



**Burwood**  
Inc.1874

## **DELEGATIONS AND AUTHORISATIONS FROM THE GENERAL MANAGER – 21 DECEMBER 2021**

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## INTRODUCTION

### Purpose

To establish the accountability framework for distribution of specified powers for efficient and effective exercise of Burwood Council functions.

### Background

The *Local Government Act 1993* provides the framework for the system of local government in NSW. It sets out responsibilities and powers that constitute that system. Under Section 377 of the Act the governing body (elected council) may, by resolution, delegate to the general manager certain functions of the council. Under Section 378, the general manager may then sub-delegate many of those functions to other officers. Where a power is expressly delegated in part or in full, the person exercises the power in their own right and applies their own discretion subject to any prevailing laws and other policy.

The *Local Government Act 1993* also has provision for authorisations. This is where particular functions and powers are conferred directly upon 'authorised officers' who are nominated by the general manager to act on behalf of the general manager or other recognised authority. Local government is responsible for administering or complying with a host of important legislation in addition to the *Local Government Act 1993* – for example, the *Environmental Planning and Assessment Act 1979*. The need to nominate authorised officers commonly arises in the context of these pieces of legislation and supporting statutory instruments.

The power to authorise may be express or implied. Unlike delegations, authorisations may have conditions attached to them. This instrument of delegations and authorisations identifies delegations and express authorisations that are routinely needed to facilitate the effective direction and control of the affairs of council.

## UNDERLYING PRINCIPLES

### Accountabilities for Exercise of Powers

Council officers exercising powers under the terms of this document are ultimately accountable to the general manager for the consequences of their actions. Any difficulties that arise as a result of these delegations and authorisations are to be reviewed in the first instance with the relevant line manager to whom the responsible officer reports. The general manager reserves the right to suspend, revoke or otherwise modify delegations or authorisations at any time.

### Powers of Line Managers in Relation to Those Reporting to Them

These delegations and authorisations are cascaded through various levels within the organisational structure. An officer occupying a position within the organisational hierarchy with a direct reporting line to a subordinate position is entitled to exercise the same powers under delegation or authorisation for that subordinate position, unless this is explicitly excluded by law or separate caveat imposed by the general manager.

### Exercise of Financial Delegations

Council officers may only commit and authorise expenditure against budgets for which they are responsible. Budget managers are obliged to ensure financial integrity for their budget areas. Officers must not authorise transactions relating to expenditure that they have personally incurred.

## DELEGATION AND AUTHORISATIONS BY TYPE

DELEGATION / AUTHORISATION	GRANTED TO ...
<b>ACCESS TO INFORMATION</b>	
<b>Government Information (Public Access) Act 2009</b>	
Approval of Refunds	Governance Coordinator
	Governance Officer
Determination of Applications – Both formal and informal	Consultant Governance Specialist (alternate for Manager Governance)
	Manager Governance
Informal Application Determination	Governance Coordinator
	Governance Officer
<b>Health Records and Information Privacy Act 2002</b>	
Determination of Applications	Consultant Governance Specialist (alternate for Manager Governance)
	Manager Governance
<b>Privacy and Personal Information Protection Act 1998</b>	
Determination of Applications	Consultant Governance Specialist (alternate for Manager Governance)
	Manager Governance
Obtaining CCTV Footage for law enforcement purposes	Operator – City Safe Program
<b>APPROVAL TO OCCUPY</b>	
Occupation Certificate	Area Building Surveyor
	Senior Health and Building Surveyor
	Special Projects Officer
<b>AUTHORISED OFFICERS UNDER NAMED ACTS</b>	
<i>Biodiversity Act 2016 (Section 12.13)</i>	Group Manager Operations
	Manager Parks
<i>Biosecurity Act 2015</i>	Compliance Coordinator
	Environmental Health Officer
	Group Manager Environment and Health
	Law Enforcement Officers
	Senior Environmental Health Officer
<i>Boarding Houses Act 2012</i>	Compliance Coordinator
	Environmental Health Officer
	Group Manager Environment and Health
	Law Enforcement Officers
	Senior Environmental Health Officer
<i>Companion Animals Act 1998</i>	Law Enforcement Officers
	Parking Patrol Officers
	Compliance Coordinator
<i>Environmental Planning and Assessment Act 1979</i> (note that “Law Enforcement Officers” has the same meaning as Investigation Officers under this Act)	Area Building Surveyor
	Compliance Coordinator
	Environmental Health Officer



DELEGATION / AUTHORISATION	GRANTED TO ...
	Executive Planner Executive Strategic Planner – Heritage Advisor Group Manager Building and Development Group Manager Strategic Planning, Heritage and Place Planning Group Manager Environment and Health Law Enforcement Officers Senior Environmental Health Officer Senior Health and Building Surveyor Senior Strategic Planner Senior Town Planner Special Projects Officer
<i>Food Act 2003</i>	Compliance Coordinator Environmental Health Officer Group Manager Environment and Health Senior Environmental Health Officer
<i>Impounding Act 1993</i>	Asset Officer Compliance Coordinator Coordinator Waste and Cleansing Group Manager Operations Law Enforcement Officers Manager Civil Construction and Maintenance Manager Parks Operations Support Officer Parking Patrol Officers Restorations Officer Team Leader Mayor Parks Trolley Investigations Officer Waste Investigations Officer
<i>Library Act 1939</i>	Acquisitions and Serials Officer Children's and Early Literacy Librarian Children's and Early Literacy Officer Children's and Youth Services Librarian Collections and Access Support Officer Collections and Quality Assurance Officer Digital Services Librarian Group Manager Community, Library and Aquatic Services Home Library and Disabilities Officer Information Technology Librarian Learning Experiences Officer Learning Experiences Support Officer Lending Services Officer Library Project Change Manager

DELEGATION / AUTHORISATION	GRANTED TO ...
	Library Services Coordinator Multicultural and Local Studies Librarian Multicultural Services Officer Team Leader – Collections and Access Team Leader – Community Engagement
<i>Local Government Act 1993</i>	Area Building Surveyor Compliance Coordinator Development Assessment Officer Environmental Health Officer Group Manager Building and Development Group Manager Environment and Health Group Manager Operations Law Enforcement Officers Manager Civil Construction and Maintenance Parking Patrol Officers Senior Environmental Health Officer Senior Health and Building Surveyor Special Projects Officer Temporary Swimming Pool Inspector Waste Investigations Officer
<i>Protection of the Environment Operations Act 1997</i>	Compliance Coordinator Environmental Health Officer Group Manager Environment and Health Law Enforcement Officers Parking Officers Senior Environmental Health Officer Waste Investigations Officer
<i>Public Health Act 2010</i>	Environmental Health Officer Group Manager Environment and Health Senior Environmental Health Officer
<i>Roads Act 1993</i>	Assets Officer Compliance Coordinator Design and Drainage Engineer Engineer Traffic and Design Group Manager Assets and Infrastructure Group Manager Operations Law Enforcement Officers Manager Civil Construction and Maintenance Manager Design Manager Traffic and Transport Parking Officers Senior Development Engineer Traffic Engineering Officer

DELEGATION / AUTHORISATION	GRANTED TO ...
	Waste Investigations Officer
<i>Road Transport Act 2013</i>	Compliance Coordinator
	Law Enforcement Officers
	Parking Officers
	Waste Investigations Officer
<i>State Records Act 1998</i>	Group Manager Customer Service and Records
	Records Coordinator
<i>Swimming Pools Act 1992</i>	Area Building Surveyor
	Compliance Coordinator
	Environmental Health Officer
	Group Manager Building and Development
	Group Manager Environment and Health
	Law Enforcement Officers
	Senior Environmental Health Officer
	Senior Health and Building Surveyor
	Special Projects Officer
Temporary Swimming Pool Inspector	
<b>BANK GUARANTEES</b>	
Release – within area of responsibility	Director Corporate Services
	Senior Development Engineer
<b>BANKING</b>	
Processing of Electronic Funds Transfers (EFT)	Accountant
	Director Corporate Services
	Financial Management Accountant
	Financial Operations Accountant
	Group Manager Finance and Resource Management – Chief Finance Officer
<b>BOOKINGS</b>	
Approval of Booking Refunds and Overpayments	Group Manager Customer Service and Records
Approval of Booking Refunds and Overpayments Enfield Aquatic Centre	Group Manager Community, Library and Aquatic Services
Approval of Booking Refunds and Overpayments under \$3,000 only for refunds not processed by the Officer	Senior Customer Service Officer
Process hall and Woodstock Park bookings and produce invoices	Administration/Technical Assistant – Customer Service
Processing of Booking Refunds	Administration/Technical Assistant – Customer Service
<b>BUILDING AND DEVELOPMENT FEE REFUNDS</b>	
Approval of Refunds	Group Manager Building and Development
Processing of Refunds	Area Building Surveyor
	Development Assessment Officer
	Senior Health and Building Surveyor
	Special Projects Officer

DELEGATION / AUTHORISATION	GRANTED TO ...
<b>BUILDING AND SECURITY DEPOSITS – DEVELOPMENT APPLICATIONS</b>	
Approval of Building and Security Deposits	Financial Operations Accountant Financial Management Accountant
Processing of Building and Security Deposits	Area Building Surveyor Development Assessment Officer Senior Development Engineer Senior Health and Building Surveyor Special Projects Officer
<b>CERTIFICATES</b>	
Building – Section 6.26 Environmental Planning and Assessment Act 1979	Area Building Surveyor Development Assessment Officer Senior Health and Building Surveyor Special Projects Officer
<b>Construction</b>	
Approval and Refusal Class 1 and 10 Buildings	Area Building Surveyor Senior Health and Building Surveyor Special Projects Officer
Approval and Refusal Class 2-9 Buildings less than \$2,000,000	Area Building Surveyor Senior Health and Building Surveyor Special Projects Officer
Approval and Refusal Class 2-9 Buildings over \$2,000,000	Area Building Surveyor Senior Health and Building Surveyor Special Projects Officer
Decision by Council	Group Manager Building and Development
Essential Services – Fire Safety	Area Building Surveyor Senior Health and Building Surveyor Special Projects Officer
Expenditure – Grant Funding	Director City Strategy Group Manager Finance and Resource Management – Chief Finance Officer
Occupation	Area Building Surveyor Senior Health and Building Surveyor Special Projects Officer
Refund of Construction Certificate	Group Manager Building and Development
Rejection on the grounds of incomplete documents	Administration/Technical Assistant – Customer Service
Release of where all prerequisites are met	Administration/Technical Assistant – Customer Service
Refusal to release where insufficient information is supplied	Administration/Technical Assistant – Customer Service
Section 88G Drainage Systems	Group Manager Assets and Infrastructure Group Manager Property and Building Services Senior Development Engineer
<b>Section 603 Rates and Charges</b>	

DELEGATION / AUTHORISATION	GRANTED TO ...
Production of	Financial Operations Accountant
Signing of	Financial Operations Officer
Approval of Refunds	Senior Customer Service Officer
<b>Section 10.7- Planning</b>	
Production of 10.7 certificate	Administration/Technical Assistant – Customer Service
Sign off against 10.7 certificate	Group Manager Building and Development
Approval of Refunds	Senior Customer Service Officer
<b>Section 735A (Outstanding Notices)</b>	
Approval of Refunds Section 735A for certificate	Senior Customer Service Officer
Production of 735A certificate	Area Building Surveyor
	Development Assessment Officer
	Senior Health and Building Surveyor
	Special Projects Officer
Subdivision	Group Manger Building and Development
<b>CHEQUE SIGNATORIES</b>	
Authorised to sign or counter sign Council cheques	Accountant
	Director Corporate Services
	Financial Management Accountant
	Financial Operations Accountant
	Group Manager Finance and Resource Management – Chief Finance Officer
<b>CODE OF CONDUCT</b>	
Investigate Breaches (including Discrimination on the basis of sex, age, race etc, Harassment and Ethical or other misconduct concerns)	Internal Ombudsman
Investigate Breaches as the Alternate	Consultant Governance Specialist (alternate for Manager Governance and Internal Ombudsman)
	Manager Governance
Network, Email, Skype for Business, Intranet and Internet reviews – two Council Officers sign access request	Consultant Governance Specialist (alternate for Manager Governance)
	Internal Ombudsman
	Manager Governance
<b>COMMUNITY HALLS SECURITY DEPOSITS</b>	
Refund of Deposit	Group Manager Customer Service and Records
<b>COUNCILLOR EXPENSES</b>	
Approve reimbursement of Councillor Expenses Claims	Consultant Governance Specialist (alternate for Manager Governance)
	Director Corporate Services
	Manager Governance
<b>CONSULTANTS</b>	
	Director City Assets
	Director City Strategy

DELEGATION / AUTHORISATION	GRANTED TO ...
	Director Community Life
	Director Corporate Services
	Director People and Performance
Appointment – Code of Conduct investigation matters	Consultant Governance Specialist (alternate for Manager Governance and Internal Ombudsman)
	Internal Ombudsman
	Manager Governance
<b>CONTRACTS</b>	
Signing of documents in relation to the lease of equipment (including leases, agreements, licenses and contracts within area of responsibility) Australian Accounting Standard Board (AASB16 Leases) note this does not include equipment purchased outright	Group Manager Finance and Resource Management – Chief Finance Officer
Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility)	Director City Assets
	Director City Strategy
	Director Community Life
	Director Corporate Services
	Director People and Performance
	Group Manager Assets and Infrastructure
	Group Manager Building and Development
	Group Manager Community, Library and Aquatic Services
	Group Manager Community Safety
	Group Manager Corporate Planning and Communications
	Group Manager Customer Service and Records
	Group Manager Environment and Health
	Group Manager Finance and Resource Management – Chief Finance Officer
	Group Manager Information Technology
	Group Manager Operations
	Group Manager Property and Building Services
	Group Manager Strategic Planning, Heritage and Place Planning
<b>COURT OR TRIBUNAL PROCEEDINGS</b>	
Offence arising under the <i>Environmental Planning and Assessment Act 1979</i> and/or the <i>Local Government Act 1993</i>	Group Manager Building and Development
	Group Manager Community Safety
Enforcement of Orders made by Burwood Council under the <i>Environmental Planning and Assessment Act 1979</i> and/or the <i>Local Government Act 1993</i>	Group Manager Building and Development
	Group Manager Community Safety
<b>DAMAGE DEPOSITS</b>	
Release of Council Infrastructure	Assets Officer
	Restorations Officer

DELEGATION / AUTHORISATION	GRANTED TO ...
Release and Refund of Infrastructure	Senior Development Engineer
<b>DEVELOPMENT APPLICATIONS</b>	
Approvals – up to and including 6-9 objections	Group Manager Building and Development
Rejection of Development Applications on the grounds of incomplete documents	Administration/Technical Assistant – Customer Service
	Development Assessment Officer
Class 1 and 10 Buildings One and Two Storey Only – up to and including 5 objections	Area Building Surveyor
	Development Assessment Officer
	Senior Health and Building Surveyor
	Special Projects Officer
Class 2 – 9 Buildings less than \$2,000,000 – up to and including 5 objections	Area Building Surveyor
	Development Assessment Officer
	Executive Planner
	Senior Health and Building Surveyor
	Senior Town Planner
	Special Projects Officer
Change of Use – Fit Out of Existing Buildings	Area Building Surveyor
	Development Assessment Officer
	Senior Health and Building Surveyor
	Special Projects Officer
Development Consents Approved by Council	Group Manager Building and Development
<b>Development Applications to be referred to Burwood Local Planning Panel (BLPP)</b>	
Burwood Local Planning Panel referral criteria:	
<b>Conflict of Interest</b>	<p>Development for which the applicant or land owner is:</p> <ol style="list-style-type: none"> <li>the council</li> <li>a councillor</li> <li>a member of council staff who is principally involved in the exercise of councils under the <i>Environmental Planning and Assessment Act 1979</i></li> <li>a member of Parliament (either Parliament of New South Wales or Parliament of the Commonwealth)</li> <li>a relative (with the meaning* of the <i>Local Government Act 1993</i>) of a person to in (b) to (d)</li> </ol> <p><b>But not</b> development for the following purposes:</p> <ol style="list-style-type: none"> <li>internal alterations and additions to any building that is not a heritage item</li> <li>advertising signage</li> <li>maintenance and restoration of a heritage item</li> <li>minor building structures projecting from the building façade over public land (such as awnings, verandas, bay window, flagpoles, pipes and services, and sun shading devices)</li> </ol> <p>*Relative in relation to a person, means any of the following:</p> <ol style="list-style-type: none"> <li>the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the person or of the person's spouse or de facto partner,</li> </ol>

DELEGATION / AUTHORISATION	GRANTED TO ...
	b. the spouse or de facto partner of the person or of a person referred to in paragraph (a).
<b>Contentiousness</b>	Development that is the subject of 10 or more unique submissions by way of objection. Where a petition is received this is classed as one objection.
<b>Departure from Development Standards</b>	<p>Development that contravenes a development standard imposed by an environmental planning instrument by more than 10% or non-numerical development standards.</p> <p>Note: If the Secretary allows concurrence to be assumed by Council Officers for contravening development standards, the Panel can delegate these applications to Council Officers to determine.</p>
<b>Sensitive Development</b>	<p>a. Designated development</p> <p>b. Development to which <i>State Environmental Planning Policy No 65 – Design Quality of Residential Apartment Development</i> applies</p> <p>c. Development involving the demolition of a heritage items</p> <p>d. Development for the purpose of new licenced premises, that will require one of the following liquor licenses:</p> <ul style="list-style-type: none"> <li>▪ A club licence under the <i>Registered Clubs Act 1976</i></li> <li>▪ A hotel (general bar) licence under the <i>Liquor Act 2007</i></li> <li>▪ An on-premises licence for public entertainment venues under the <i>Liquor Act 2007</i></li> </ul> <p>e. Development for the purpose of sex services premises and restricted premises</p> <p>f. Development applications for which the developer has offered to enter into a planning agreement (VPAs)</p>
<b>Planning Proposals</b>	<p>All planning proposals prepared after 1 June 2018 are required to be referred to the BLPP for advice, unless the General manager determines that the planning proposal relates to:</p> <p>a. The correction of an obvious error in a local environmental plan</p> <p>b. Matters that are a consequential, transitional, machinery or other minor nature, or</p> <p>c. Matters that the General Manager considers will not have any significant adverse impact on the environment or adjoining land</p> <p>A proposal is to be referred to the IHAP before it is forwarded to the Minister under Section 3.34 of the <i>Environmental Planning and Assessment Act 1979</i>.</p>
Functions conferred or imposed on the Director-General of DOPI under SEPP No. 1 – Development Standards/Clause 4.6 Objections	Group Manager Building and Development
Refund of Development Application Fees	Group Manager Building and Development
Refusals on merit issues and on content or lack of information with new applications	Director City Strategy
<b>Section 4.55 Modifications</b>	
Where the original DA was approved under delegation and no objection	Area Building Surveyor
	Development Assessment Officer
	Executive Planner
	Senior Area Building Surveyor
	Special Projects Officer
Senior Town Planner	



DELEGATION / AUTHORISATION	GRANTED TO ...
Where the original DA was approved under delegation and up to ten valid planning objections to the development application have been received from separate households within the notification area	Group Manager Building and Development
Where the original DA was approved under delegation and up to ten signatures from separate households within the notification area has been received	Group Manager Building and Development
<b>DEBTORS</b>	
Approval of Debtor Refunds	Financial Operations Accountant
Debt Recovery	Financial Operations Accountant
Payment Arrangement Approvals	Financial Operations Accountant
Processing of Debtor Refunds	Financial Operations Officer
Raising of Debtors	Financial Operations Officer
<b>DISPOSAL OF ASSETS VALUED AT OR BELOW \$5,000</b>	
Approval for the Disposal of Scrap or Low Value Assets within area of responsibility	Director City Assets
	Director City Strategy
	Director Community Life
	Director Corporate Services
	Director People and Performance
<b>ENFIELD AQUATIC CENTRE</b>	
Approval of Refunds	Group Manager Community, Library and Aquatic Services
<b>ENTRY INTO PREMISES</b>	
Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the <i>Local Government Act 1993</i>	Area Building Surveyor
	Assets Officer
	Compliance Coordinator
	Design and Drainage Engineer
	Development Assessment Officer
	Environmental Health Officer
	Group Manager Assets and Infrastructure
	Group Manager Building and Development
	Group Manager Environment and Health
	Group Manager Operations
	Landscape Technician and Project Officer
	Law Enforcement Officers
	Manager Civil Construction and Maintenance
	Manager Design
	Manager Parks
	Restorations Officer
	Senior Development Engineer
	Senior Environmental Health Officer
	Senior Health and Building Surveyor
	Special Projects Officer
Temporary Swimming Inspector	
Tree Management Officer	
Waste Investigations Officer	

DELEGATION / AUTHORISATION	GRANTED TO ...
Enabling Council Officers to carry out inspections by entering any premises under Section 9.16 of the <i>Environmental Planning and Assessment Act 1979</i>	Area Building Surveyor
	Compliance Coordinator
	Development Assessment Officer
	Environmental Health Officer
	Executive Planner
	Executive Strategic Planner – Heritage Advisor
	Group Manager Building and Development
	Group Manager Environment and Health
	Landscape Technician and Project Officer
	Law Enforcement Officers
	Senior Environmental Health Officer
	Senior Health and Building Surveyor
	Senior Town Planner
	Special Projects Officer
Tree Management Officer	
<b>EXISTING USE RIGHTS</b>	
Advice to be provided only in writing	Director City Strategy
	Group Manager Building and Development
Development Opportunities enquiries (Council-owned land)	Group Manager Property and Building Services
Flooding Enquiries (only in writing)	Design Manager
	Group Manager Assets and Infrastructure
	Senior Stormwater/Drainage Design Engineer
<b>EXPENDITURE</b>	
Up to \$5,000 for area of responsibility	Coordinator – Waste and Cleansing
	Events Coordinator
	Executive Assistant – General Manager
	Governance Coordinator
	Media and Communications Officer
	Procurement Officer
	Senior Plant Mechanic
Up to \$10,000 for area of responsibility	Business Partner – People and Culture
	Community Development Coordinator
	Enfield Aquatic Centre Coordinator
	Financial Management Accountant
	Financial Operations Accountant
	Group Manager Strategic Planning, Heritage and Place Planning
	Library Project Change Manager
	Library Services Coordinator
	Risk Management Coordinator
	Work, Health and Safety Coordinator
Up to \$15,000 for area of responsibility	Compliance Coordinator

DELEGATION / AUTHORISATION	GRANTED TO ...
	Property Management Coordinator
Up to \$20,000 for area of responsibility	Executive Officer
	Group Manager Corporate Planning and Communications
	Group Manager Customer Service and Records
	Manager Design
	Manager Parks
	Senior Landscape Architect
Up to \$50,000 for area of responsibility	Consultant Governance Specialist (alternate for Manager Governance and Internal Ombudsman)
	Group Manager Environment and Health
	Group Manager Building and Development
	Group Manager Community, Library and Aquatic Services
	Group Manager Community Safety
	Group Manager Property and Building Services
	Internal Ombudsman
	Manager Civil Construction and Maintenance
	Manager Governance
	Manager Traffic and Transport
	Up to \$70,000 for area of responsibility
Group Manager Finance and Resource Management - Chief Finance Officer	
Group Manager Information Technology	
Up to \$80,000 for area of responsibility	Group Manager Operations
Up to \$200,000 for area of responsibility	Director Community Life
	Director Corporate Services
	Director People and Performance
Up to \$250,000 for area of responsibility	Director City Assets
	Director City Strategy
<b>GRANTS MANAGEMENT</b>	
Funding Acquittal	Group Manager Assets and Infrastructure
	Group Manager Building and Development
	Group Manager Community, Library and Aquatic Services
	Group Manager Community Safety
	Group Manager Corporate Planning and Communications
	Group Manager Customer Service and Records
	Group Manager Environment and Health
	Group Manager Finance and Resource Management - Chief Finance Officer
	Group Manager Information Technology
	Group Manager Operations

DELEGATION / AUTHORISATION	GRANTED TO ...
	Group Manager Property and Building Services
	Group Manager Strategic Planning, Heritage and Place Planning
Grant Refunds	Director City Assets
	Director City Strategy
	Director Community Life
	Director Corporate Services
	Director People and Performance
	Group Manager Community, Library and Aquatic Services (within area of responsibility)
	Group Manager Finance and Resource Management - Chief Finance Officer
Submissions	Director City Assets
	Director City Strategy
	Director Community Life
	Director Corporate Services
	Director People and Performance
<b>HERITAGE ACT 1977</b>	
Rating based on heritage valuation	Financial Operations Accountant
<b>HOARDINGS</b>	
Approval	Area Building Surveyor
	Development Assessment Officer
	Senior Health and Building Surveyor
	Special Projects Officer
Refund	Group Manager Assets and Infrastructure
<b>INSPECTIONS AND INVESTIGATIONS</b>	
To exercise functions conferred or imposed on Council under Section 192 of the Local Government Act 1993	Area Building Surveyor
	Compliance Coordinator
	Development Assessment Officer
	Group Manager Building and Development
	Group Manager Environment and Health
	Environmental Health Officer
	Law Enforcement Officers
	Senior Environmental Health Officer
	Senior Health and Building Surveyor
	Special Projects Officer
Refund of Inspection Fees	Group Manager Building and Development
	Group Manager Environment and Health

DELEGATION / AUTHORISATION	GRANTED TO ...										
<b>LEGAL ACTION</b>											
<p>Legal matters are broadly classified within four subject categories and specialist legal services routinely procured from four pre-approved suppliers under the prevailing Legal Panel as follows:</p>											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #d9e1f2;">Legal Firm</th> <th style="background-color: #d9e1f2;">Categories</th> </tr> </thead> <tbody> <tr> <td>Houston Dearn O'Connor</td> <td> <ul style="list-style-type: none"> <li>▪ <i>Local Government Act 1993</i> and related legislation</li> <li>▪ Planning and Development</li> </ul> </td> </tr> <tr> <td>Marsdens Law Group</td> <td> <ul style="list-style-type: none"> <li>▪ Planning and Development</li> <li>▪ Industrial and Employment Relations</li> </ul> </td> </tr> <tr> <td>Matthews Folbigg</td> <td> <ul style="list-style-type: none"> <li>▪ Planning and Development</li> <li>▪ Property and Conveyancing</li> <li>▪ Industrial and Employment Relations</li> </ul> </td> </tr> <tr> <td>Wilshire Webb Staunton Beattie</td> <td> <ul style="list-style-type: none"> <li>▪ <i>Local Government Act 1993</i> and related legislation</li> <li>▪ Property and Conveyancing</li> </ul> </td> </tr> </tbody> </table>		Legal Firm	Categories	Houston Dearn O'Connor	<ul style="list-style-type: none"> <li>▪ <i>Local Government Act 1993</i> and related legislation</li> <li>▪ Planning and Development</li> </ul>	Marsdens Law Group	<ul style="list-style-type: none"> <li>▪ Planning and Development</li> <li>▪ Industrial and Employment Relations</li> </ul>	Matthews Folbigg	<ul style="list-style-type: none"> <li>▪ Planning and Development</li> <li>▪ Property and Conveyancing</li> <li>▪ Industrial and Employment Relations</li> </ul>	Wilshire Webb Staunton Beattie	<ul style="list-style-type: none"> <li>▪ <i>Local Government Act 1993</i> and related legislation</li> <li>▪ Property and Conveyancing</li> </ul>
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Wilshire Webb Staunton Beattie	<ul style="list-style-type: none"> <li>▪ <i>Local Government Act 1993</i> and related legislation</li> <li>▪ Property and Conveyancing</li> </ul>										
<p><b>Act in relation to court proceedings</b> - Act on Council's behalf and / or sign any necessary agreements in Court proceedings that are relevant to the directorate for which they are responsible. Such delegation being intended to be used only in circumstances where a direct report has not exercised their delegation or when the director elects to override the delegation of a direct report (in which case reasons are to be given).</p>	Director City Assets										
	Director City Strategy										
	Director Community Life										
	Director Corporate Services										
<p><b>Act on Council's behalf and / or sign agreements</b> in relation to the following matters within the jurisdiction of the organisational directorate to which they are assigned:</p> <ul style="list-style-type: none"> <li>▪ Agreements arising out of mediation and conciliation including agreements reached pursuant to Section 34 of the Environmental Planning and Assessment Act 1979</li> <li>▪ Consent orders in any Court or Tribunal except the High Court of Australia</li> <li>▪ Other order or agreement in proceedings in any Court or Tribunal except the High Court of Australia</li> </ul> <p>subject to any overriding decision or direction of the Director to whom they report</p>	Director People and Performance										
	Group Manager Community Safety										
<p><b>Approve legal action</b> – Approve all legal action to be taken on behalf of Council relevant to the directorate for which they are responsible; including authority (with reasons) to assume control of a matter or otherwise change or override any approval for legal action that is made by a level 3 manager reporting to them</p>	Group Manager Building and Development										
	Group Manager Building and Development										
	Director City Assets										
	Director City Strategy										
	Director Community Life										
<p><b>Give all instructions to legal providers</b> in relation to offences and proceedings matters arising from the following:</p> <ul style="list-style-type: none"> <li>▪ <i>Boarding Houses Act 2012</i></li> <li>▪ <i>Biosecurity Act 2015</i></li> <li>▪ <i>Companion Animals Act 1998</i></li> </ul>	Director Corporate Services										
	Director People and Performance										
	Director People and Performance										

DELEGATION / AUTHORISATION	GRANTED TO ...
<ul style="list-style-type: none"> <li>▪ <i>Environmental Planning and Assessment Act 1979</i></li> <li>▪ <i>Impounding Act 1993</i></li> <li>▪ <i>Local Government Act 1993</i></li> <li>▪ <i>Protection of the Environment Operations Act 1997</i></li> <li>▪ <i>Road Transport Act 2013</i></li> <li>▪ <i>Roads Act 1993</i></li> <li>▪ <i>Swimming Pools Act 1992</i></li> </ul> <p>subject to any overriding decision or direction of the Director to whom they report</p>	
<p><b>Engage legal counsel and issue instructions</b> - With the approval of their Director</p>	<p>Consultant Governance Specialist (alternate for Manager Governance and Internal Ombudsman)</p> <p>Financial Operations Accountant</p> <p>Group Manager Assets and Infrastructure</p> <p>Group Manager Building and Development</p> <p>Group Manager Community, Library and Aquatic Services</p> <p>Group Manager Community Safety</p> <p>Group Manager Corporate Planning and Communications</p> <p>Group Manager Environment and Health</p> <p>Group Manager Operations</p> <p>Group Manager Property and Building Services</p> <p>Group Manager Strategic Planning, Heritage and Place Planning</p> <p>Internal Ombudsman</p> <p>Manager Governance</p>
<p><b>Furnish reports</b> direct to the Minister in relation to Draft Local Environmental Plans</p>	<p>Group Manager Strategic Planning, Heritage and Place Planning</p>
<p><b>Making of Local Environmental Plans, Development Control Plans and Contribution Plans</b></p> <ol style="list-style-type: none"> <li>1. Issue notices and reports under <i>Environmental Planning and Assessment Act</i> relevant to making of LEP/DCPs/Contributions Plans</li> <li>2. Issue notices and reports under <i>Environmental Planning and Assessment Act</i> relevant to making of LEP/DCPs/Contributions Plans</li> </ol>	<p>Group Manager Strategic Planning, Heritage and Place Planning</p>
<b>LOCAL EMERGENCY MANAGEMENT</b>	
<p>Functions of the Deputy Chair, Local Emergency Management Committee and Local Emergency Management Officer (Executive Support Functions)</p>	<p>Director City Assets</p>
<p>Functions of the Local Emergency Management Officer (Operational Support)</p>	<p>Group Manager Operations</p>
<b>MEDIA CONTACT</b>	
<p>Media Enquiries</p>	<p>Media and Communications Officer</p>

DELEGATION / AUTHORISATION	GRANTED TO ...
<b>MOBILE PHONES</b>	
Approval of Mobile Phone Allocation	Director City Assets
	Director City Strategy
	Director Community Life
	Director Corporate Services
	Director People and Performance
<b>NETWORK DRIVES   EMAIL   SKYPE   INTRANET   INTERNET</b>	
Monitoring Program – Code of Conduct and PIDs	Consultant Governance Specialist (alternate for Manager Governance and Internal Ombudsman)
	Internal Ombudsman
	Manager Governance
Monitoring Program – Performance related [two officers must be present]	Director People and Performance
<b>ORDERS   NOTICES   INFRINGEMENTS</b>	
Power to issue fines under the <b>Biosecurity Act 2015</b>	Compliance Coordinator
	Group Manager Environment and Health
	Law Enforcement Officers
Power to issue fines under the <b>Companion Animals Act 1998</b>	Compliance Coordinator
	Law Enforcement Officers
	Parking Officers
Power to issue fines/notices/orders under the <b>Environmental Planning and Assessment Act 1979</b>	Area Building Surveyor
	Compliance Coordinator
	Executive Planner
	Group Manager Environment and Health
	Law Enforcement Officers
	Management Building and Development
	Senior Health and Building Surveyor
	Senior Town Planner
Issue Improvement Notice pursuant to Section 58 of the <b>Food Act 2003</b>	Environmental Health Officer
	Group Manager Environment and Health
	Senior Environmental Health Officer
Issue Prohibition Order pursuant to Section 60 of the <b>Food Act 2003</b>	Group Manager Environment and Health
Power of issue Infringement Notices under the <b>Impounding Act 1993</b>	Compliance Coordinator
	Law Enforcement Officers
	Parking Officers
	Waste Investigations Officer
Power to issue fines under the <b>Local Government Act 1993</b>	Compliance Coordinator
	Environmental Health Officer
	Law Enforcement Officers
	Parking Officers
	Senior Environmental Health Officer

DELEGATION / AUTHORISATION	GRANTED TO ...
	Waste Investigations Officer
Intention to Serve Order and Notices pursuant to the <b>Local Government Act 1993</b>	Compliance Coordinator
	Group Manager Environment and Health
	Environmental Health Officer
	Law Enforcement Officers
	Senior Environmental Health Officer
	Waste Investigations Officer
Power to issue fines under the <b>Protection of the Environmental Operation Act 1997</b>	Compliance Coordinator
	Environmental Health Officer
	Group Manager Environment and Health
	Law Enforcement Officers
	Parking Officers
	Senior Environmental Health Officer
	Waste Investigations Officer
Power to issue fines under the <b>Public Health Act 1991</b>	Environmental Health Officer
	Group Manager Environment and Health
	Senior Environmental Health Officer
Power to issue Infringement Notices under the <b>Roads Act 1993</b> and <b>Roads Regulation 2008</b>	Compliance Coordinator
	Law Enforcement Officers
	Parking Officers
	Waste Investigations Officer
Power to issue Infringement Notices under the <b>Road Transport Act 2013</b> , the <b>Road Rules 2014</b> and <b>Road Transport (General) Regulation 2013</b>	Compliance Coordinator
	Law Enforcement Officers
	Parking Officers
	Waste Investigations Officer
Power to issue fines under the <b>Swimming Pools Act 1992</b>	Area Building Surveyor
	Compliance Coordinator
	Law Enforcement Officers
	Senior Health and Building Surveyor
	Special Projects Officer
	Temporary swimming Pool Inspector
Power to provide factual supportive information to Revenue NSW for matters pertaining to infringement notices.	Compliance Coordinator
<b>OUTDOOR EATING AREAS – LICENCE AGREEMENTS</b>	
Execution of Agreement to give effect to a Licence Agreement (Note: approval of new Outdoor Eating Applications are to be approved by the General Manager)	Director City Strategy
	Manager Traffic and Transport
Refund Application Fee	Manager Traffic and Transport
<b>PARKS</b>	
Bookings	Administration Assistant – Operations Centre
	Operations Support Officer
	Manager Parks



DELEGATION / AUTHORISATION	GRANTED TO ...
Refunds/Release of Security Bonds	Manager Parks
<b>PAYMENT AUTHORISATION</b>	
Relates to the signing of an invoice or voucher for final payment	In accordance Expenditure powers (see separate section in this instrument reflecting limits) noting that officers are strictly prohibited from self authorising payments for purchase commitments that they have raised.
<b>PAYROLL</b>	
Payroll Approval Sign Off	Director People and Performance Group Manager Finance and Resource Management - Chief Finance Officer
Process Payroll	Business Partner - People and Culture Group Manager Finance and Resource Management - Chief Finance Officer Payroll/Human Resources Officer
Sign off of Termination Pays	Director People and Performance Group Manager Finance and Resource Management - Chief Finance Officer
Upload to Banking System Authorisation	Accountant Financial Management Accountant Financial Operations Accountant
<b>PEOPLE MANAGEMENT</b>	
Disciplinary Letters	Director City Assets Director City Strategy Director Community Life Director Corporate Services Director People and Performance
Higher Grade Pay	Director City Assets Director City Strategy Director Community Life Director Corporate Services Director People and Performance
Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	Community Development Coordinator Consultant Governance Specialist (alternate for Manager Governance) Coordinator - Waste and Street Cleaning Director City Assets Director City Strategy Director Community Life Director Corporate Services Director People and Performance Enfield Aquatic Centre Coordinator Group Manager Assets and Infrastructure Group Manager Building and Development

DELEGATION / AUTHORISATION	GRANTED TO ...
	Group Manager Community, Library and Aquatic Services Group Manager Community Safety Group Manager Corporate Planning and Communications Group Manager Customer Service and Records Group Manager Environment and Health Group Manager Finance and Resource Management - Chief Finance Officer Group Manager Information Technology Group Manager Operations Group Manager Property and Building Services Group Manager Strategic Planning, Heritage and Place Planning Library Services Coordinator Manager Civil Construction and Maintenance Manager Governance Manager Parks Manager Traffic and Transport Senior Landscape Architect Senior Plant Mechanic
Long Service Leave Applications	Director City Assets Director City Strategy Director Community Life Director Corporate Services Director People and Performance
Overtime/Leave in Lieu Approval	Consultant Governance Specialist (alternate for Manager Governance) Group Managers Manager Governance
Performance related - Network, Email, Skype for Business, Intranet and Internet reviews – two Officers must be present	Consultant Governance Specialist (Alternate for Internal Ombudsman) Director People and Performance Internal Ombudsman
Superannuation Matters	Human Resource Officer Payroll/Human Resources Officer
Unsuccessful Application Letters	Business Partner - People and Culture Director City Assets Director City Strategy Director Community Life Director Corporate Services Director People and Performance
Union and Industrial Matters	Director People and Performance
Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	Community Development Coordinator Compliance Coordinator

DELEGATION / AUTHORISATION	GRANTED TO ...
	Consultant Governance Specialist (alternate for Manager Governance) Coordinator - Waste and Street Cleaning Director City Assets Director City Strategy Director Community Life Director Corporate Services Director People and Performance Group Manager Community Safety Group Manager Corporate Planning and Communications Group Manager Customer Service and Records Group Manager Environment and Health Group Manager Finance and Resource Management - Chief Finance Officer Group Manager Information Technology Group Manager Operations Group Manager Property and Building Services Group Manager Strategic Planning, Heritage and Place Planning Library Services Coordinator Manager Civil Construction and Maintenance Manager Governance Manager Parks Manager Traffic and Transport Records Coordinator Senior Customer Service Officer Senior Landscape Architect Senior Plant Mechanic
Workplace Conflicts or Grievances	Director People and Performance
<b>PERMITS</b>	
Busking	Engineer Traffic and Design Manager Traffic and Transport Traffic Engineering Officer
Filming	Engineer Traffic and Design Manager Traffic and Transport Traffic Engineering Officer
Merchandise, A-Frames and Other Articles	Manager Traffic and Transport
Promotions	Administration Assistant – Assets and Design Engineer Traffic and Design Manager Traffic and Transport Traffic Engineering Officer
Refunds (including parking permits)	Manager Traffic and Transport
Road Closure	Assets Officer

DELEGATION / AUTHORISATION	GRANTED TO ...
	Engineer Traffic and Design Manager Civil Construction and Maintenance Manager Traffic and Transport Restorations Officer Traffic Engineering Officer
Road Opening	Assets Officer Manager Civil Construction and Maintenance Restorations Officer
Rubbish Skip Bins	Manager Traffic and Transport
Work Zone	Engineer Traffic and Design Manager Traffic and Transport Traffic Engineering Officer
Works on Council Property	Assets Officer Manager Civil Construction and Maintenance Manager Design Manager Parks Restorations Officer Senior Development Engineer Senior Stormwater/Drainage Design Engineer
<b>PETTY CASH REIMBURSEMENTS</b>	
Authorisation up to \$150 – self authorisation prohibited	<b>Officers who are not members of the Executive Team who have expenditure authorisations</b>
Authorisation for amounts over \$150 – self authorisation prohibited	Director City Assets Director City Strategy Director Community Life Director Corporate Services Director People and Performance
<b>PUBLIC INTEREST DISCLOSURES</b>	
Investigate Public Interest Disclosures	Consultant Governance Specialist (alternate for Manager Governance) Internal Ombudsman Manager Governance <b>Nominated Disclosures Officers</b>
Network, Email, Skype for Business, Intranet and Internet reviews – two Council Officers sign access request	<b>Disclosures Coordinator</b> Consultant Governance Specialist (alternate for Manager Governance and Internal Ombudsman) Internal Ombudsman Manager Governance
<b>PUBLIC OFFICER</b>	
Role (under Section 342 of the <i>Local Government Act 1993</i> )	Consultant Governance Specialist (alternate for Manager Governance) Manager Governance

DELEGATION / AUTHORISATION	GRANTED TO ...
<b>RATING MATTERS</b>	
Approval of Rate Refunds	Financial Operations Accountant
Change of address	Financial Operations Officer
Debt Recovery	Financial Operations Accountant
	Financial Operations Officer
Levy of Rates and Charges (in accordance with Council Resolution)	Financial Operations Accountant
Notices of Sale	Financial Operations Officer
Payment Arrangement Approvals	Financial Operations Accountant
Pensioner Rebate processing	Financial Operations Officer
Pensioner Subsidy Claim	Financial Operations Accountant
Postponed Rates and Charges	Financial Operations Accountant
Processing of Rate Refunds	Financial Operations Officer
Rating Hardship Approval	Financial Operations Accountant
Rating Exemptions, Approval	Financial Operations Accountant
Re-categorisation of Properties	Financial Operations Accountant
Statement of Compliance	Financial Operations Accountant
Subdivisions (property and rating)	Financial Operations Accountant
Waiver of Interest – small debts (in accordance with Council Resolution)	Financial Operations Accountant
<b>RECEIPT OF GOODS</b>	
Docket to be noted Goods Received	All Council Officers
<b>RECEIPT OF PAYMENT</b>	
Receipting of payments	Acquisitions and Serials Officer
	Administration/Technical Assistants – Customer Services
	Learn to Swim Instructors
	Casual Librarian
	Casual Library Customer Support Officer
	Casual Library Technician
	Children, Families and Cultural Development Officer
	Children's and Early Literacy Librarian
	Children's and Early Literacy Officer
	Children's and Youth Services Librarian
	Collection and Access Support Officer
	Collections and Quality Assurance Officer
	Community Programs Officer
	Customer Services Team Leader
	Enfield Aquatic Centre Coordinator
	Enfield Aquatic Centre Customer Services Officers
	Enfield Aquatic Centre Lifeguards
	Enfield Aquatic Centre Shift Supervisors
Group Manager Customer Service and Records	

DELEGATION / AUTHORISATION	GRANTED TO ...
	Home Library and Disabilities Officer Information Technology Librarian Learning Experiences Officer Learning Experiences Support Officer Lending Services Officer Library Project Change Manager Library Services Coordinator Mobile Play Van Team Leader Multicultural and Local Studies Librarian Multicultural Services Officer Operations Team Leader Programs Team Leader Team Leader – Collections and Access Team Leader – Community Engagement
Transfer of payments - approval to transfer when a payment is receipted incorrectly	Group Manager Customer Service and Records
<b>RECORDS MANAGEMENT</b>	
Authorisation of disposal of records in accordance with Section 24 <i>State Records Act 1998</i>	Records Coordinator Group Manager Customer Service and Records
Compliance with State Records Act 1998	Group Manager Customer Service and Records Records Coordinator
Disposal of Records	Archivist Records Records Officers
<b>REFUND OF PLANNING CONTRIBUTIONS (SECTION 7.12 OF EP&amp;A ACT)</b>	
Refunds up to \$10,000	Group Manager Strategic Planning, Heritage and Place Planning
Refunds up to \$100,000	Director City Strategy
<b>RESPONSIBLE ACCOUNTING OFFICER</b>	
<i>Clause 196 of the Local Government (General) Regulation 2005</i>	Group Manager Finance and Resource Management and Chief Finance Officer
<b>STATUTORY RETURNS – PLANNING AND ENVIRONMENT</b>	
Australian Bureau of Statistics (ABS) Returns	Group Manager Customer Service and Records
Long Service Levy (Payment of Fees from Development Applications)	Manager Customer Service up to \$20,000 Director Corporate Services greater than \$20,000
PlanFIRST Returns	Manager Customer Service up to \$20,000 Director Corporate Services greater than \$20,000
<b>STRATA SCHEMES (FREEHOLD DEVELOPMENT ACT 1973)</b>	
Approval of strata plans	Group Manager Building Development
<b>STRATA SCHEMES (LEASEHOLD DEVELOPMENT ACT 1986)</b>	
Approval of leasehold strata plans	Group Manager Building Development
<b>SUBDIVISION APPLICATIONS</b>	
Approve or disapproved	Group Manager Building and Development

DELEGATION / AUTHORISATION	GRANTED TO ...
Refund	Group Manager Building and Development
<b>TRAFFIC COMMITTEE</b>	
Attendance at Meetings representing Council	Director City Assets
	Director City Strategy
	Engineer Traffic and Design
	Group Manager Assets and Infrastructure
	Manager Traffic and Transport Services
	Road Safety Officer Traffic Engineering Officer
<b>TREES</b>	
Pruning Permit/Refusal	Tree Management Officer
Refund Tree Deposits	Tree Management Officer
Removal Permit/Refusal	Tree Management Officer
<b>UNCLAIMED MONEY</b>	
Unclaimed money to be paid to the Chief Commissioner of Unclaimed Money under the <i>Unclaimed Money Act 1995</i>	Group Manager Finance and Resource Management - Chief Finance Officer
<b>VOLUNTARY PLANNING AGREEMENTS (VPAs)</b>	
Authorising notices relating to the registration, or removal of registration, of voluntary planning agreements through NSW Land & Property Information	Group Manager Strategic Planning, Heritage and Place Planning
Negotiation of terms and revisions prior to Council approval	Director City Strategy
<b>WASTE SERVICES MATTERS</b>	
Process missed collections, stolen bins and request for new services	Administration/Technical Assistant – Customer Service
Request for Clean-up Service	Administration/Technical Assistant – Customer Service
Raising of Residential Garbage Charges	Financial Operations Officer
Raising of Commercial Garbage Fees	Environmental & Waste Project Officer

## DELEGATIONS AND AUTHORISATIONS BY POSITION

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
Accountant	Banking	Processing of Electronic Funds Transfers (EFT)	
	Cheque Signatories	Authorised to sign or counter sign Council cheques	
	Payroll	Upload to Banking System Authorisation	
Administration Assistant – Operations Centre	Parks	Bookings	
Administration/ Technical Assistant – Customer Service	Bookings – Woodstock Park	Process hall bookings and produce invoices	
		Processing of Booking Refunds and Overpayments	
	Certificates	Rejection on the grounds of incomplete documents	
		Release of where all prerequisites are met	
		Refusal to release where insufficient information is supplied	
		Section 10.7 - Planning	Production
	Development Applications	Construction	Rejection of Development Applications on the grounds of incomplete documents
			Release of where all prerequisites are met
			Refusal to release where insufficient information is supplied
	Waste Services Matters	Process missed collections, stolen bins and request for new services	
Waste Services Matters	Request for Clean-up Service		



GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
	Receipt of Payment	Receipting of payments	
Administrative Assistant - Health	Debtors	Raising of Commercial Garbage Fees	
Administration Assistant – Assets and Design	Permits	Promotions	
Acquisitions and Serials Officer	Authorised officers under named Acts	<i>Library Act 1939</i>	
	Receipt of payment	Receipting of payments	
Archivist Records	Records	Disposal	
Area Building Surveyor	Authorised officers under named Acts	<i>Local Government Act 1993</i>	
		<i>Environmental Planning and Assessment Act 1979</i>	
		<i>Swimming Pools Act 1992</i>	
	Building and Development fee refunds	Processing of Refunds	
		Processing of Building and Security Deposits	
	Certificates	Approval and Refusal Class 1 and 10 Buildings	
		Approval and Refusal Class 2-9 Buildings less than \$2,000,000	
		Approval and Refusal Class 2-9 Buildings over \$2,000,000	
		Approval and Refusal Class 2-9 Buildings over \$2,000,000	Decision by Council
		Building – Section 6.26 <i>Environmental Planning and Assessment Act 1979</i>	
		Occupation – Approval of Occupy	
Essential Services – Fire Safety			

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
		Section 735A (Outstanding Notices)	
	Development Applications	Class 1 and 10 Buildings One and Two Storey Only -up to and including 5 objections	
		Class 2 – 9 Buildings less than \$2,000,000 up to and including 5 objections	
		Change of Use – Fit Out of Existing Buildings	
		Section 96 Modifications	Where the original DA was approved under delegation and no objection
	Entry into Premises	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the <i>Local Government Act 1993</i>	
		Enabling Council Officers to carry out inspections by entering any premises under Section 9.16 of the <i>Environmental Planning and Assessment Act 1979</i>	
	Inspections and Investigations Orders/Notices/Infringements	To exercise functions conferred or imposed on Council under Section 192 of the <i>Local Government Act 1993</i>	
		Power to issue fines/notices/orders under the <i>Environmental Planning and Assessment Act 1979</i>	
		Power to issue fines/notices/orders under the <i>Swimming Pools Act 1992</i>	
	Hoardings	Approval	
Assets Officer	Authorised officers under named Acts	<i>Impounding Act 1993</i>	
		<i>Roads Act 1993</i>	
	Damage Deposits	Release of Council Infrastructure	

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
	Permits (issue of)	Road Opening	
		Road Closure	
		Works on Council Property	
	Entry into Premises	<i>Local Government Act 1993</i>	
Business Partner - People and Culture	Expenditure	Up to \$10,000 for area of responsibility	
	Payroll	Process Payroll	
	Payment Authorisation	Signing of an Invoice or Voucher for Final Payment	As per Expenditure – self authorisation prohibited
	People Management	Unsuccessful Application Letters	
	Petty Cash Reimbursements	Authorisation up to \$150	Self authorisation prohibited
Casual Librarian	Receipt of payment	Receipting of payments	
Casual Library Customer Support Officer	Receipt of payment	Receipting of payments	
Casual Library Technician	Receipt of payment	Receipting of payments	
Customer Services Team Leader	Receipt of payment	Receipting of payments	
Digital Services Librarian	Authorised officers under named Acts	<i>Library Act 1939</i>	
	Receipt of payment	Receipting of payments	
Children's and Early Literacy Librarian	Authorised officers under named Acts	<i>Library Act 1939</i>	
	Receipt of payment	Receipting of payments	
Children's and Youth Services Librarian	Authorised officers under named Acts	<i>Library Act 1939</i>	
	Receipt of payment	Receipting of payments	

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
Children, Families and Cultural Development Officer	Receipt of payment	Receipting of payments	
Community Development Coordinator	Expenditure	Up to \$10,000 for area of responsibility	
	Payment Authorisation	Signing of an invoice or voucher for final payment	As per Expenditure – self authorisation prohibited
	People Management	Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	
		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	
	Petty Cash Reimbursements	Authorisation up to \$150	Self authorisation prohibited
Community Programs Officer	Receipt of payment	Receipting of payments	
Compliance Coordinator	Authorised officers under named Acts	<i>Biosecurity Act 2015</i>	
		<i>Boarding Houses Act 2012</i>	
		<i>Companion Animals Act 2012</i>	
		<i>Boarding Houses Act 2012</i>	
		<i>Environmental Planning and Assessment Act 1979</i>	
		<i>Food Act 2003</i>	
		<i>Impounding Act 1993</i>	
		<i>Local Government Act 1993</i>	
		<i>Protection of the Environment Operations Act 1997</i>	
		<i>Road Transport Act 2013</i>	

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
		<i>Swimming Pool Act 1992</i>	
	Entry into Premises Inspections and Investigations	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the <i>Local Government Act 1993</i>	
		Enabling Council Officers to carry out inspections by entering any premises under Section 9.16 of the <i>Environmental Planning and Assessment Act 1979</i>	
		To exercise functions conferred or imposed on Council under Section 192 of the <i>Local Government Act 1993</i>	
	Expenditure	Up to \$15,000 for area of responsibility	
	Orders/Notices/Infringements	Power to issue fines under the <b><i>Biosecurity Act 2015</i></b>	
		Power to issue fines under the <b><i>Companion Animals Act 1998</i></b>	
		Power to issue fines/notices/orders under the <b><i>Environmental Planning and Assessment Act 1979</i></b>	
		Power to issue fines under the <b><i>Impounding Act 1993</i></b>	
		Power to issue fines under the <b><i>Local Government Act 1993</i></b>	
		Intention to Serve Order and Notices pursuant to the <b><i>Local Government Act 1993</i></b>	
		Power to issue fines under the <b><i>Protection of the Environmental Operation Act 1997</i></b>	
		Power to issue Infringement Notices under the <b><i>Roads Act 1993 and Roads</i></b>	

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
		<b>Regulation 2008, Road Transport Act 2013</b> and the <b>Road Rules 2014</b>	
		Power to issue Infringement Notices under the <b>Road Transport Act 2013</b> , the <b>Road Rules 2014</b> and <b>Road Transport (General) Regulation 2013</b>	
		Power to issue fines under the <b>Swimming Pools Act 1992</b>	
		Power to provide factual supportive information to Revenue NSW for matters pertaining to infringement notices	
	People Management	Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	
Consultant Governance Specialist (in lieu of Manager Governance and Internal Ombudsman)	Access to Information	<i>Government Information (Public Access) Act 2009</i>	Determination of Applications – Both formal and informal
		<i>Privacy and Personal Information Protection Act 1998</i>	Determination of Applications
		<i>Health Records and Information Privacy Act 2002</i>	Determination of Applications
	Code of Conduct	Investigate Breaches	As the Alternate Disclosure Coordinator
	Councillor Expenses	Approve reimbursement of Councillor Expenses Claims	
	Consultants	Appointment	Code of Conduct investigation matters
	Expenditure	Up to \$50,000 for area of responsibility	
	Legal Action	Engage legal counsel and issue instructions	With the approval of their Director or the General Manager
Network, Email, Skype for Business, Intranet and Internet	Monitoring Program	Code of Conduct and PIDs – Internal Ombudsman to co-sign access request	

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
	People Management	Performance related – Network, Email, Skype for Business, Intranet and Internet reviews	Two officers must be present
		Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	
		Overtime/Leave in Lieu Approval	
		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	
	Petty Cash Reimbursements	Authorisation up to \$150	Self authorisation prohibited
	Public Interest Disclosures	Investigate Public Interest Disclosures	As the Alternate Disclosure Coordinator
		Network, Email, Skype for Business, Intranet and Internet reviews – two Council Officers sign access request	
Public Officer	Role (under Section 342 of the <i>Local Government Act 1993</i> )		
Coordinator – Waste and Cleansing	Authorised Officer	<i>Impounding Act 1993</i>	
	Expenditure	Up to \$5,000 for area of responsibility	
	Payment Authorisation	Signing of an invoice or voucher for final payment	As per Expenditure – self authorisation prohibited
	Petty Cash Reimbursements	Authorisation up to \$150	Self authorisation prohibited
	People Management	Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO	
		Leave Applications (including RDOs, sick leave and special leave) for employees that report to		
Design and Drainage Engineer	Authorised officers under named Acts	<i>Roads Act 1993</i>		
	Entry into Premises	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the <i>Local Government Act 1993</i>		
Design Manager	Existing Use Rights	Flooding Enquiries (only in writing)		
Development Assessment Officer	Authorised officers under named Acts	<i>Local Government Act 1993</i>		
	Building – Section 149 <i>Environmental Planning and Assessment Act 1979</i>			
	Building and Development Fee Refunds	Processing of Refunds		
		Processing of Building and Security Deposits		
	Development Applications	Construction		Rejection of Development Applications on the grounds of incomplete documents
				Release of where all perquisites are met
		Class 2-9 Buildings less than \$2,000,000 – up to and including 5 objections		
		Change of Use – Fit Out of Existing Buildings		
Enabling Council Officers to carry out inspections by entering any premises under Section 9.16 of the <i>Environmental Planning and Assessment Act 1979</i>				
Entry into Premises	Enabling Council Officers to carry out inspections b entering any premises			



GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
		under Section 191 of the <i>Local Government Act 1993</i>	
	Hoardings	Approval	
	Inspections and Investigations	To exercise functions conferred or imposed on Council under Section 192 of the <i>Local Government Act 1993</i>	
	Section 96 Modifications	Where the original DA was approved under delegation and no objection	
	Section 735A (Outstanding Notices)		
Director City Assets	Disposal of Assets – Small Below \$5,000	Approval for the Disposal of Scrap or Low Value Assets within area of responsibility	
	Consultants	Appointment	Apart from Code of Conduct investigation matters
	Contracts	Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility) not including lease of equipment) not including lease of equipment)	
	Expenditure	Up to \$250,000 for area of responsibility	
	Grants Management	Submissions	
		Grant Refunds	
	Legal Action	<b>Act in relation to court proceedings -</b> Act on Council's behalf and / or sign any necessary agreements in Court proceedings that are relevant to the directorate for which they are responsible. Such delegation being intended to be used only in circumstances where a direct report has not exercised their delegation <u>or</u> when the director elects to override the	

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
		delegation of a direct report (in which case reasons are to be given).	
		<b>Approve legal action</b> – Approve all legal action to be taken on behalf of Council relevant to the directorate for which they are responsible; including authority (with reasons) to assume control of a matter or otherwise change or override any approval for legal action that is made by a level 3 manager reporting to them	
	Local Emergency Management	Functions of the Deputy Chair, Local Emergency Management Committee and Local Emergency Management Officer (Executive Support Functions)	
	Mobile Phones	Approval of Mobile Phone Allocation	
	Petty Cash Reimbursements	Authorisation for amounts over \$150	Self authorisation prohibited
	People Management	Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	
		Disciplinary Letters	
		Higher Grade Pay	
		Long Service Leave Applications	
		Unsuccessful Application Letters	
		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	
	Traffic Committee	Attendance at Meetings representing Council	

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
Director City Strategy	Disposal of Assets – Small Below \$5,000	Approval for the Disposal of Scrap or Low Value Assets within area of responsibility	
	Certificates	Expenditure – Grant Funding	
	Consultants	Appointment	Apart from Code of Conduct investigation matters
	Contracts	Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility) not including lease of equipment) not including lease of equipment)	
	Development Applications	Refusals on merit issues and on content or lack of information with new applications	
	Existing Use Rights	Advice to be provided only in writing	
	Expenditure	Up to \$250,000 for area of responsibility	
	Grants Management	Submissions	
		Grant Refunds	
	Legal Action		<b>Act in relation to court proceedings -</b> Act on Council's behalf and / or sign any necessary agreements in Court proceedings that are relevant to the directorate for which they are responsible. Such delegation being intended to be used only in circumstances where a direct report has not exercised their delegation or when the director elects to override the delegation of a direct report (in which case reasons are to be given).
<b>Approve legal action –</b> Approve all legal action to be taken on behalf of Council relevant to the directorate for			

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
		which they are responsible; including authority (with reasons) to assume control of a matter or otherwise change or override any approval for legal action that is made by a level 3 manager reporting to them	
	Mobile Phones	Approval of Mobile Phone Allocation	
	Outdoor Eating Areas – Licence Agreements	Execution of Agreement to give effect to a Licence Agreement (Note: approval of new Outdoor Eating Applications are to be approved by the General Manager)	
	Petty Cash Reimbursements	Authorisation for amounts over \$150	Self authorisation prohibited
	People Management	Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	
		Disciplinary Letters	
		Higher Grade Pay	
		Long Service Leave Applications	
		Unsuccessful Application Letters	
		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	
	Refund of Planning Contributions (Section 7.12 of EP&A Act)	Refunds up to \$100,000	
	Traffic Committee	Attendance at Meetings representing Council	
	Voluntary Planning Agreements (VPA)	Negotiation of terms and revisions prior to Council approval	

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
Director Community Life	Disposal of Assets – Small Below \$5,000	Approval for the Disposal of Scrap or Low Value Assets within area of responsibility	
	Consultants	Appointment	Apart from Code of Conduct investigation matters
	Contracts	Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility) not including lease of equipment) not including lease of equipment)	
	Expenditure	Up to \$200,000 for area of responsibility	
	Grants Management	Submissions	
		Grant Refunds	
	Legal Action		<p><b>Act in relation to court proceedings -</b> Act on Council's behalf and / or sign any necessary agreements in Court proceedings that are relevant to the directorate for which they are responsible. Such delegation being intended to be used only in circumstances where a direct report has not exercised their delegation or when the director elects to override the delegation of a direct report (in which case reasons are to be given).</p>
<p><b>Approve legal action –</b> Approve all legal action to be taken on behalf of Council relevant to the directorate for which they are responsible; including authority (with reasons) to assume control of a matter or otherwise change or override any approval for legal action that is made by a level 3 manager reporting to them</p>			

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
	Mobile Phones	Approval of Mobile Phone Allocation	
	Petty Cash Reimbursements	Authorisation for amounts over \$150	Self authorisation prohibited
	People Management	Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	
		Disciplinary Letters	
		Higher Grade Pay	
		Long Service Leave Applications	
		Unsuccessful Application Letters	
		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	
Director Corporate Services	Bank guarantees	Refund	Within area of responsibility
	Banking	Processing of Electronic Funds Transfers (EFT)	
	Disposal of Assets – Small Below \$5,000	Approval for the Disposal of Scrap or Low Value Assets within area of responsibility	
	Cheque Signatories	Authorised to sign or counter sign Council cheques	
	Councillor Expenses	Approve reimbursement of Councillor Expenses Claims	
	Consultants	Appointment	Apart from Code of Conduct investigation matters
	Contracts	Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility) not including lease of equipment) not including lease of equipment)	

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
	Expenditure	Up to \$200,000 for area of responsibility	
	Grants Management	Submissions	
		Grant Refunds	
	Legal Action	<p><b>Act in relation to court proceedings -</b> Act on Council's behalf and / or sign any necessary agreements in Court proceedings that are relevant to the directorate for which they are responsible. Such delegation being intended to be used only in circumstances where a direct report has not exercised their delegation <u>or</u> when the director elects to override the delegation of a direct report (in which case reasons are to be given).</p>	
		<p><b>Approve legal action –</b> Approve all legal action to be taken on behalf of Council relevant to the directorate for which they are responsible; including authority (with reasons) to assume control of a matter or otherwise change or override any approval for legal action that is made by a level 3 manager reporting to them</p>	
	Mobile Phones	Approval of Mobile Phone Allocation	
	Network Drives   Email   Skype   Intranet   Internet	Monitoring Program – Performance related	
	Petty Cash Reimbursements	Authorisation for amounts over \$150	Self authorisation prohibited
	People Management	Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	
		Leave Applications (including RDOs, sick leave and special leave) for	

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
		employees that report to the delegated position	
		Higher Grade Pay	
		Long Service Leave Applications	
		Unsuccessful Application Letters	
		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	
	Statutory Returns – Director Planning and Environment	PlanFIRST Returns	Greater than \$20,000
		Long Service Levy (Payment of Fees from Development Applications)	Greater than \$20,000
Director People and Performance	Disposal of Assets – Small Below \$5,000	Approval for the Disposal of Scrap or Low Value Assets within area of responsibility	
	Consultants	Appointment	Apart from Code of Conduct investigation matters
	Contracts	Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility) not including lease of equipment) not including lease of equipment)	
	Expenditure	Up to \$200,000 for area of responsibility	
	Grants Management	Submissions	
		Grant Refunds	
	Legal Action	<b>Act in relation to court proceedings -</b> Act on Council's behalf and / or sign any necessary agreements in Court proceedings that are relevant to the directorate for which they are responsible. Such delegation being intended to be used only in	



GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
		<p>circumstances where a direct report has not exercised their delegation or when the director elects to override the delegation of a direct report (in which case reasons are to be given).</p> <p><b>Approve legal action</b> – Approve all legal action to be taken on behalf of Council relevant to the directorate for which they are responsible; including authority (with reasons) to assume control of a matter or otherwise change or override any approval for legal action that is made by a level 3 manager reporting to them</p>	
	Mobile Phones	Approval of Mobile Phone Allocation	
	Payroll	Payroll Approval Sign Off	
		Sign off of Termination Pays	
	Petty Cash Reimbursements	Authorisation for amounts over \$150	Self-authorisation prohibited
	People Management	Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	
		Disciplinary Letters	
		Higher Grade Pay	
		Long Service Leave Applications	
		Performance related – Network, Email, Skype for Business, Intranet and Internet reviews	Two officers must be present
		Unsuccessful Application Letters	
		Union and Industrial Matters	
		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO	
		Workplace Conflicts or Grievances		
Enfield Aquatic Centre Coordinator	Expenditure	Up to \$10,000 for area of responsibility		
	Payment Authorisation	Signing of an Invoice or Voucher for Final Payment	As per Expenditure – self authorisation prohibited	
	Petty Cash Reimbursements	Authorisation up to \$150	Self authorisation prohibited	
	People Management	Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position		
		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets		
Receipt of Payment	Receipting of payments			
Enfield Aquatic Centre Customer Services Officers	Receipt of Payment	Receipting of payments		
Enfield Aquatic Centre Lifeguards	Receipt of Payment	Receipting of payments		
Environmental Health Officer	Authorised officers under named Acts	<i>Biosecurity Act 2015</i>		
		<i>Boarding Houses Act 2012</i>		
		<i>Environmental Planning and Assessment Act 1979</i>		
		<i>Food Act 2003</i>		
		<i>Local Government Act 1993</i>		
		<i>Protection of the Environment Operations Act 1997</i>		
		<i>Public Health Act 2010</i>		

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
	Entry into Premises	Enabling Council Officers to carry out inspections by entering any premises under Section 9.16 of the <b>Environmental Planning and Assessment Act 1988</b>	
		Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the <b>Local Government Act 1993</b>	
	Inspections and Investigations	To exercise functions conferred or imposed on Council under Section 192 of the <b>Local Government Act 1993</b>	
	Orders/Notices/Infringements	Issue Improvement Notice pursuant to Section 58 of the <b>Food Act 2005</b>	
		Power to issue fines under the <b>Protection of the Environmental Operation Act 1997</b>	
		Intention to Serve Order and Notices pursuant to the <b>Local Government Act 1993</b>	
Power to issue fines under the <b>Local Government Act 1993</b>			
	Power to issue fines under the <b>Public Health Act 1991</b>		
Events Coordinator	Expenditure	Up to \$5,000 for area of responsibility	Self authorisation prohibited
	Payment Authorisation	Signing of an invoice or voucher for final payment	Self authorisation prohibited
Executive Assistant – General Manager	Expenditure	Up to \$5,000 for area of responsibility	Self authorisation prohibited
	Payment Authorisation	Signing of an invoice or voucher for payment	As per Expenditure – self authorisation prohibited
	Petty Cash Reimbursements	Authorisation up to \$150	Self authorisation prohibited

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
Executive Officer	Expenditure	Up to \$20,000 for area of responsibility	Self authorisation prohibited
Executive Planner	Authorised officers under named Acts	<i>Environmental Planning and Assessment Act 1979</i>	
	Entry into Premises	Enabling Council Officers to carry out inspections by entering any premises under Section 9.16 of the <i>Environmental Planning and Assessment Act 1979</i>	
	Orders/Notices/Infringements	Power to issue fines/notices/orders under the <i>Environmental Planning and Assessment Act 1979</i>	
	Development Applications	Where the original DA was approved under delegation and no objection	
Class 2 and 9 Buildings One and Two Storey Only – up to and including 5 Objections			
Executive Strategic Planner – Heritage Advisor	Authorised officers under named Acts	<i>Environmental Planning and Assessment Act 1979</i>	
	Entry into Premises	Enabling Council Officers to carry out inspections by entering any premises under Section 9.16 of the <i>Environmental Planning and Assessment Act 1979</i>	
Financial Operations Officer	Certificates	Section 603 Rates and Charges	Production
	Contracts	Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility) not including lease of equipment)	
	Debtors	Raising of Debtors	Raising of Debtors
		Processing of Debtor Refunds	Processing of Debtor Refunds

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
	Rating Matters Certificates	Change of address	
		Debt Recovery	
		Notices of Sale	
		Pensioner Rebate processing	
		Processing of Rate Refunds	
		Raising of Residential Garbage Charges	
		Section 603 Rates and Charges	Production
Financial Management Accountant	Banking	Processing of Electronic Funds Transfers (EFT)	
	Building and Security Deposits – Development applications	Processing of Building and Security Deposits	Approval of Building and Security Deposits
	Certificates	Section 603 Rates and Charges	Approval of Refunds
	Cheque Signatories	Authorised to sign or counter sign Council cheques	
	Expenditure	Up to \$10,000	
	Payment Authorisation	Signing of an invoice or voucher for final payment	As per Expenditure – self authorisation prohibited
	Petty Cash Reimbursements	Authorisation up to \$150	Self authorisation prohibited
	Payroll	Upload to Banking System Authorisation	
Financial Operations Accountant	Banking	Processing of Electronic Funds Transfers (EFT)	
	Building and Security Deposits – Development applications	Processing of Building and Security Deposits	Approval of Building and Security Deposits
	Certificates	Section 603 Rates and Charges	Signing

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
		Section 603 Rates and Charges	Approval of Refunds
	Cheque Signatories	Authorised to sign or counter sign Council cheques	
	Debtors	Debt Recovery	Debt Recovery
		Approval of Debtor Refunds	Approval of Debtor Refunds
		Payment Arrangement Approvals	Payment Arrangement Approvals
	Expenditure	Up to \$10,000 for area of responsibility	
	<i>Heritage Act 1977</i>	Rating based on heritage valuation	
	Legal Action	Engage legal counsel and issue instructions	With the approval of their Director or the General Manager
	Payroll	Upload to Banking System Authorisation	
	Payment Authorisation	Signing of an Invoice or Voucher for Final Payment	As per Expenditure – self authorisation prohibited
	Petty Cash Reimbursements	Authorisation up to \$150	Self authorisation prohibited
	Rating Matters	Approval of Rate Refunds	
		Debt Recovery	
		Levy of Rates and Charges (in accordance with Council Resolution)	
		Payment Arrangement Approvals	
		Pensioner Subsidy Claim	
		Postponed Rates and Charges	
		Rating Hardship Approval	
	Rating Exemptions, Approval		

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
		Re-categorisation of Properties	
		Statement of Compliance	
		Subdivisions (property and rating)	
		Waiver of Interest – small debts (in accordance with Council Resolution)	
Governance Coordinator	Access to Information	<i>Government Information (Public Access) Act 2009</i>	Informal Application Determination
		<i>Government Information (Public Access) Act 2009</i>	Approval of Refunds
	Expenditure	Up to \$5,000 for area of responsibility	
	Payment authorisation	Signing of an invoice or voucher for payment	As per Expenditure – self authorisation prohibited
	Petty Cash Reimbursements	Authorisation up to \$150	Self authorisation prohibited
	People Management	Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	
Weekly Attendance Records / Time Sheets and approval of agency / contract staff attendance sheets			
Governance Officer	Access to Information	<i>Government Information (Public Access) Act 2009</i>	Informal Application Determination
		<i>Government Information (Public Access) Act 2009</i>	Approval of Refunds

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO	
Group Manager Assets and Infrastructure	Authorised officers under named Acts	<i>Roads Act 1993</i>		
	Contracts	Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility) not including lease of equipment)		
	Entry into Premises	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the <i>Local Government Act 1993</i>		
	Existing Use Rights	Flooding Enquiries (only in writing)		
	Expenditure	Up to \$70,000 for area of responsibility		
	Grants Management	Funding Acquittal		
	Hoardings	Refund		
	Legal Action	Engage legal counsel and issue instructions	With the approval of their Director or the General Manager	
	Payment Authorisation	Signing of an Invoice or Voucher for Final Payment	As per Expenditure – self authorisation prohibited	
	Petty Cash Reimbursements	Authorisation up to \$150	Self authorisation prohibited	
	People Management	Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position		
		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets		
Traffic Committee	Attendance at Meetings representing Council			



GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
Group Manager Building and Development	Orders/Notices/Infringements	Power to issue fines/notices/orders under the <i>Environmental Planning and Assessment Act 1979</i>	
	Authorised officers under named Acts	<i>Environmental Planning and Assessment Act 1979</i>	
		<i>Local Government Act 1993</i>	
		<i>Roads Act 1993</i>	
	Building and Development fee refunds	Approval of Refunds	
	Certificates	Refund of Construction Certificate	
		Section 10.7 - Planning	Signing
		Subdivision Certification	
		Subdivision	
	Contracts	Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility) not including lease of equipment)	
	Court or Tribunal Proceedings	Offence arising under the <i>Environmental Planning and Assessment Act 1979</i> and/or the <i>Local Government Act 1993</i>	
	Development Applications	Approvals – up to and including 7 Objections	
		Development Consents Approved by Council	Development Consents Approved by Council
		Functions conferred or imposed on the Director-General of DOPI under SEPP No. 1 – Development Standards/Clause 4.6 Objections	Functions conferred or imposed on the Director-General of DOPI under SEPP No. 1 – Development Standards/ Clause 4.6 Objections
Refund of Development Applications			

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
		Where the original DA was approved under delegation and up to seven valid planning objections to the development application have been received from separate households within the notification area	
		Where the original DA was approved under delegation and up to seven signatures from separate households within the notification area has been received	
	Entry into Premises	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the <i>Local Government Act 1993</i>	
		Enabling Council Officers to carry out inspections by entering any premises under Section 9.16 of the <i>Environmental Planning and Assessment Act 1979</i>	
	Existing Use Rights	Advice to be provided only in writing	
	Expenditure	Up to \$50,000 for area of responsibility	
	Grants Management	Funding Acquittal	
	Inspections and Investigations	To exercise functions conferred or imposed on Council under Section 192 of the <i>Local Government Act 1993</i>	
		Refund of Inspection Fees	
	Legal Action	<p><b>Act on Council's behalf and / or sign agreements</b> in relation to the following matters within the jurisdiction of the organisational directorate to which they are assigned:</p> <ul style="list-style-type: none"> <li>▪ Agreements arising out of mediation and conciliation including agreements reached</li> </ul>	

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
		<p>pursuant to Section 34 of the Environmental Planning and Assessment Act 1979</p> <ul style="list-style-type: none"> <li>▪ Consent orders in any Court or Tribunal except the High Court of Australia</li> <li>▪ Other order or agreement in proceedings in any Court or Tribunal except the High Court of Australia</li> </ul> <p>subject to any overriding decision or direction of the Director to whom they report</p>	
		<p><b>Give all instructions to legal providers</b> in relation to offences and proceedings matters arising from the following:</p> <ul style="list-style-type: none"> <li>▪ <i>Boarding Houses Act 2012</i></li> <li>▪ <i>Biosecurity Act 2015</i></li> <li>▪ <i>Companion Animals Act 1998</i></li> <li>▪ <i>Environmental Planning and Assessment Act 1979</i></li> <li>▪ <i>Impounding Act 1993</i></li> <li>▪ <i>Local Government Act 1993</i></li> <li>▪ <i>Protection of the Environment Operations Act 1997</i></li> <li>▪ <i>Road Transport Act 2013</i></li> <li>▪ <i>Roads Act 1993</i></li> <li>▪ <i>Swimming Pools Act 1992</i></li> </ul> <p>subject to any overriding decision or direction of the Director to whom they report</p>	
		Engage legal counsel and issue instructions	With the approval of their Director or the General Manager

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
	People Management	Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	
		Overtime/Leave in Lieu Approval	
		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	
Group Manager Community, Library and Aquatic Services	Authorised officers under named Acts	<i>Library Act 1939</i>	
	Expenditure	Up to \$50,000 for area of responsibility	
	Contracts	Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility) not including lease of equipment)	
	Grants Management	Funding Acquittal	
		Refunds (within area of responsibility)	
	Legal Action	Engage legal counsel and issue instructions	With the approval of their Director or the General Manager
	People Management	Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	
		Overtime/Leave in Lieu Approval	
		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	
Payment Authorisation	Signing of an Invoice or Voucher for Final Payment	As per Expenditure – self authorisation prohibited	
Petty Cash Reimbursements	Authorisation up to \$150	Self authorisation prohibited	

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
	Refunds Enfield Aquatic Centre	Refund for overpayments and in other circumstances her services cannot be delivered Refund of Learn to Swim Fees – serious illness or misadventure	
Group Manager Community Safety	Court or Tribunal Proceedings	Offences arising under the <i>Environmental Planning and Assessment Act 1979</i> , the <i>Local Government Act 1993</i> , the <i>Protection of the Environment Act 1997</i> , the <i>Companion Animal Act 1998</i> , the <i>Impounding Act 1993</i> , the <i>Roads Act 1993</i> , the <i>Road Transport Act 2013</i> , the <i>Swimming Pool Act 1992</i> , the <i>Boarding House Act 2012</i> and the <i>Biosecurity Act 2015</i>	
		Enforcement of Orders and/or notices made by Burwood Council under the <i>Environmental Planning and Assessment Act 1979</i> , the <i>Local Government Act 1993</i> , the <i>Protection of the Environment Act 1997</i> and the <i>Companion Animal Act 1998</i>	
	Contracts	Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility) not including lease of equipment)	
	Expenditure	Up to \$50,000 for area of responsibility	
	Grants Management	Funding Acquittal	
	Legal Action	<b>Act on Council's behalf and / or sign agreements</b> in relation to the following matters within the jurisdiction of the organisational directorate to which they are assigned:	

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
		<ul style="list-style-type: none"> <li>▪ Agreements arising out of mediation and conciliation including agreements reached pursuant to Section 34 of the Environmental Planning and Assessment Act 1979</li> <li>▪ Consent orders in any Court or Tribunal except the High Court of Australia</li> <li>▪ Other order or agreement in proceedings in any Court or Tribunal except the High Court of Australia</li> </ul> <p>subject to any overriding decision or direction of the Director to whom they report</p> <p><b>Give all instructions to legal providers</b> in relation to offences and proceedings matters arising from the following:</p> <ul style="list-style-type: none"> <li>▪ <i>Boarding Houses Act 2012</i></li> <li>▪ <i>Biosecurity Act 2015</i></li> <li>▪ <i>Companion Animals Act 1998</i></li> <li>▪ <i>Environmental Planning and Assessment Act 1979</i></li> <li>▪ <i>Impounding Act 1993</i></li> <li>▪ <i>Local Government Act 1993</i></li> <li>▪ <i>Protection of the Environment Operations Act 1997</i></li> <li>▪ <i>Road Transport Act 2013</i></li> <li>▪ <i>Roads Act 1993</i></li> <li>▪ <i>Swimming Pools Act 1992</i></li> </ul> <p>subject to any overriding decision or direction of the Director to whom they report</p>	

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
		Engage legal counsel and issue instructions	With the approval of their Director or the General Manager
	Payment Authorisation	Signing of an Invoice or Voucher for Final Payment	As per Expenditure – self authorisation prohibited
	Petty Cash Reimbursements	Authorisation up to \$150	Self authorisation prohibited
	People Management	Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	
Overtime/Leave in Lieu Approval			
Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets			
Group Manager Corporate Planning and Communications	Contracts	Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility) not including lease of equipment)	
	Expenditure	Up to \$20,000 for area of responsibility	
	Grants Management	Funding Acquittal	
	Legal Action	Engage legal counsel and issue instructions	With the approval of their Director or the General Manager
	Payment Authorisation	Signing of an invoice or voucher for final payment	As per Expenditure – self authorisation prohibited
	People Management	Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	
Overtime/Leave in Lieu Approval			

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	
	Petty Cash Reimbursements	Authorisation up to \$150	Self authorisation prohibited
Group Manager Customer Service and Records	Authorised Officer	<i>State Records Act 1998</i>	
	Bookings – Woodstock Park	Process hall bookings and produce invoices	
		Approval of Booking Refunds and Overpayments	
	Community Halls Security Deposit	Refund of Deposit	
	Contracts	Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility) not including lease of equipment)	
	Customer Action Requests (CRM)	Process	
	Expenditure	Up to \$20,000 for area of responsibility	
	Grants Management	Funding Acquittal	
	Long Service Levy (Payment of Fees from Development Applications)	Up to \$20,000	
	Payment Authorisation	Single storey additions Up to \$2,000,000	As per Expenditure – self authorisation prohibited
Petty Cash Reimbursements	Authorisation up to \$150	Self authorisation prohibited	
People Management	Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position		



GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
		Overtime/Leave in Lieu Approval	
		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	
	PlanFirst Returns	Up to \$20,000	
	Receipt of payment	Receipting of payments	
		Transfer of payments - approval to transfer when a payment is receipted incorrectly	
	Records Management	Authorisation of disposal of records in accordance with Section 24 <i>State Records Act 1998</i>	
Statutory Returns – Director of Planning	Australia Bureau of Statistics (ABS) Returns		
Group Manager Environment and Health	Authorised officers under named Acts	<i>Biosecurity Act 2015</i>	
		<i>Boarding Houses Act 2012</i>	
		<i>Environmental Planning and Assessment Act 1979</i>	
		<i>Food Act 2003</i>	
		<i>Local Government Act 1993</i>	
		<i>Protection of the Environment Operations Act 1997</i>	
		<i>Public Health Act 2010</i>	
	Contracts	Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility) not including lease of equipment)	

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
	Entry into Premises	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the <i>Local Government Act 1993</i>	
		Enabling Council Officers to carry out inspections by entering any premises under Section 9.16 of the <i>Environmental Planning and Assessment Act 1979</i>	
	Expenditure	Up to \$50,000 for area of responsibility	
	Grants Management	Funding Acquittal	
	Inspections and Investigations	To exercise functions conferred or imposed on Council under Section 192 of the <i>Local Government Act 1993</i>	
		Refund of Inspection Fees	
	Legal Action	Engage legal counsel and issue instructions	With the approval of their Director or the General Manager
	Orders/Notices/Infringements	Intention to Serve Order and Notices pursuant to the <i>Local Government Act 1993</i>	
		Issue Improvement Notice pursuant to Section 58 of the <i>Food Act 2003</i>	
		Issue Prohibition Order pursuant to Section 60 of the <i>Food Act 2003</i>	
		Power to issue fines under the <i>Public Health Act 1991</i>	
		Power to issue fines/notices/orders under the <i>Environmental Planning and Assessment Act 1979</i>	
	Power to issue fines under the <i>Protection of the Environmental Operation Act 1997</i>		

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
		Power to issue fines under the <i>Biosecurity Act 2015</i>	
	People Management	Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	
		Overtime/Leave in Lieu Approval	
		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	
	Payment Authorisation	Signing of an Invoice or Voucher for Final Payment	As per Expenditure – self authorisation prohibited
	Petty Cash Reimbursements	Authorisation up to \$150	Self authorisation prohibited
Group Manager Finance and Resource Management - Chief Finance Officer	Banking	Processing of Electronic Funds Transfers (EFT)	
	Certificates	Expenditure – Grant Funding	
	Cheque Signatories	Authorised to sign or counter sign Council cheques	
	Expenditure	Up to \$70,000 for area of responsibility	
	Contracts	Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility) not including lease of equipment)	
		Signing of documents in relation to the lease of equipment (including leases, agreements, licenses and contracts within area of responsibility) Australian Accounting Standard Board (AASB16	

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
		Leases) note this does not include equipment purchased outright	
	Grants Management	Refunds	
		Funding Acquittal	
	Legal Advice	Authorised Council Officers to engage legal services and issue instructions to Council's Legal Panel with the approval of their Executive Member	
	Payment Authorisation	Signing of an invoice or voucher for final payment	As per Expenditure – self authorisation prohibited
	Payroll Approval	Sign Off	
		Sign off on Termination Pays	
	Petty Cash Reimbursements	Authorisation up to \$150	Self authorisation prohibited
	People Management	Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	
		Overtime/Leave in Lieu Approval	
		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	
	Unclaimed Money	Unclaimed money to be paid to the Chief Commissioner of Unclaimed Money under the <i>Unclaimed Money Act 1995</i>	
	Responsible Accounting Officer	Clause 196 of the <i>Local Government (General) Regulation 2005</i>	
Group Manager Information Technology	Expenditure	Up to \$70,000 for area of responsibility	
	Grants Management	Funding Acquittal	
	Contracts	Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses	

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
		and contracts within area of responsibility) not including lease of equipment)	
	Payment Authorisation	Signing of an Invoice or Voucher for Final Payment	As per Expenditure – self authorisation prohibited
	People Management	Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	
		Overtime/Leave in Lieu Approval	
		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	
	Petty Cash Reimbursements	Authorisation up to \$150	Self authorisation prohibited
Group Manager Operations	Authorised officers under named Acts	<i>Biodiversity Act 2016</i>	
		<i>Local Government Act 1993</i>	
		<i>Impounding Act 1993</i>	
		<i>Roads Act 1993</i>	
	Contracts	Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility) not including lease of equipment)	
	Entry into Premises	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the <i>Local Government Act 2004</i>	
	Expenditure	Up to \$80,000 for area of responsibility	
	Grants Management	Funding Acquittal	
	Legal Action	Engage legal counsel and issue instructions	With the approval of their Director or the General Manager

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
	Local Emergency Management	Functions of the Local Emergency Management Officer (Operational Support)	Functions of the Local Emergency Management Officer (Operational Support)
	Payment Authorisation	Signing of an Invoice or Voucher for Final Payment	As per Expenditure – self authorisation prohibited
	Petty Cash Reimbursements	Authorisation up to \$150	Self authorisation prohibited
	People Management	Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	
		Overtime/Leave in Lieu Approval	
		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	
Group Manager Property and Building	Contracts	Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility) not including lease of equipment)	
	Existing Use Rights	Development Opportunities enquiries (Council-owned land)	
	Expenditure	Up to \$50,000 for area of responsibility	
	Grants Management	Funding Acquittal	
	Legal Action	Engage legal counsel and issue instructions	With the approval of their Director or the General Manager
	Payment Authorisation	Signing of an Invoice or Voucher for Final Payment	As per Expenditure – self authorisation prohibited

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
	People Management	Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	
		Overtime/Leave in Lieu Approval	
		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	
	Petty Cash Reimbursements	Authorisation up to \$150	Self authorisation prohibited
Group Manager Strategic Planning, Heritage and Place Planning	Authorised officers under named Acts	<i>Environmental Planning and Assessment Act 1979</i>	
	Contracts	Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility) not including lease of equipment)	
	Expenditure	Up to \$10,000 for area of responsibility	
	Grants Management	Funding Acquittal	
	Legal Action	Engage legal counsel and issue instructions	With the approval of their Director or the General Manager
		Making of Local Environmental Plans, Development Control Plans and Contribution Plans	<ol style="list-style-type: none"> <li>1. Furnish reports direct to the Minister in relation to a Draft Local Environmental Plans</li> <li>2. Issue notices and reports under <i>Environmental Planning and Assessment Act</i> relevant to making of LEP/DCPs/ Contributions Plans</li> </ol>
	Payment Authorisation	Signing of an Invoice or Voucher for Final Payment	As per Expenditure – self authorisation prohibited
Refund of Planning Contributions (Section 7.12 of EP&A Act)	Up to \$10,000		

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
	People Management	Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	
		Overtime/Leave in Lieu Approval	
		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	
	Petty Cash Reimbursements	Authorisation up to \$150	Self authorisation prohibited
	Voluntary Planning Agreements	Authorising notices relating to the registration, or removal of registration, of voluntary planning agreements through NSW Land & Property Information	
Home Library Disabilities Officer	Authorised officers under named Acts	<i>Library Act 1939</i>	
	Receipt of payment	Receipting of payments	
Internal Ombudsman	Code of Conduct	Investigate Breaches	
	Consultants	Appointment	Code of Conduct investigation matters
	Expenditure	Up to \$50,000 for area of responsibility	
	Legal Action	Engage legal counsel and issue instructions	With the approval of their Director or the General Manager
	Network, Email, Skype for Business, Intranet and Internet	Monitoring program	Code of Conduct and PIDs – Manager Governance or Consultant Governance Specialist co-sign access request  Performance related – Director People and Performance to co-sign access request
	Public Interest Disclosures	Investigate Public Interest Disclosures	



GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
Landscape Technician and Project Officer	Entry into Premises	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the <i>Local Government Act 1993</i>	
		Enabling Council Officers to carry out inspections by entering any premises under Section 9.16 of the <i>Environmental Planning and Assessment Act 1979</i>	
Law Enforcement Officers	Authorised officers under named Acts	<i>Biosecurity Act 2015</i>	
		<i>Boarding Houses Act 2012</i>	
		<i>Companion Animals Act 1998</i>	
		<i>Environmental Planning and Assessment Act 1979</i>	Law Enforcement Officers has the same meaning as Investigation Officers under this Act
		<i>Impounding Act 1993</i>	
		<i>Local Government Act 1993</i>	
		<i>Protection of the Environment Operations Act 1997</i>	
		<i>Roads Act 1993</i>	
		<i>Road Transport Act 2013</i>	
		<i>Swimming Pools Act 1992</i>	
Entry into Premises	Entry into Premises	Enabling Council Officers to carry out inspections by entering any premises under Section 9.16 of the <i>Environmental Planning and Assessment Act 1979</i>	
		Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the <i>Local Government Act 1993</i>	
Inspections and Investigations	Inspections and Investigations	To exercise functions conferred or imposed on Council under Section 192 of the <i>Local Government Act 1993</i>	

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
	Orders/Notices/Infringements	Intention to Serve Order and Notices pursuant to the <b>Local Government Act 1993</b>	
		Power to issue Infringement Notices under the <b>Roads Act 1993</b> and <b>Roads Regulation 2008</b>	
		Power to issue Infringement Notices under the <i>Road Transport Act 2013 and Road Rules 2014</i>	
		Power to issue fines/notices/orders under the <i>Environmental Planning and Assessment Act 1979</i>	
		Power to issue fines under the <i>Protection of the Environmental Operation Act 1997</i>	
		Power to issue fines under the <i>Companion Animals Act 1998</i>	
		Power to issue fines under the <i>Local Government Act 1993</i>	
		Power to issue fines under the <i>Swimming Pools Act 1992</i>	
		Power to issue fines under the <i>Impounding Act 1993</i>	
Learning Experiences Officer		Authorised officers under named Acts	<i>Library Act 1939</i>
	Receipt of payment	Receipting of payments	
Learning Experiences Support Officer	Authorised officers under named Acts	<i>Library Act 1939</i>	
	Receipt of payment	Receipting of payments	

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
Programs Team Leader	Receipt of payment	Receipting of payments	
Learn to Swim Instructors	Receipt of payment	Receipting of payments	
Lending Services Officer	Authorised officers under named Acts	<i>Library Act 1939</i>	
	Receipt of payment	Receipting of payments	
Library Project Change Manager	Authorised officers under named Acts	<i>Library Act 1939</i>	
	Expenditure	Up to \$10,000 for area of responsibility	
	Payment Authorisation	Signing of an invoice or voucher for final payment	As per Expenditure – self authorisation prohibited
	Petty Cash Reimbursements	Authorisation up to \$150	Self authorisation prohibited
	Receipt of payment	Receipting of payments	
Library Services Coordinator	Authorised officers under named Acts	<i>Library Act 1939</i>	
	Expenditure	Up to \$10,000 for area of responsibility	
	Payment Authorisation	Signing of an invoice or voucher for final payment	As per Expenditure – self authorisation prohibited
	Petty Cash Reimbursements	Authorisation up to \$150	Self authorisation prohibited
	Receipt of payment	Receipting of payments	
Manager Design	Authorised officers under named Acts	<i>Roads Act 1993</i>	
	Certificates	Section 88G Drainage Systems	
	Entry into Premises	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the <i>Local Government Act 1993</i>	
	Expenditure	Up to \$20,000 for area of responsibility	
	Payment Authorisation	Signing of an Invoice or Voucher for Final Payment	As per Expenditure – self authorisation prohibited
	Petty Cash Reimbursements	Authorisation up to \$150	Self authorisation prohibited

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO	
	Permits issuing of	Works on Council Property		
Manager Governance	Access to Information	<i>Government Information (Public Access) Act 2010</i>	Determination of Applications – Both formal and informal	
		<i>Health Records and Information Privacy Act 2003</i>	Determination of Applications	
		<i>Privacy and Personal Information Protection Act 1999</i>	Determination of Applications	
	Code of Conduct	Investigate Breaches	As the Alternate Complaints Coordinator	
	Consultants	Appointment	Code of Conduct investigation matters	
	Expenditure	Up to \$50,000 for area of responsibility	As per Expenditure – self authorisation prohibited	
	Legal Action	Engage legal counsel and issue instructions	With the approval of their Director or the General Manager	
	Network, Email, Skype for Business, Intranet and Internet	Monitoring program	Code of Conduct and PIDs – Internal Ombudsman to co- sign access request	
	People Management	Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position		
		Overtime/Leave in Lieu Approval		
Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets				
Petty Cash Reimbursements	Authorisation up to \$150	Self authorisation prohibited		

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
	Public Interest Disclosures	Investigate Public Interest Disclosures	As the Alternate Disclosure Coordinator
	Public Officer	Role (under Section 342 of the <i>Local Government Act 1993</i> )	
Manager Traffic and Transport	Authorised officers under named Acts	<i>Roads Act 1993</i>	
	Contracts	Signing of documents in relation to the provision of goods and services (including leases, agreements, licenses and contracts within area of responsibility) not including lease of equipment)	
	Expenditure	Up to \$50,000 for area of responsibility	
	Outdoor Eating Areas – Licence Agreements	Execution of Agreement to give effect to approved Application	
		Refund of Application Fee	
	Payment Authorisation	Signing of an Invoice or Voucher for Final Payment	As per Expenditure – self authorisation prohibited
	Permits	Filming	
		Busking	
		Promotions	
		Work Zone	
		Road Closure	
		Refunds	(including parking permits)
		Rubbish Skip Bins	
	Merchandise, A-Frames and Other Articles		
People Management	Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position		

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	
	Petty Cash Reimbursements	Authorisation up to \$150	Self authorisation prohibited
	Traffic Committee	Attendance at Meetings representing Council	
Manager Parks	Expenditure	Up to \$20,000 for area of responsibility	
	As per Expenditure – self authorisation prohibited	As per Expenditure – self authorisation prohibited	As per Expenditure – self authorisation prohibited
	Authorised Officer	<i>Impounding Act 1993</i>	
	Entry into Premises	<i>Local Government Act 1993</i>	
	Parks	Bookings	
		Refunds/Release of Security Bonds	
	Permits Issue of	Works on Council Property	
	People Management	Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	
Leave Applications (including RDOs, sick leave and special leave) for employees that report to			
	Petty Cash Reimbursements	Authorisation up to \$150	Self authorisation prohibited
Manager Civil Construction and Maintenance	Authorised Officer	<i>Local Government Act 1993</i>	
		<i>Impounding Act 1993</i>	
		<i>Roads Act 1993</i>	
	Entry into Premises	Enabling Council Officers to carry out inspections by entering any premises	

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
		under Section 191 of the <i>Local Government Act 1993</i>	
	Expenditure	Up to \$50,000 for area of responsibility	
	Payment Authorisation	Single storey additions Up to \$2,000,000	As per Expenditure – self authorisation prohibited
	People Management	Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	
		Leave Applications (including RDOs, sick leave and special leave) for employees that report to	
	Permits (issue of)	Road Opening	
		Road Closure	
		Works on Council Property	
	Petty Cash Reimbursements	<b>Authorisation up to \$150</b>	Self authorisation prohibited
Media and Communications Officer	Expenditure	Up to \$5,000 for area of responsibility	
	Media contact	Media Enquiries	
Multicultural and Local Studies Librarian	Authorised officers under named Acts	<i>Library Act 1939</i>	
	Receipt of payment	Receipting of payments	
Mobile Play Van Team Leader	Receipt of payment	Receipting of payments	
Multicultural Services Officer	Authorised officers under named Acts	<i>Library Act 1939</i>	
	Receipt of payment	Receipting of payments	
Operator - City Safe Program	Obtaining CCTV Footage for law enforcement purposes	<i>Privacy And Personal Information Protection Act 1998</i>	
Operations Support Officer	Authorised officers under named Acts	<i>Impounding Act 1993</i>	
	Park	Bookings	

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
Operations Team Leader	Receipt of payment	Receipting of payments	
Parking Officers	Authorised officers under named Acts	<i>Companion Animals Act 1993</i>	
		<i>Impounding Act 1993</i>	
		<i>Local Government Act 1993</i>	
		<i>Protection of the Environment Operations Act 1997</i>	
		<i>Roads Act 1993</i>	
		<i>Road Transport Act 2013</i>	
	Orders/Notices/Infringements	Power to issue Infringement Notices under the <i>Road Rules 2014</i>	
		Power to issue Infringement Notices under the <i>Roads Regulation 2008</i>	
		Power to issue Infringement Notices <i>Road Transport Regulation (General) 2013</i>	
		Power to issue Infringement Notices under the <i>Road Transport Act 2013</i>	
		Power to issue fines under the <i>Protection of the Environmental Operation Act 1997</i>	
		Power to issue fines under the <i>Companion Animals Act 1998</i>	
		Power to issue fines under the <i>Impounding Act 1993</i>	
		Power to issue fines under the <i>Local Government Act 1993</i>	
Payroll/Human Resources Officer	People Management	Superannuation Matters	
	Payroll	Process Payroll	
	People Management	Unsuccessful Application Letters	



GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
Pool Supervisor	Receipt of payment	Receipting of payments	
Procurement Officer	Expenditure	Up to \$5,000 for area of responsibility	
Property Management Coordinator	Expenditure	Up to \$15,000 for area of responsibility	
Records Coordinator	Authorised Officer	<i>State Records Act 1998</i>	
	People Management	Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	
	Records Management	Authorisation of disposal of records in accordance with Section 24 <i>State Records Act 1998</i>	
Compliance with <i>State Records Act 1998</i>			
Records Officer	Records	Disposal	
Information Technology Librarian	Authorised officers under named Acts	<i>Library Act 1939</i>	
	Receipt of payment	Receipting of payments	
Restorations Officer	Authorised Officer	<i>Impounding Act 1993</i>	
	Damage Deposits	Release of Council Infrastructure	
	Entry into Premises	<i>Local Government Act 1993</i>	
	Permits (issue of)	Road Opening	
		Road Closure	
Works on Council Property			
Risk Management Coordinator	Expenditure	Up to \$10,000 for area of responsibility	
	Payment Authorisation	Signing of an Invoice or Voucher for Final Payment	As per Expenditure – self authorisation prohibited
	Petty Cash Reimbursements	Authorisation up to \$150	Self authorisation prohibited

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
Road Safety Officer	Traffic Committee	Attendance at Meetings representing Council	
Senior Customer Service Officer	Approval of Booking Refunds and Overpayments	under \$3,000	Approval only for refunds that have not been processed by the Officer
	People Management	Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	
	Refunds Approval	Section 603 Certificates	Approval only for refunds that have not been processed by the Officer
		Section 10.7 Certificates	Approval only for refunds that have not been processed by the Officer
Section 735A (Outstanding Notices)		Approval only for refunds that have not been processed by the Officer	
Senior Development Engineer	Authorised officers under named Acts	<i>Roads Act 1993</i>	
	Bank Guarantees	Release	Within area of responsibility
	Building and Security Deposits – Development applications	Processing of Building and Security Deposits	
	Certificates	Section 88G Drainage Systems	
	Damage Deposits	Release and Refund	
	Flooding Enquiries (only in writing)		
	Entry into Premises	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the <i>Local Government Act 1993</i>	
	Permits issue of	Works on Council Property	
Senior Environmental Health Officer	Authorised officers under named Acts	<i>Public Health Act 2010</i>	
		<i>Local Government Act 1993</i>	
		<i>Boarding Houses Act 2012</i>	

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
		<i>Environmental Planning and Assessment Act 1979</i>	
		<i>Food Act 2003</i>	
		<i>Protection of the Environment Operations Act 1997</i>	
		<i>Biosecurity Act 2015</i>	
	Entry into Premises	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the <i>Local Government Act 1993</i>	
		Enabling Council Officers to carry out inspections by entering any premises under Section 9.16 of the <i>Environmental Planning and Assessment Act 1979</i>	
	Inspections and Investigations	To exercise functions conferred or imposed on Council under Section 192 of the <i>Local Government Act 1993</i>	
	Orders/Notices/Infringements	Intention to Serve Order and Notices pursuant to the <i>Local Government Act 1993</i>	
		Issue Improvement Notice pursuant to Section 58 of the <i>Food Act 2004</i>	
		Power to issue fines under the <i>Public Health Act 1991</i>	
		Power to issue fines under the <i>Protection of the Environmental Operation Act 1997</i>	
		Power to issue fines under the <i>Local Government Act 1993</i>	

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
Senior Health and Building Surveyor	Authorised officers under named Acts	<i>Local Government Act 1993</i>	
		<i>Environmental Planning and Assessment Act 1979</i>	
		<i>Swimming Pools Act 1992</i>	
	Building and Development Fee Refunds	Processing of Refunds	
		Processing of Building and Security Deposits	
	Certificates	Approval and Refusal Class 1 and 10 Buildings	
		Approval and Refusal Class 2-9 Buildings less than \$2,000,000	
		Approval and Refusal Class 2-9 Buildings over \$2,000,000	
		Approval and Refusal Class 2-9 Buildings over \$2,000,000	Decision by Council
		Building – Section 149 <i>Environmental Planning and Assessment Act 1979</i>	
		Occupation – Approval of Occupy	
		Essential Services – Fire Safety	
		Section 735A (Outstanding Notices)	
	Development Applications	Class 1 and 10 Buildings One and Two Storey Only – up to and including 5 objections	
		Class 2 – 9 Buildings less than \$2,000,000 up to and including 5 objections	
		Section 96 Modifications	Where the original DA was approved under delegation and no objection
	Entry into Premises	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the <i>Local Government Act 1993</i>	

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
		Enabling Council Officers to carry out inspections by entering any premises under Section 9.16 of the <i>Environmental Planning and Assessment Act 1979</i>	
	Hoardings	Approval	
	Inspections and Investigations	To exercise functions conferred or imposed on Council under Section 192 of the <i>Local Government Act 1993</i>	
	Orders/Notices/Infringements	Power to issue fines/notices/orders under the <i>Environmental Planning and Assessment Act 1979</i>	
		Power to issue fines/notices/orders under the <i>Swimming Pools Act 1992</i>	
Senior Landscape Architect	Expenditure	Up to \$20,000 for area of responsibility	
	Payment Authorisation	Signing of an Invoice or Voucher for Final Payment	As per Expenditure – self authorisation prohibited
	People Management	Leave Applications (including RDOs, sick leave and special leave) for employees that report to the delegated position	
		Weekly Attendance Records/Times Sheets and approval of agency/contract staff attendance sheets	
	Petty Cash Reimbursements	Authorisation up to \$150	Self authorisation prohibited
Senior Pool Supervisor	Receipt of payment	Receipt of Payment	
Senior Plant Mechanic	Expenditure	Up to \$5,000 for area of responsibility	
	Payment Authorisation	Signing of an Invoice or Voucher for Final Payment	As per Expenditure – self authorisation prohibited
	People Management	Weekly Attendance Records/Times Sheets and approval of	

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
		agency/contract staff attendance sheets	
		Leave Applications (including RDOs, sick leave and special leave) for employees that report to	
	Petty Cash Reimbursements	Authorisation up to \$150	Self authorisation prohibited
Senior Strategic Planner	Authorised officers under named Acts	<i>Environmental Planning and Assessment Act 1979</i>	
Senior Stormwater/Drainage Design Engineer	Flooding Enquiries (only in writing)		
	Permits issuing of	Works on Council Property	
Senior Town Planner	Authorised officers under named Acts	<i>Environmental Planning and Assessment Act 1979</i>	
	Development Applications	Where the original DA was approved under delegation and no objection	
		Class 2 and 9 Buildings less than \$2,000,000 - up to and including 5 objections	
	Entry into Premises	Enabling Council Officers to carry out inspections by entering any premises under Section 9.16 of the <i>Environmental Planning and Assessment Act 1986</i>	
	Orders/Notices/Infringements	Power to issue fines/notices/orders under the <i>Environmental Planning and Assessment Act 1979</i>	
Special Projects Officer	Authorised officers under named Acts	<i>Local Government Act 1993</i>	
		<i>Environmental Planning and Assessment Act 1979</i>	
		<i>Swimming Pools Act 1992</i>	

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
	Building and Development fee refunds	Processing of Refunds	
		Processing of Building and Security Deposits	
	Certificates	Approval and Refusal Class 1 and 10 Buildings	
		Approval and Refusal Class 2-9 Buildings less than \$2,000,000	
		Approval and Refusal Class 2-9 Buildings over \$2,000,000	
		Approval and Refusal Class 2-9 Buildings over \$2,000,000	Decision by Council
		Building – Section 149 <i>Environmental Planning and Assessment Act 1979</i>	
		Occupation – Approval of Occupy	
		Essential Services – Fire Safety	
		Section 735A (Outstanding Notices)	
	Development Applications	Class 1 and 10 Buildings One and Two Storey Only -up to and including 5 objections	
		Class 2 – 9 Buildings less than \$2,000,000 up to and including 5 objections	
		Change of Use – Fit Out of Existing Buildings	
		Section 96 Modifications	Where the original DA was approved under delegation and no objection
	Entry into Premises	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the <i>Local Government Act 1993</i>	
		Enabling Council Officers to carry out inspections by entering any premises under Section 9.16 of the	

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
		<i>Environmental Planning and Assessment Act 1979</i>	
	Hoardings	Approval	
	Inspections and Investigations	To exercise functions conferred or imposed on Council under Section 192 of the <i>Local Government Act 1993</i>	
	Orders/Notices/Infringements	Power to issue fines/notices/orders under the <i>Environmental Planning and Assessment Act 1979</i>	
		Power to issue fines/notices/orders under the <i>Swimming Pools Act 1992</i>	
Team Leader – Collections and Access	Authorised Officer	<i>Library Act 1939</i>	
	Receipt of payment	Receipting of payments	
Team Leader – Community Engagement	Authorised Officer	<i>Library Act 1939</i>	
	Receipt of payment	Receipting of payments	
Temporary Swimming Pool Inspector	Authorised Officer	<i>Swimming Pools Act 1992</i>	
		<i>Local Government Act 1993</i>	
	Powers of Entry	<i>Local Government Act 1993</i>	
	Orders/Notices/Infringements	Power to issue fines/notices/orders under the <i>Swimming Pools Act 1992</i>	
Traffic Engineering Officer	Authorised officers under named Acts	<i>Roads Act 1993</i>	
	Permits	Promotions	
		Filming	
		Busking	
		Road Closure	
		Work Zone	
Traffic Committee	Attendance at Meetings representing Council		



GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
Tree Management Officer	Entry into Premises	Enabling Council Officers to carry out inspections by entering any premises under Section 191 of the <i>Local Government Act 1993</i>	
		Enabling Council Officers to carry out inspections by entering any premises under Section 9.16 of the <i>Environmental Planning and Assessment Act 1979</i>	
	Trees	Pruning Permit/Refusal	
		Removal Permit/Refusal	
		Refund Tree Deposits	
Team Leader Major Parks	Authorised officers under named Acts	<i>Impounding Act 1993</i>	
Trolley Investigations Officer	Authorised officers under named Acts	<i>Impounding Act 1993</i>	
Waste Investigations Officer	Authorised officer under named Acts	<i>Impounding Act 1993</i>	
		<i>Local Government Act 1993</i>	
		<i>Protections of the Environment Operations Act 1997</i>	
		<i>Road Transport Act 2013</i>	
		<i>Roads Act 1993</i>	
	Entry into Premises	Enabling council Officer to carry out inspections by entering any premises under Section 191 of the <b>Local Government Act 1993</b>	
	Inspections and Investigations	To exercise functions conferred or imposed on Council under Section 192 of the <b>Local Government Act 1993</b>	
	Orders/Notices/Infringements	Power to issue fines under the <b>Impounding Act 1993</b>	
Power to issue fines under the <b>Local Government Act 1993</b>			

GRANTED TO ...	DELEGATION / AUTHORISATION	SCOPE	PROVISO
		Intention to Serve Order and Notices pursuant to the <b>Local Government Act 1993</b>	
		Power to issue fines under the <b>Protection of the Environment Operation Act 1997</b>	
		Power to issue fines under the <b>Roads Act 1993</b>	
		Power to issue Infringement Notices under the <b>Roads Regulation 2008</b>	
		Power to issue Infringement Notices under the <b>Road Transport Act 2013</b> , the <b>Road Rules 2014</b> and <b>Road Transport (General) Regulation 2013</b>	
Work, Health and Safety Coordinator	Expenditure	Up to \$10,000 for area of responsibility	
	Payment Authorisation	Signing of an Invoice or Voucher for Final Payment	As per Expenditure – self authorisation prohibited
	People Management	Unsuccessful Application Letters	
	Petty Cash Reimbursements	Authorisation up to \$150	Self authorisation prohibited

Tommaso Briscese  
**GENERAL MANAGER**

Date: 21 December 2021