or require the installation of meters etc in accordance with clause 131, <i>Local Government Act 1993</i></p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director Assets & Operations • Water & Sewerage Services Manager • Water & Sewer Assets Coordinator • Water & Sewer Operations Superintendent 	<ul style="list-style-type: none"> •
	<p><i>Water meter for one premises</i> Authority to authorise a meter to measure water supplied to a premises and another premises. <i>Local Government (General) Regulation 2005 -</i></p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director Assets & Operations • Water & Sewerage Services Manager 	<ul style="list-style-type: none"> •
	<p><i>Water Meters</i></p> <ul style="list-style-type: none"> • Authority to carry out the functions of the water supply authority under and in accordance with clause 130 • Authority to consent to a person taking water from a water main and approve a stop-tap in accordance with clause 121. • Authority to supply or otherwise approve a meter, and direct in relation to access to a meter, in accordance with clause 127. <p><i>Water Management (General) Regulation 2011, and the Local Government Act 1993.</i></p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director Assets & Operations • Water & Sewerage Services Manager • Water & Sewer Operations Superintendent • Water & Sewer Operations Coordinator • Water & Sewer Assets Coordinator 	<ul style="list-style-type: none"> •
	<p><i>Hire of meters</i> Authority to enter into an agreement for the hire of a water meter from the Council. <i>Local Government (General) Regulation 2005 -</i></p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Water & Sewerage Services Manager 	<ul style="list-style-type: none"> •

	<p><i>Inspection of pipes</i> Authority to inspect pipes and drains and measurement of water and sewage in accordance with cl.143. <i>Local Government (General) Regulation 2005</i></p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director Assets & Operations • Water & Sewerage Services Manager • Water & Sewer Operations Superintendent • Water & Sewer Operations Coordinator • Liquid Trade Waste Officer 	<ul style="list-style-type: none"> •
	<p><i>Connections to council's sewerage system</i> Authority to carry out works, provide connections, and impose a charge sufficient to meet the cost of the work or materials, in accordance with clause 146 <i>Local Government (General) Regulation 2005 -</i></p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director Assets & Operations • Water & Sewerage Services Manager • Water & Sewer Assets Coordinator • Water & Sewer Operations Superintendent • Water & Sewer Operations Coordinator 	<ul style="list-style-type: none"> •
	<p><i>Testing of meters</i> Authority to arrange for a water meter to be examined and tested, require an owner to rectify or replace a meter found to be defective and enter into a special contract to regulate the supply of water while a meter is being rectified or replaced. <i>Local Government (General) Regulation 2005</i></p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director Assets & Operations • Water & Sewerage Services Manager • Water & Sewer Assets Coordinator • Meter Reading Officer 	<ul style="list-style-type: none"> •
	<p><i>Defer or waive payment of service charge</i> Authority to form an opinion that reasonable cause has been shown and defer or waive payment of a service charge or part of it, in accordance with clause 199, <i>Water Management</i></p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director Assets & Operations • Water Sewerage Services Manager 	<ul style="list-style-type: none"> • Director of Business & Governance

	<i>(General) Regulation 2011</i>			
	<p><i>Discharge approvals</i></p> <p>Authority to:</p> <p>a) Grant a discharge approval (cl145(1))</p> <p>b) Vary, revoke or impose further conditions of a discharge approval (cl145(3))</p> <p>c) Extend the period of effect of a discharge approval (cl146(2))</p> <p>d) Grant a renewal of a discharge approval (clauses 145 and 147)</p> <p>e) Suspend or cancel a discharge approval (cl148(1) or (3))</p> <p><i>In accordance with Part 9, Division 4, Water Management (General) Regulation 2011</i></p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director Assets & Operations • Water & Sewerage Services Manager • Environmental Science Coordinator 	<ul style="list-style-type: none"> •
	<p><i>Water restrictions breaches</i></p> <p>Reg. 136(4) breach water restrictions under the Water Management (General) Regulation 2012</p>	<ul style="list-style-type: none"> • Certification & Compliance Manager • Community Safety & Compliance Coordinator • Compliance Officer • Ranger 	<ul style="list-style-type: none"> • Water & Sewerage Services Manager 	<ul style="list-style-type: none"> •
	<p><i>Certificate of Compliance</i></p> <p>Issue a certificate of compliance under Chapter 6 Part 2 Division 5 of the Water Management Act 2000.</p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Water & Sewerage Services Manager • Water & Sewer Assets Coordinator • Water & Sewer Development 	<ul style="list-style-type: none"> •

			<p>Engineer</p> <ul style="list-style-type: none"> Water & Sewer Admin Officer 	
	<p><i>Construction of buildings over Council sewers</i> Authority to enter into agreements with owners of land relating to the construction of buildings over Council sewers.</p>	•	<ul style="list-style-type: none"> Water & Sewerage Services Manager Water & Sewer Assets Coordinator Water & Sewer Development Engineer 	•
	<p><i>Dam Safety Act 1978 – All functions</i> Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time.</p>	•	<ul style="list-style-type: none"> Director Assets & Operations Water & Sewerage Services Manager Water & Sewer Operations Superintendent Water & Sewer Operations Coordinator Water & Sewer Assets Coordinator 	•
	<p><i>Fluoridation of Public Water – All functions.</i> Authority to exercise and/or perform on behalf of Council the Council's delegable Functions under this Act and the Regulations in force and as amended from time to time. <i>Fluoridation of Public Water Supplies Act 1957</i></p>	•	<ul style="list-style-type: none"> Director Assets & Operations Water & Sewerage Services Manager Water & Sewer Operations Superintendent Water & Sewer Operations Coordinator 	•

	<p><i>Approvals</i></p> <p>Authority to reject a unclear or illegible application for approval for an activity specified in the table to section 68, or to determine such an application, or an application to amend, extend, renew, revoke or modify such an approval and in determining such an application, to give directions in response to an objection.</p> <p><i>Local Government Act 1993 -</i></p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director Assets & Operations • Water & Sewerage Services Manager 	<ul style="list-style-type: none"> •
	<p><i>Ownership of water supply, sewerage and stormwater drainage works</i></p> <p>Authority to operate, repair, maintain, remove, extend, expand, connect, disconnect, improve or do any other things that are necessary or appropriate to any of its works to ensure that, in the opinion of the person delegated this authority, the works are used in an efficient manner for the purposes for which the works were installed.</p> <p><i>Local Government Act 1993 -</i></p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director Assets & Operations • Water & Sewerage Services Manager • Water & Sewer Operations Superintendent • Water & Sewer Operations Coordinator • Water & Sewer Assets Coordinator • Treatment Plant Operations Superintendent • Treatment Plant Coordinator 	<ul style="list-style-type: none"> •
	<p><i>Council works approval from Minister</i></p> <p>Authority to apply to the Minister for Primary Industries to do works specified in s.60 of the <i>Local Government Act 1993</i> and <i>cl.138 of the Local Government (General) Regulation</i>.</p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director Assets & Operations • Water & Sewerage Services Manager 	<ul style="list-style-type: none"> •

	<p><i>Developer contributions for water management works</i></p> <p>Authority to serve a notice on an applicant requiring the applicant to pay a contribution towards the cost of water management works and/or construct water management works in accordance with s306 Water Management Act 2000. Authority to be satisfied that a requirement has been complied with and to grant or refuse a certificate of compliance for development in accordance with 307 Water Management Act 2000, <i>Local Government Act 1993</i></p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director Assets & Operations • Water & Sewerage Services Manager 	<ul style="list-style-type: none"> •
	<p><i>Pipelines Act 1967 – All functions</i></p> <p>Authority to exercise and/or perform on behalf of Council the Council’s delegable functions under this Act and the regulations in force and as amended from time to time.</p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director Assets & Operations • Water & Sewerage Services Manager 	<ul style="list-style-type: none"> •
	<p><i>Object to compulsory acquisition of land or easement</i></p> <p>Authority to make a written objection to the Minister in respect of a proposed compulsory acquisition, <i>Pipelines Act 1967</i></p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director Assets & Operations • Water & Sewerage Services Manager 	<ul style="list-style-type: none"> •
	<p><i>Minister’s approval</i></p> <p>Authority to seek Minister’s approval for construction of public protective works. <i>Water Management Act 2000 –</i></p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director Assets & Operations • Water Sewerage Services Manager 	<ul style="list-style-type: none"> •

	<p><i>Water Supply Authority</i></p> <p>Authority to exercise and/or perform on behalf of the Council as a water supply authority the Council's delegable functions under this Act and any Regulation made under the Act in force from time to time. <i>Water Management Act 2000</i></p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director Assets & Operations • Water Sewerage Services Manager • Water & Sewer Assets Coordinator • Water & Sewer Operations Superintendent • Water & Sewer Operations Coordinator • Treatment Plant Operations Superintendent • Treatment Plant Coordinator 	<ul style="list-style-type: none"> •
	<p><i>Certificates of compliance</i></p> <p>Authority to impose certain requirements before granting a certificate of compliance in accordance with section 306 and grant, or refuse to grant, a certificate of compliance under section 307 - <i>Water Management Act 2000</i> –</p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director Assets & Operations • Water Sewerage Services Manager • Water & Sewer Assets Coordinator • 	<ul style="list-style-type: none"> •
	<p><i>Connections</i></p> <p>Authority to publish a notice of the availability of a water main or sewer main, make a connection at the expense of a landowner and recover any amount for the connection in accordance with section 309 of the <i>Water Management Act 2000</i></p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director Assets & Operations • Water Sewerage Services Manager • Water & Sewer Assets Coordinator • Water & Sewer Operations Superintendent 	<ul style="list-style-type: none"> •

	<p><i>Access licence</i></p> <p>Authority to apply to the Minister to increase the entitlement in accordance with section 66 <i>Water Management Act 2000</i></p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Director Assets & Operations • Water Sewerage Services Manager • Environmental Science Coordinator 	<ul style="list-style-type: none"> •
	<p><i>Plumbing and Drainage</i></p> <p>Instrument of delegation under section 21 of the Plumbing and Drainage Act 2011.</p> <p>All Council's functions under Section 19(a), 19(b) and 19(c) of the Plumbing and Drainage Act 2011 other than receiving notices of work and other documentation required to be submitted to the plumbing regulator concerning proposed alternative solutions (s9 (3) of the Plumbing and Drainage Act and clause 10 of the Plumbing and Drainage Regulation), authorising fittings for use in plumbing and drainage work (s20), and initiating criminal or other proceedings as provided for in Part 5 of the Plumbing and Drainage Act. Pursuant to the Section 19(a), 19(b) and 19(c) of the <i>Plumbing and Drainage Act 2011</i>.</p> <p><i>Department of Fair Trading – Third Party</i></p>	<ul style="list-style-type: none"> • Manager Certification & Compliance, • Coordinator Environmental Health & Building Services; • Senior Environmental Health & Building Surveyors; • Environmental Health & Building Surveyors; • Environmental Health Technical Officer. 	<ul style="list-style-type: none"> • Director Assets & Operations • Water & Sewerage Services Manager • Water & Sewer Assets Coordinator 	<ul style="list-style-type: none"> •
	<p>2. Offences</p> <p>Under the <i>Local Government Act 1993</i>, authority to take action against a person who removes, damages, destroys or interferes with any Council property used in water, sewerage or drainage activities (Section 634), or tampers in any way with a water meter (Section 636), and to take action against a person who discharges any prohibited matter into a sewer, public drain or</p>	<ul style="list-style-type: none"> • Director • Community & Cultural Assets Manager • Property & Facilities Coordinator 	<ul style="list-style-type: none"> • Director • Water & Sewerage Services Manager 	<ul style="list-style-type: none"> • Director • Finance Manager

	gutter of Council (Section 638).			
<i>Work Health and Safety Act 2011 – All functions</i>	Authority to exercise and/or perform on behalf of Council the Council's delegable functions under the Work Health and Safety Act 2011 and the Regulations in force and as amended from time to time.	<ul style="list-style-type: none"> • Director 	<ul style="list-style-type: none"> • General Manager • Director Assets & Operations 	<ul style="list-style-type: none"> • Director

Purchasing delegations

General Manager

Position held	Group/Section/Area	Purchases up to
General Manager	Mayor & General Manager's Office	\$999,999,999
Executive/Research Assistant	People & Governance	\$5,000
Executive/Research Assistant	People & Governance	\$5,000

Purchasing delegations

Position held	Group/Section/Area	Purchases up to
Director	Business & Governance	\$250,000
Executive Assistant	Business & Governance	
Manager Economic Development	Economic Development	\$25,000
Economic Development Officer	Economic Development	
Grant Funding Submissions Coordinator	Economic Development	
Executive Manager	People & Governance	\$250,000
People and Culture Coordinator	People & Governance	\$2,000-
Governance Coordinator	People & Governance	\$10,000
Risk and Insurance Coordinator	People & Governance	\$10,000-
Insurance Officer	People & Governance	-
Work Health & Safety Officer	People & Governance	\$2,000-
Employee Wellbeing Officer	People & Governance	\$1,000-
Manager Finance	Finance	\$150,000
Financial Accounting Coordinator	Finance	\$5,000
Management Accounting Coordinator	Finance	\$5,000
Pay & Conditions Officer	Finance	-
Finance Cadet	Finance	-
Procurement & Contracts Coordinator	Procurement	\$50,000
Technology Services Coordinator	Technology Services	\$25,000
Revenue & Customer Service Coordinator	Revenue & Customer Service	-
Customer Service Team Leader	Revenue & Customer Service	-

Business & Governance

Purchasing delegations

Community, Environment & Planning

Position held	Group/Section/Area	Purchases up to
Director	Community, Environment & Planning	\$250,000
Executive Assistant	Community, Environment & Planning	
Communication & Events Coordinator	Community, Environment & Planning	\$20,000
Manager Planning & Sustainability	Planning & Sustainability	\$50,000
Planning Services Coordinator	Planning & Sustainability	\$10,000
Strategic Planning Coordinator	Planning & Sustainability	\$10,000
Development & Support Services Coordinator	Planning & Sustainability	-
Environmental & Sustainability Coordinator	Planning & Sustainability	\$10,000
Environmental Management Officer	Planning & Sustainability	-
Coastal Management Officer	Planning & Sustainability	-
Aboriginal Liaison Officer	Planning & Sustainability	-
Manager Certification & Compliance	Certification & Compliance	\$50,000
Certification & Public Health Coordinator	Certification & Public Health	\$10,000
Senior Environmental Health & Building Surveyor	Certification & Public Health	-
Senior Environmental Health Officer	Certification & Public Health	-
Environmental Health & Building Surveyor	Certification & Public Health	-
Biosecurity & Invasive Species Coordinator	Certification & Compliance	\$10,000
Biosecurity & Invasive Species Officer	Certification & Compliance	\$5,000
Community Safety & Compliance Coordinator	Certification & Compliance	\$10,000
Ranger	Certification & Compliance	-
Manager Community & Cultural Assets	Community & Cultural Assets	\$150,000
Gallery Director	Bega Valley Regional Gallery	\$5,000
Property & Facilities Coordinator	Property & Facilities	\$10,000
Cemeteries & Halls Officer	Property & Facilities	\$5,000
Cemeteries & Halls Assistant	Property & Facilities	-
Civic & Learning Centre Coordinator	Civic & Learning Centres	-
Manager Community Connections	Community Connections	\$150,000
Children's Services Coordinator	Community Connections	\$5,000
Nominated Supervisors (Children's Services)	Community Connections	\$2,000

Position held	Group/Section/Area	Purchases up to
Children's Services Finance Officer	Community Connections	\$10,000
Community Engagement & Library Services Coordinator	Community Connections	\$5,000
Community Development Officer	Community Connections	-\$1,000
Library Operations Team Leader	Community Connections	\$1,000
Systems Librarian	Community Connections	\$1,000
Library Programs & Partnerships Officer	Community Connections	\$1,000
Brighter Futures, Ageing & Disability Coordinator	Community Connections	\$5,000
Caseworkers	Community Connections	\$2,000
Business Support Officer (Brighter Futures and Ageing & Disability)	Community Connections	\$10,000

Purchasing delegations

Assets & Operations

Position held	Group/Section/Area	Purchases up to
Director	Assets & Operations	\$250,000
Executive Assistant	Assets & Operations	-
Group Business Coordinator	Assets & Operations	\$10,000
Manager Strategy and Assets	Assets & Operations	\$150,000
Asset Management Coordinator	Strategy and Asset Services	\$5,000
Assets Engineer	Strategy and Asset Services	-
Manager Project Development	Assets & Operations	\$150,000
Project Contract Management Coordinator	Project Development	-
Design Engineer	Project Development	-
Manager Waste & Recycling	Assets & Operations	\$150,000
Waste Operations Superintendent	Waste & Recycling	\$50,000
Waste Management Coordinator	Waste & Recycling	-
Manager Water & Sewer Services	Assets & Operations	\$150,000
Water & Sewer Assets Coordinator	Water & Sewer Services	\$50,000
Water & Sewer Operations Superintendent	Water & Sewer Services	\$50,000
Treatment Plan Operations Superintendent	Water & Sewer Services	-
Environmental Science Coordinator	Water & Sewer Services	\$50,000
Manager Works	Assets & Operations	\$150,000
Works Engineer	Assets & Operations	\$25,000
Fleet Facilities Coordinator	Works	\$50,000
Fleet Facilities Supervisor	Fleet Facilities	-
Project Coordinator	Works	\$50,000
Supervisor Civil Contractors	Projects	-
Team Leader Specialist (Bridges)	Projects	-
Road Maintenance Coordinator	Works	\$50,000
Team Leader Sealed Roads	Road Maintenance	\$50,000
Senior Team Leader (Plant Operator)	Road Maintenance	-
Supply Services Coordinator	Works	\$50,000
Vegetation & Drainage Coordinator	Works	-
Vegetation & Drainage Team Leader	Vegetation & Drainage	-
Team Member – Plant Operator	Vegetation & Drainage	-

Position held	Group/Section/Area	Purchases up to
Team Member – Plant Operator (Tractor/Exc)	Vegetation & Drainage	-
Team Member – Plant Operator (Chipper)	Vegetation & Drainage	-
Urban Maintenance Coordinator	Works	\$50,000
Works Team Leaders	Urban Maintenance	\$5,000
Manager Parks, Aquatics & Recreation	Assets & Operations	\$50,000
Aquatic & Leisure Facilities Coordinator	Parks, Aquatics & Recreation	\$25,000
Recreation & Natural Assets Coordinator	Parks, Aquatics & Recreation	\$25,000
Recreation Projects Supervisor	Recreation & Natural Assets	-
Recreation Assets Officer	Recreation & Natural Assets	-

Investment Delegations

Position held	Group/Section/Area	Investments up to
General Manager	Mayor and General Manager's Office	\$999,999,999
Director	Strategy and Business	\$10,000,000
Manager Finance	Finance	\$5,000,000
Finance Staff	Finance	\$1,000,000